



MINUTES

ORDINARY COUNCIL MEETING

20 June 2023

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 20 June 2023
in the Council Chambers, 9 Lynch Street, Corrigin

Contents

1	DECLARATION OF OPENING	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3	PUBLIC QUESTION TIME	3
4	MEMORIALS	3
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
6	DECLATIONS OF INTEREST	3
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES.....	4
7.1.1	ORDINARY COUNCIL MEETING	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES	4
7.2.1	EDNA STEVENSON COMMITTEE MEETING.....	4
7.2.2	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING	4
8	MATTERS REQUIRING A COUNCIL DECISION.....	5
8.1	CORPORATE AND COMMUNITY SERVICES REPORT.....	5
8.1.1	ACCOUNTS FOR PAYMENT	5
8.1.2	ACCOUNTS FOR PAYMENT – CREDIT CARDS.....	7
8.1.3	MONTHLY FINANCIAL REPORTS	9
8.2	GOVERNANCE AND COMPLIANCE.....	11
8.2.1	DELEGATION REGISTER REVIEW	11
8.2.2	REVISED RECORD KEEPING PLAN	13
8.2.3	CONDUCT OF LOCAL GOVERNMENT ELECTION 2023	15
8.2.4	ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU	20
8.2.5	ROE REGIONAL ORGANISATION OF COUNCILS MOU	22
8.2.6	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - REPORT OF INTERIM AUDIT FINDINGS.....	25
8.2.7	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - RISK MANAGEMENT FRAMEWORK REVIEW.....	27
8.3	WORKS AND SERVICES	29
9	CHIEF EXECUTIVE OFFICER REPORT.....	29
10	PRESIDENT'S REPORT	29
11	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM	29
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	29
13	INFORMATION BULLETIN	29
14	WALGA AND CENTRAL ZONE MOTIONS	29
15	NEXT MEETING.....	29
16	MEETING CLOSURE.....	29

Councillor Fare sought permission from the President prior to the meeting to join the meeting electronically and informed the President he could maintain confidentiality for the duration of the meeting.

1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 03:00pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated and paid his respect to Elders past, present and emerging.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S C Coppen

Cr. B Fare (Via Teams)

Cr. M B Dickinson

Cr. M Weguelin

Chief Executive Officer

Executive Support Officer

N A Manton

J M Filinski

LEAVE OF ABSENCE

Cr Jacobs was granted a leave of absence for the June meeting at the Ordinary Council Meeting 18 April 2023, (Resolution 30/2023).

COUNCIL RESOLUTION

Cr Hickey requested a leave of absence for meetings during the period 20 July 2023 to 25 August 2023.

63/2023 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Cr. Hickey be granted a leave of absence for meetings during the period 20 July 2023 to 25 August 2023.

Carried 5/0

APOLOGIES

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been advised that Isobel Szczecinski, Marie O'Neil and Keith Pond have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLATIONS OF INTEREST

NIL

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 May 2023 (Attachment 7.1.1).

COUNCIL RESOLUTION

64/2023 Moved: Cr. Dickinson Seconded: Cr. Coppen

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 May 2023 (Attachment 7.1.1) be confirmed as a true and correct record subject to minor amendment of the voting requirement for item 8.2.1 CEO Performance Review to absolute majority. Note the resolution was passed by absolute majority.

Carried 5/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 22 May 2023 (Attachment 7.2.1).

COUNCIL RESOLUTION

65/2023 Moved: Cr. Weguelin Seconded: Cr. Dickinson

That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 22 May 2023 (Attachment 7.2.1).

Carried 5/0

7.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 13 June 2023 (Attachment 7.2.2).

COUNCIL RESOLUTION

66/2023 Moved: Cr. Coppen Seconded: Cr. Weguelin

That Council receives and notes the minutes of the Audit and Risk Management Committee meeting held on Tuesday 13 June 2023 (Attachment 7.2.2).

Carried 5/0

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/06/2023
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – May 2023

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 monthly 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 May 2023 are provided as Attachment 8.1.1 – Accounts for Payment – May 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$1,155.18.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	18774 - 18797, 18800 - 18843, 18845, 18848 - 18874,	\$397,483.54	
	Cheque	020928 - 020933	\$28,843.58	
	Direct Debit	May 2023	\$40,205.40	
	Payroll	May 2023	\$122,294.19	\$588,826.71
Trust	EFT	18773, 18798 - 18799	\$3,418.55	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$3,418.55
Licensing Trust	EFT	18844	\$955.95	
	Direct Debit	May 2023	\$18,990.65	\$19,946.60
Edna Stevenson	EFT	18846 - 18847	\$9,000.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$9,000.00
Total Payments for the Month of May 2023				\$621,191.86

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 8.1.1 – Accounts for Payment – May 2023, 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, ES Trust and Licensing	EFT	EFT18772	EFT18773
Municipal	Cheque	020927	020928
Trust	Cheque	003392	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

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

R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022 / 2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

67/2023 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

That Council reviews the list of accounts paid and acknowledges that payments totalling \$621,191.86 have been made during the month of May 2023.

Carried 5/0

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	16/05/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – 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 29 March – 28 April 2023.

BACKGROUND

This information is provided to Council monthly 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 Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that 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 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan (LTFP) to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

68/2023 Moved: Cr. Dickinson

Seconded: Cr. Fare

That Council endorse credit card payments for the period 29 March – 28 April 2023 for \$2,778.97 in accordance with Attachment 8.1.2

Carried 5/0

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 May 2023

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 May 2023.

BACKGROUND

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

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

COMMENT

April closed with \$1,827,280 in the Municipal bank account and \$245,069 in short term investment. FAGS funding was withdrawn from the term deposit during the month. Final claims for grant funding are being prepared for submission prior to 30 June.

Rate collection is at 97.5% compared to 94.9% at the same time last year. Payments are still slowly coming in with only \$75,681 outstanding compared to \$148,749 at the same time last year. This outstanding amount is made up of the following:

Long outstanding debtor	30,630
(Includes current charges. Receiving regular payments)	
2 properties with a Property Seize and Sale Order	20,059
Debt Collection Agent (current debts)	13,302
Current Instalments Remaining	7,324
Current Pensioners (not due until 30 June 2023)	4,143
Deferred Pensioners	18,198
Special Payment Arrangements	3,654
LESS Excess Rates (Rates Payment in Advance)	-21,629
TOTAL OUTSTANDING	<u>75,681</u>

Capital projects are extremely under budget due to timing for various reason.

- Gorge Rock toilet Installation is expected to be carried over to the new financial year.
- Enclosing of the I-Beams and constructing the portico at the CREC has been costed up and will be re-budgeted in 23/24.
- A replacement dishwasher was purchased for the CREC as the existing washer had an electrical fire in the control panel. A claim for insurance has been made and the cost refunded back to the shire.
- Purchase orders have been issued for all the plant replacement. Delivery times for the vehicles and machinery range between August 2023 and April 2024.
- The road construction program has been completed and come in under budget.
- Rotary Park was set for completion prior to 30 June however the recent wet weather has held the project up.

- The administration server room upgrade is almost complete with the final stage being carried out over the 17 to 19 June 2023.
- The main pool expansion joints have been booked for completion in February 2024.

Further information on the May financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

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

r. 34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

69/2023 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council accepts the Statement of Financial Activity for the month ending 31 May 2023 as presented, along with notes of any material variances.

Carried 5/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	23/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GOV.0001
Attachment Ref:	Attachment 8.2.1 – Delegations Register

SUMMARY

Council is requested to review and endorse the Delegation Register as required under s5.46 (2) of the *Local Government Act 1995*.

BACKGROUND

Under s5.46 (2) of the *Local Government Act 1995* Council is required to, at least once every financial year review its delegations to the Chief Executive Officer (CEO) and employees.

Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees.

Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 21 June 2022 and passed by resolution 65/2022.

A new delegation to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* has been added. This delegation will assist with timely and efficient decision making for routine town planning matters.

COMMENT

The Delegations Register has been updated and amended based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of the register.

STATUTORY ENVIRONMENT

S5.18 Local Government Act 1995 Register of delegations to committees

*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO **

S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, process and implementation.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

70/2023 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council endorse the Delegations Register as provided in Attachment 8.2.1.

Carried by Absolute Majority 5/0

8.2.2 REVISED RECORD KEEPING PLAN

Applicant:	Shire of Corrigin
Date:	13/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	IM.0009
Attachment Ref:	Attachment 8.2.2 – Shire of Corrigin Recordkeeping Plan 2023

SUMMARY

This report is to seek Council endorsement of the revised Record Keeping Plan 2023.

BACKGROUND

The *State Records Act 2000* requires all government agencies to submit a Record Keeping Plan to the State Records Commission for approval, with a revised plan to be submitted at least every five years.

COMMENT

The Shire of Corrigin Record Keeping Plan was last reviewed in March 2018 with the five year review due in 2023.

The purpose of the plan is to set out the matters about which records are to be created and records are kept. The plan provides an accurate reflection of the recordkeeping of the Shire including systems, disposal arrangements, policies, practices, and processes.

The Recordkeeping Plan is designed to be utilised in conjunction with the Record Disaster Management Plan and the IT Disaster Recovery Plan that were endorsed by Council in February 2022.

STATUTORY ENVIRONMENT

State Records Act 2000

s.19: Government organizations to have plans

Every government organization must have a record keeping plan that has been approved by the Commission under section 23.

s.28: Review of plans

- (1) A government organization may review its record keeping plan at any time.*
- (2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.*
- (3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.*
- (4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.*
- (5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.*
- (6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.*
- (7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

71/2023 Moved: Cr. Coppen

Seconded: Cr. Weguelin

That Council endorse the Shire of Corrigin Recordkeeping Plan as presented in attachment 8.2.2.

Carried 5/0

8.2.3 CONDUCT OF LOCAL GOVERNMENT ELECTION 2023

Applicant:	Shire of Corrigin
Date:	15/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0051
Attachment Ref:	NIL

SUMMARY

Council is asked to consider conducting the Shire of Corrigin 2023 ordinary local government election by the postal voting method and appointing the WA Electoral Commission (WAEC) for this purpose.

BACKGROUND

The recent *Local Government Act 1995* legislative reform initiatives have introduced changes to the way elections are conducted and include a requirement for optional preferential voting to replace the first past the post system. The new legislation is in place for 2023 elections with optional preferential voting significantly increasing the complexity of the election count.

The next ordinary Local Government election is scheduled for Saturday, 21 October 2023 and there will be four vacancies to fill.

Options for the conduct of the election include

1. WA Electoral Commission conduct postal election with votes cast by posting or delivering them to an electoral officer on or before election day
2. WA Electoral Commission (WAEC) conduct in person election by voting in person on election day or in person before election day, or posted or delivered, in accordance with regulations
3. Shire to conduct in person election using Count WA software

At the 2021 ordinary Local Government elections, the WAEC conducted 98 elections (70% of the total elections held) comprising:

- 92 Postal Elections (66%)
- 6 In-Person Elections (4%).
- 41 in-person elections were managed by the Local Government with the CEO acting as Returning Officer.

A benefit of the WAEC conducting the elections is that the process and the Returning Officer are largely independent of the Shire of Corrigin. If the Shire of Corrigin was to conduct the election without engaging the services of the WAEC it is likely to have a considerable impact on both the financial and staff resources.

Conducting an election without the assistance of the WAEC presents numerous challenges, particularly for the Chief Executive Officer who is also the Returning Officer. The requirements and expectations placed on the Chief Executive Officer when taking on this dual role can be both contentious and time consuming. In addition to dealing with complaints received during the election period, the dual role can lead to an unwelcome perception of conflict of interest and bias from the community.

The WAEC was contacted to provide quotes to conduct the 2023 ordinary elections and has provided the following options and pricing.

WAEC Conduct Postal Election

The estimated cost for the WAEC to conduct the local government election via a postal ballot is \$15,000 inc GST, which is based on the following assumptions:

- 830 electors
- response rate of approximately 50%
- four (4) vacancies
- count to be conducted at the offices of the Shire of Corrigin
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$180 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The cost estimate does not include expenses for election functions that remain the responsibility of the Local Government, including the appointment of a Deputy Returning Officer and additional election officers to assist with the election process

WAEC Conduct In Person Election

The estimated cost for the WAEC to conduct the local government an in person election is \$13,000 inc GST, which is based on the following assumptions:

- 830 electors
- response rate of approximately 30%
- four (4) vacancies
- count to be conducted at the offices of the Shire of Corrigin
- appointment of a local Returning Officer
- early voting over the counter at Shire of Corrigin.
- Count WA hardware and software included.

The WAEC provide the Count WA package including computer hardware, software and printers for hire by local governments conducting an in person election in house.

Complete CountWA package

The estimated cost for the WAEC to provide the complete CountWA package for the Shire of Corrigin to conduct an in person election is \$8,000 inc GST, which is based on the following assumptions:

- Laptops with CountWA pre-installed.
- Printer and modem
- Technical support (during business hours on phone) prior to election day
- Training materials and documentation related to CountWA
- Training of use of CountWA (via Teams)
- Helpdesk support on Election Day from 10.00am to 10.00pm
- Plus additional \$1000 equipment bond

CountWA software and support only

The estimated cost for the WAEC to provide the CountWA software only for the Shire of Corrigin to conduct an in person election is \$5,300 inc GST, which is based on the following assumptions:

- Installation package for CountWA supplied on a suitable download link.
- Technical support (during business hours on phone) prior to election day
- Training materials and documentation related to CountWA
- Training of use of CountWA (via Teams)
- Helpdesk support on Election Day from 10.00am to 10.00pm
- Plus additional costs for helpdesk support and couriers

COMMENT

The last date for local government to gain agreement from the WAEC to conduct the election by postal ballot is 28 July 2023

The legislative changes to Local Government elections has increased the complexity of counting with the introduction of optional preferential voting. The Shire of Corrigin could consider the option of the WAEC conducting a postal election election.

If Council does not request the WAEC to conduct a postal voting election, the Shire of Corrigin will be required to conduct the election as either an in-person voting election managed by the shire, with the CEO as the Returning Officer (unless otherwise determined), or alternatively as an in-person voting election managed by the WAEC.

An in-person election managed by the Shire of Corrigin would require considerable staff time and resources and has the potential to adversely affect service delivery. The Shire of Corrigin staff do not have experience in conducting a count using a preferential voting system.

Local Governments may access to the WAEC's CountWA vote counting software however the level of technical support and training in the use of this software is unknown. The WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election if the software is used.

If the number of candidate nominations equals the number of vacancies and the positions are declared elected unopposed the WAEC costs will be reduced.

In the 2021 local government elections four nominations were received for the four vacancies and the candidates were elected unopposed. In 2019 the Extra Ordinary election received 212 votes with 144 early and postal votes and 67 votes received on the election day with an overall response rate of 25 percent.

Postal elections encourage greater voter participation and are generally considered to be more representative of the community. A postal vote is likely to be more convenient method of voting for ratepayers and residents and increase the response rate. The postal vote method is the preferred option for at least eight of the neighbouring shires.

This report is provided to assist Council in considering the method of conducting the October 2023 election and recommends that the Shire of Corrigin engage the WA Electoral Commission (WAEC) to conduct a postal method of election.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 4.7 Ordinary elections to elect councillors will be held on the third Saturday in October.

Section 4.20 (1) Where a Local Government is conducting an In-Person election, the CEO is the Returning Officer.

*Section 4.20(2) CEO is to be the Returning Officer unless other arrangements made.
Enables a Local Government, having first obtained the written agreement of the Electoral Commissioner, to appoint a person (absolute majority required) other than the CEO to be the (Returning Officer for the Local Government election).*

Section 4.20 (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is*

*made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections. * Absolute majority required.*

Section 4.61. Choice of methods of conducting election

- (1) *The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*
- (2) *The local government may decide* to conduct the election as a postal election.
* Absolute majority required.*

Decisions under sections 4.20(2), 4.20(4) and 4.61(2) require an absolute majority decision of Council. The CEO does not have any delegated authority in relation to the appointment of the WA Electoral Commissioner to conduct the election or determining the method in which the election will be conducted.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of conducting the election will be included in the 2023/24 budget based on the following estimates from the WAEC.

Summary of cost estimates for available options

1. Postal election under s 4.2 and 4.61 of Local Government Act \$15,000
2. Conduct in person election for 4 vacancies \$13,000
3. Software licence for in person election for 4 vacancies.
 - a. CountWA software only \$5,300
 - b. CountWA installation, hardware and software \$8,000

The WAEC Costs do not include:

- any legal expenses other than incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

72/2023 Moved: Cr. Weguelin

Seconded: Cr. Coppen

That Council:

- 1. Declare in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.*
- 2. Decide in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be a postal election.*
- 3. Approve the expenditure of \$15,000 including gst for inclusion in the 2023/2024 Shire of Corrigin Budget to cover the cost of the local government ordinary election.*

Carried by Absolute Majority 5/0

8.2.4 ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.4 - Roe Regional Environmental Health Scheme MOU

SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Regional Environmental Health Scheme Memorandum of Understanding which expires on 30 June 2023.

BACKGROUND

The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the Shires of Corrigin, Kondinin, Kulin, Narembene and Lake Grace.

The Environmental Health Service is administered by the Shire of Corrigin and employs 1.3 full time equivalent staff.

The service operates under an existing MOU between the Councils and it is proposed that the current arrangement be extended for a term 1 July 2023 and to 30 June 2028.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment.

The draft RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and was endorsed by RoeROC delegates at the meeting on 15 June 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Scheme administration costs are included in the annual budget each year based on the visitation schedule included in schedule 1 of the MOU.

Shire of Corrigin Roe Regional Environmental Health Scheme salaries and on costs included in budget allocations.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

73/2023 Moved: Cr. Dickinson

Seconded: Cr. Coppen

That Council:

1. *Endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to 30 June 2028.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

Carried 5/0

8.2.5 ROE REGIONAL ORGANISATION OF COUNCILS MOU

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.5 - RoeROC Memorandum of Understanding

SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Regional Organisation of Councils Memorandum of Understanding (MOU).

BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established to:

- To enhance and assist in the advancement of the Region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- To encourage cooperation and resource sharing on a regional basis.
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC may include the following areas:

Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the Southeastern Wheatbelt region to maximise community benefit.

Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blueprint for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.

- Develop the capacity as a group to tender for and undertake major and minor works.

Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment.

The RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft was presented to the RoeROC delegates for consideration

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Member Councils are required to make an annual financial contribution towards the operations of RoeROC in equal shares and may also be requested to contribute towards specific projects or initiatives.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

OBJECTIVE: GOVERNANCE AND LEADERSHIP

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

74/2023 Moved: Cr. Coppen

Seconded: Cr. Weguelin

That Council:

1. *Endorse the RoeROC Memorandum of Understanding for the period 1 July 2023 to 30 June 2028.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

Carried 5/0

8.2.6 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - REPORT OF INTERIM AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0332
Attachment Ref:	Attachment 8.2.6 – Interim Management Letter and Findings – Year ending 30 June 2023.

SUMMARY

Council is to consider the feedback from the interim audit conducted by AMD between 1 – 3 May 2023.

BACKGROUND

AMD conducted the interim audit on behalf of the Office of the Auditor General from 1 to 3 May 2023 onsite. The Shire of Corrigin administration staff responded to the numerous requests for information prior to the auditors arriving onsite and during this period.

The auditors provided feedback on one finding from the interim audit that requires attention for future compliance.

COMMENT

The finding noted by the Auditors and reported to the OAG related to bank reconciliations. The auditors identified that there was a variance of \$27,309.80 between the 31 March 2023 bank reconciliations for the reserve and short-term accounts. This variance related to interest earned on a reserves term deposit that hadn't yet been processed in the general ledger at the time of the audit. The variance has since been rectified by staff.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

3.1 Risk Management Policy
8.11 Audit and Risk Committee
8.12 Appointment of an Auditor

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

75/2023 Moved: Cr. Weguelin

Seconded: Cr. Coppen

That Council receive the Interim Audit findings from AMD Chartered Accountants and note the areas that have been addressed and issues have been completed.

Carried 5/0

8.2.7 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.7 – Corrigin Risk Management Framework

SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – procedures document.

BACKGROUND

Council has previously adopted a combined Risk Management Framework consisting of a risk management policy and framework (procedural document) that outlines the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals and objectives.

In 2020 these two elements of risk management were separated and a Risk Management Policy was included as a stand-alone policy in the Shire's Register of Policies (Policy 3.1).

The Risk Management Framework – Policy and Procedure documents were initially prepared with assistance from LGIS as part of the Shire's overall Risk Management Governance Framework. As part of good governance the Risk Framework requires regular reviews to ensure it is appropriate to the current organisational structure and legislative requirements.

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

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

The separated policy was reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2022.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

s17 CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and*
 - (b) Internal control; and*
 - (c) Legislative compliance.**
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

3.1 Risk Management Policy – reviewed 18 October 2022

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

76/2023 Moved: Cr. Weguelin

Seconded: Cr. Coppen

That Council endorse the updated Risk Management Framework as included in Attachment 8.2.7.

Carried 5/0

8.3 WORKS AND SERVICES

NIL

9 CHIEF EXECUTIVE OFFICER REPORT

The CEO report was presented to councillors as part of the Discussion Forum.

10 PRESIDENT'S REPORT

The President conveyed his appreciation of the work being completed by the Manager of Works and Services and for the efforts of the works team in their road maintenance being ahead of schedule.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 18 July 2023.

16 MEETING CLOSURE

The President, Cr Des Hickey Closed the meeting at 3:27pm

President: _____ Date: _____



Agenda Attachments

JUNE 2023

- ATTACHMENT 7.1.1 - MINUTES – ORDINARY COUNCIL MEETING – 16 MAY 2023**
- ATTACHMENT 7.2.1 - MINUTES – EDNA STEVENSON MINUTES 22 MAY 2023**
- ATTACHMENT 7.2.2 - MINUTES – AUDIT COMMITTEE – 13 JUNE 2023**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – MAY 2023**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS**
- ATTACHMENT 8.1.3 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDED 31 MAY 2023**
- ATTACHMENT 8.2.1 - SHIRE OF CORRIGIN DELEGATION REGISTER 2023**
- ATTACHMENT 8.2.2 - SHIRE OF CORRIGIN RECORD KEEPING PLAN 2023**
- ATTACHMENT 8.2.4 - ROE REGIONAL HEALTH SCHEME MOU 2023**
- ATTACHMENT 8.2.5 - ROEROC MOU**
- ATTACHMENT 8.2.6 - INTERIM AUDIT MANAGEMENT LETTER AND FINDINGS**
- ATTACHMENT 8.2.7 - CORRIGIN RISK MANAGEMENT FRAMEWORK 2023**



MINUTES

ORDINARY COUNCIL MEETING

16 May 2023

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 16 May 2023 in the Council Chambers, 9 Lynch Street, Corrigin

Contents

1	DECLARATION OF OPENING	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3	PUBLIC QUESTION TIME	3
4	MEMORIALS	3
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
6	DECLATIONS OF INTEREST	3
7	CONFIRMATION OF MINUTES.....	3
7.1	PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES.....	3
7.1.1	ORDINARY COUNCIL MEETING	3
7.1.2	SPECIAL COUNCIL MEETING	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES	4
7.2.1	AUDIT AND RISK MANAGEMENT COMMITTEE.....	4
7.2.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE	4
7.2.3	CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE MEETING	4
8	MATTERS REQUIRING A COUNCIL DECISION.....	5
8.1	CORPORATE AND COMMUNITY SERVICES REPORT.....	5
8.1.1	ACCOUNTS FOR PAYMENT	5
8.1.2	ACCOUNTS FOR PAYMENT – CREDIT CARDS.....	7
8.1.3	MONTHLY FINANCIAL REPORTS	9
8.2	GOVERNANCE AND COMPLIANCE.....	11
8.2.1	CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS.....	11
8.2.2	DEVELOPMENT APPLICATION – PROPOSED NEW STORAGE SHED FOR RURAL PURSUIT/HOBBY FARM PURPOSES	13
8.2.3	2023/2024 COMMUNITY ASSISTANCE PROGRAM	18
8.3	WORKS AND SERVICES	21
9	CHIEF EXECUTIVE OFFICER REPORT.....	21
10	PRESIDENT’S REPORT	21
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEM	21
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	22
12.1	REPORT ON DISPOSAL 2 LINDSAY RISE, GRANITE RISE ESTATE.....	22
13	INFORMATION BULLETIN	26
14	WALGA AND CENTRAL ZONE MOTIONS	26
15	NEXT MEETING	26
16	MEETING CLOSURE	26

1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 03:02pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated and paid his respect to Elders past, present and emerging.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy Shire President

Cr. D L Hickey
Cr. S C Coppen
Cr. S L Jacobs
Cr. M B Dickinson
Cr. M Weguelin

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
K A Caley
J M Filinski

APOLOGIES

Cr. B Fare

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has not been notified of any passings since last council meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLATIONS OF INTEREST

Natalie Manton declared a financial interest in item 8.2.1 CEO Performance Review Occasional Committee Meeting Recommendations as item relates to CEO salary.

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 April 2023 (Attachment 7.1.1).

COUNCIL RESOLUTION

45/2023 Moved: Cr. Dickinson

Seconded: Cr. Coppen

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 April 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 5/0

7.1.2 SPECIAL COUNCIL MEETING

Minutes of the Shire of Corrigin Special Council meeting held on Wednesday 26 April 2023 (Attachment 7.1.2).

COUNCIL RESOLUTION

46/2023 Moved: Cr. Dickinson

Seconded: Cr. Jacobs

That the Minutes of the Shire of Corrigin Special Council meeting held on Tuesday 26 April 2023 (Attachment 7.1.2) be confirmed as a true and correct record.

Carried 5/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee meeting held on Monday 13 April 2023 (Attachment 7.2.1).

COUNCIL RESOLUTION

47/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That Council receives and notes the Minutes of the Audit and Risk Management Committee meeting held on Monday 13 April 2023 (Attachment 7.2.1).

Carried 5/0

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of the Local Emergency Management Committee meeting held on Monday 8 May 2023 (Attachment 7.2.2).

COUNCIL RESOLUTION

48/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 8 May 2023 (Attachment 7.2.2).

Carried 5/0

7.2.3 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE MEETING

Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 2 May 2023 (Attachment 7.2.3).

COUNCIL RESOLUTION

49/2023 Moved: Cr. Coppen

Seconded: Cr. Jacobs

That Council receives and notes the Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 2 May 2023 (Attachment 7.2.3).

Carried 5/0

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	1/05/2023
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – April 2023

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 monthly 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 April 2023 are provided as Attachment 8.1.1 – Accounts for Payment – April 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$544.21.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	18673 - 18715, 18719 - 18772	\$716,144.51	
	Cheque	020923 - 020927	\$31,269.79	
	Direct Debit	April 2023	\$28,313.54	
	Payroll	April 2023	\$130,059.70	\$905,787.54
Trust	EFT	18716 - 18718	\$5,082.70	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$5,082.70
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	April 2023	\$33,745.55	\$33,745.55
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Total Payments for the Month of April 2023				\$944,615.79

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 8.1.1 – Accounts for Payment – April 2023, 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, ES Trust and Licensing	EFT	EFT18672	EFT18673
Municipal	Cheque	020922	020923
Trust	Cheque	003392	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

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

R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022 / 2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

50/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That Council reviews the list of accounts paid and acknowledges that payments totalling \$944,615.79 have been made during the month of April 2023.

Carried 5/0

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	11/05/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards – March

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 1 March – 28 March 2023.

BACKGROUND

This information is provided to Council monthly 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 Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that 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 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan (LTFP) to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

51/2023 Moved: Cr. Coppen

Seconded: Cr. Dickinson

That Council endorse credit card payments for the period 1 March – 28 March 2023 for \$2,747.89 in accordance with Attachment 8.1.2

Carried 5/0

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	11/05/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 30 April 2023

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 2023.

BACKGROUND

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

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

COMMENT

April closed with \$167,882 in the Municipal bank account and \$239,564 in short term investment with FAGS funds \$1,667,172 still in reserves.

Rate collection is at 97.4% compared to 94.2% at the same time last year. Payments are still slowly coming in with only \$78,033 outstanding compared to \$168,032 at the same time last year. This outstanding amount is made up of the following:

Long outstanding debtor	32,449
(Includes current charges. Receiving regular payments)	
2 x Properties with a Property Seize and Sale Order	18,268
Debt Collection Agent (current debts)	11,002
Current Instalments Remaining	7,473
Current Pensioners (not due until 30 June 2023)	4,356
Deferred Pensioners	18,198
Special Payment Arrangements	4,195
LESS Excess Rates (Rates Payment in Advance)	-17,908
TOTAL OUTSTANDING	<u>78,033</u>

Further information on the April financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*
r. 34 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

52/2023 Moved: Cr. Jacobs

Seconded: Cr. Dickinson

That Council accepts the Statement of Financial Activity for the month ending 30 April 2023 as presented, along with notes of any material variances.

Carried 5/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	10/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 8.2.1 – CEO Performance Review Summary Report

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's (CEO) Performance Review is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council.

COUNCIL RESOLUTION

53/2023 Moved: Cr. Coppen

Seconded: Cr. Jacobs

That Council in accordance with Clause 15.10 of the Standing Orders the meeting be closed to the public.

Carried 5/0

Kylie Caley and Jarrad Filinski left the room at 3:09pm

SUMMARY

The CEO Performance Review Occasional Committee is recommending that Council endorse the resolutions from the meeting held on 2 May 2023 regarding the CEO's performance.

BACKGROUND

Council appointed Mrs Natalie Manton as the Shire of Corrigin CEO for a three year period commencing 6 March 2018 and expiring on 5 March 2021. At the Ordinary Council meeting held on 20 October 2020 Council voted to renew the CEO contract for a further period of five years commencing on 6 March 2021.

The CEO's performance review was undertaken on 2 May 2023, in accordance with the terms of the Contract of Employment and the Local Government Act 1995.

To assist Council in the process of review, the CEO prepared a confidential report outlining evidence of achievements measured against the performance criteria. Independent consultants Price Consulting Pty Ltd were engaged to assist with the review.

COMMENT

A confidential report was presented to the CEO Performance Review Committee as part of the performance review process.

The summary performance review report is included as an attachment.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.38 Annual review of employees' performance

s.5.39 Contracts for CEO and senior employees

3.39A Model standards for CEO recruitment, performance and termination

Local Government Administration Regulations

r. 18FA Model standards for CEO recruitment, performance and termination

POLICY IMPLICATIONS

5.21 CEO Performance Review

FINANCIAL IMPLICATIONS

CEO salary is contained in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

54/2023 Moved: Cr Coppen

Seconded: Cr Weguelin

That Council:

- 1. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of March 2022 – February 2023.*
- 2. Endorses the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.*
- 3. Approves an increase of 4% to the salary component of the CEO's Total Remuneration Package, effective 7 March 2023.*
- 4. Approves the CEO's Performance Criteria for the 2023-2024 period, as per Attachment 8.2.1.*

Carried by Absolute Majority 5/0

COUNCIL RESOLUTION

55/2023 Moved: Cr. Coppen

Seconded: Cr. Weguelin

That Council in accordance with Clause 15.10 of the Standing Orders re open the meeting to the public.

Carried 5/0

Kylie Caley and Jarrad Filinski entered the room at 3:13pm

8.2.2 DEVELOPMENT APPLICATION – PROPOSED NEW STORAGE SHED FOR RURAL PURSUIT/HOBBY FARM PURPOSES

Applicant:	David and Nicole Dutton
Landowner:	Same as above
Location:	Lot 101 on Diagram 92109 Woglin Street, Corrigin
Date:	10/05/2023
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	Nil
File Ref:	PA07-2023
Attachment Ref:	Attachment 8.2.2 – Application Documentation & Plans

SUMMARY

This report recommends that Council grant conditional approval to a development application received from David and Nicole Dutton (Landowners) to construct a new 216m² storage shed on Lot 101 on Diagram 92109 Woglin Street, Corrigin to support the continued use of the land for rural pursuit/hobby farm purposes.

BACKGROUND

The applicants have submitted a development application requesting Council's approval to construct a new 18 metre long, 12 metre wide and 5.258 metre high steel framed, Colorbond clad storage shed on Lot 101 on Diagram 92109 Woglin Street, Corrigin to support the continued use of the land for rural pursuit/hobby farm purposes.

The proposed structure will be erected in the south-eastern corner of the subject land in close proximity to and at the rear of an existing single house.

A copy of the documentation and plans submitted in support of the application is provided in Attachment 8.2.1.

Lot 101 is located adjacent to the south-western edge of the Corrigin townsite and comprises a total area of approximately 10.1221 hectares. The property has direct frontage and access to Woglin Street/Dilling Railway Road along its eastern boundary which is a sealed and drained local road under the care, control and management of the Shire. It also has direct frontage but no access to Brookton-Corrigin Road along its northern boundary which is a State road under the care, control and management of Main Roads WA.

The subject land is gently sloping throughout, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes, and has been extensively developed and used for rural pursuit/hobby farm purposes for many years.

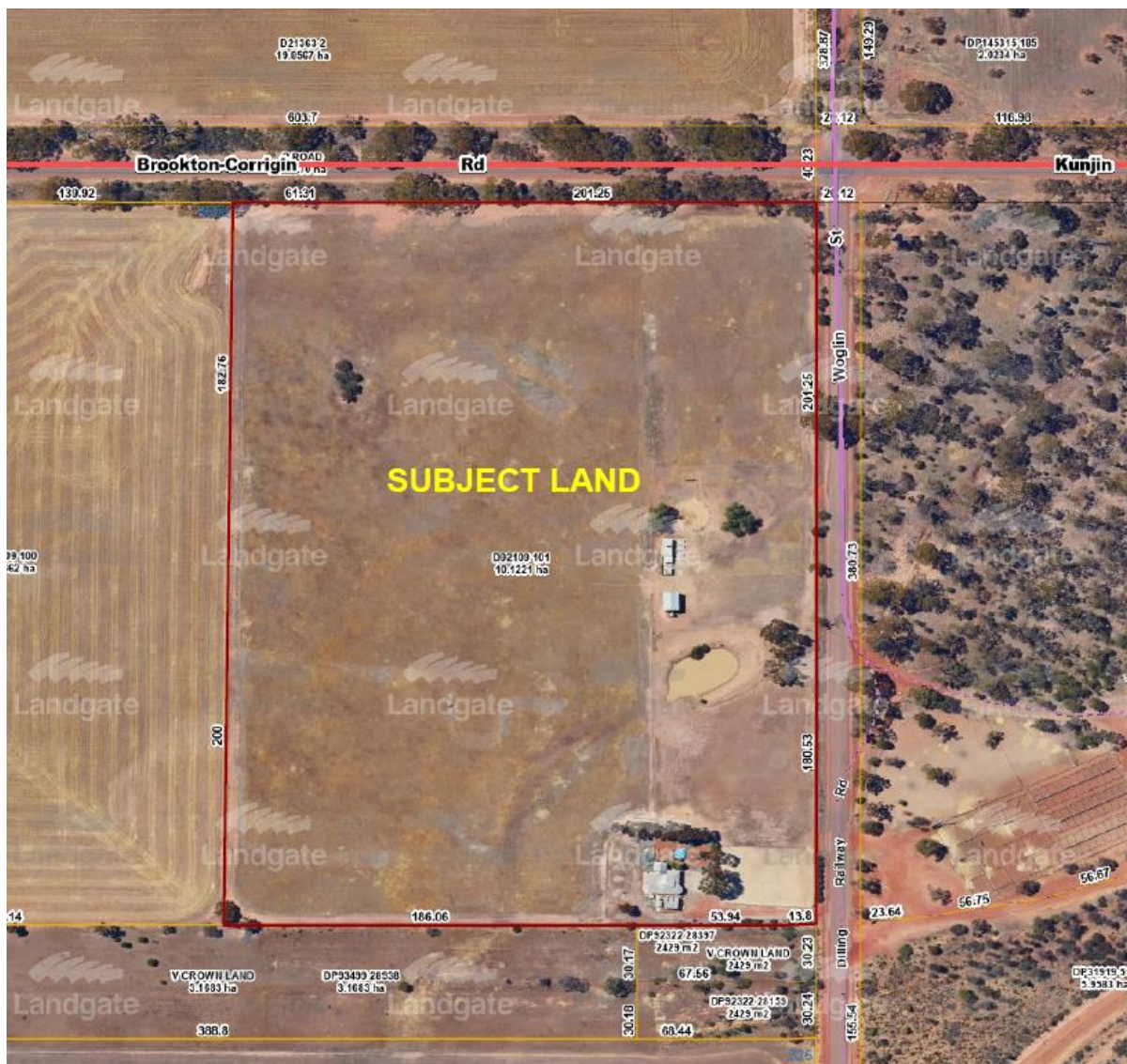
Key improvements include a single house, associated outbuildings, rainwater tank, swimming pool, sea container and an internal driveway and crossover from Woglin Street in the land's south-eastern corner, a small dam, storage shed, stables and animal holding paddock located centrally in its eastern half, a larger paddock to the north and west used for small-scale cropping and grazing as well as boundary fencing and firebreaks throughout.

There is also a small intermittent creek line in the land's south-eastern corner approximately 55 metres from the rear of the dwelling that directs water to the aforementioned dam. It is significant to note the proposed new storage shed will be sited approximately 35 metres from the edge of the creek and constructed on a gravel pad with a final finished floor level of 300mm above the land's natural ground level to help mitigate any future potential flood risk.

Existing adjoining and other nearby land uses are broadly described as follows:

- North – Brookton-Corrigin Road with extensive agriculture (i.e. cropping & grazing) beyond;
- South – Vacant Crown land immediately south with a small scale abattoir (i.e. Corrigin Meatworks) and general industry-type development beyond;
- East – Woglin Street/Dilling Railway Road with the Corrigin saleyards, a wastewater treatment plant and grain handling and storage facilities beyond; and
- West – Extensive agriculture (i.e. cropping & grazing) with various Crown reserves beyond that have been set aside for flora and fauna conservation, public recreation, gravel extraction, waste disposal and aerodrome purposes.

That portion of the land where the development is proposed to be undertaken has been cleared of all native vegetation, does not contain any sites of cultural heritage significance, is not subject to inundation or flooding during extreme storm events and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone.



Location & Lot Configuration Plan (Source: Landgate 2023)

COMMENT

Lot 101 is classified 'Rural' zone in the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Under the terms of LPS2 the development of any land classified 'Rural' zone for rural pursuit/hobby farm purposes is listed as being a permitted (i.e. a 'P') use. Notwithstanding this fact, Council's development approval is still required as no express exemption to the requirement to obtain approval for this use, including any associated construction works, is contained in LPS2 or the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council should also note Lot 101 is located within the designated boundaries of Special Control Area 1 entitled 'Wastewater Treatment Plant Buffer' due to its close proximity to the Water Corporation's existing wastewater treatment facility to the east. As such, the application was referred to the Water Corporation for review and comment in accordance with the procedural requirements of clause 34 of LPS2. The Water Corporation confirmed via email correspondence to the Shire on 26 April 2023 that the proposed development is compatible with its existing operations and therefore acceptable.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the outcomes from referral to the Water Corporation. This assessment has confirmed the proposal is compliant or capable of compliance with the following relevant requirements:

- Land capability and land use compatibility including the continued operation of the Water Corporation's existing wastewater treatment plant facility to the east;
- Lot boundary setbacks;
- Building height;
- Preservation of the rural character and amenity;
- Preservation of natural environmental features, drainage patterns and catchments;
- Vehicle access and parking; and
- Flood risk, bushfire risk and stormwater drainage management.

In light of the above findings it is concluded the proposal for Lot 101 is acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Not required or deemed necessary.

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the proposed development will be met by the landowners.

It is significant to note should the applicants/landowners be aggrieved by Council's final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is broadly consistent with and will not compromise the aims, objectives and strategies prescribed in the Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

56/2023 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

*That Council **APPROVE** the development application submitted by David and Nicole Dutton (Landowners) to construct a new 216m² steel framed, Colorbond clad storage shed on Lot 101 on Diagram 92109 Woglin Street, Corrigin to support the continued use of the land for rural pursuit/hobby farm purposes subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken in a manner consistent with all the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.*
- 3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of the local government having first being sought and obtained.*
- 4. All external surfaces of the proposed structure shall be clad with new materials only.*
- 5. The edges of the proposed gravel pad to be constructed to accommodate the proposed structure shall extended for a minimum of two (2) metres beyond the structure and graded and stabilised to ensure safe, convenient access and minimise the risk of erosion.*
- 6. All stormwater drainage shall be directed away from the proposed structure and managed and disposed on-site to the specifications and satisfaction of the local government's Chief Executive Officer.*
- 7. The proposed structure shall be used for storage purposes associated with the current use of the land for rural pursuit/hobby farm purposes unless otherwise approved by the local government.*

Advice Notes

- 1. This approval is not an authority to ignore any constraint to development on the land which may*

exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.

- 2. This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
- 3. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application may need to be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land. To confirm the relevant requirements in this regard please contact the local government's Building Surveyor Mr Peter Hulme on 0402 232 264 or peter.hulme@kalamunda.wa.gov.au.*
- 4. The proposed structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with any building permit application that may be required.*
- 5. The landowners are reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district.*
- 6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
- 7. If the applicants/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

Carried 5/0

8.2.3 2023/2024 COMMUNITY ASSISTANCE PROGRAM

Applicant:	Shire of Corrigin
Date:	10/05/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.3 - 2023/2024 Community Assistance Program Applications Evaluation

SUMMARY

Council is requested to consider the applications received for the 2023/2024 Community Assistance Program.

BACKGROUND

Council established the Budget Consideration/Preparation and Community Grants Program policy in 2002. The Community Grant Program was well overdue for a review and overhaul, this was undertaken by Council and staff and was endorsed in October 2022 as Policy 2.11 Community Assistance Program.

The review implemented measures and thorough guidelines to clearly define to the community the kind of projects and events and to what financial capacity would be considered for assistance as well as introducing weighted criteria against selection criteria for each category to ensure that the decision by Council remained fair and equitable.

COMMENT

The 2023/2024 Community Assistance Program commenced advertising to the community in February 2023 with applications sent directly to many Corrigin's community groups and sporting clubs inviting applications.

Three applications were received as follows:

Organisation	Funding Category	Maximum Council Contribution	Total Requested
Corrigin Triathlon in partnership with Corrigin P&C	Community Grants	\$5,000	\$4,521
Corrigin Creative Arts Club	Community Grants	\$5,000	\$4,004
Corrigin Agricultural Society	Significant Event Sponsorship/Assistance	\$10,000	\$9,005

All applications were incomplete however this was to be expected for the first round of assistance under the new guidelines and application forms.

The applications and supporting information are attached for Council to evaluate.

The Corrigin Agricultural Society have requested further support for the 100th anniversary of the Corrigin Agricultural Show outside of the Community Assistance Program. A letter from the committee was received requesting that the annual support towards the fireworks display be increased to \$3,000 due to the rising cost of the fireworks. The committee have also requested that Council sponsor the ‘Unveiling of the 100 Years of the Corrigin Show Mural’ sundowner on 8 September 2023 to the value of \$2,000.

An invitation was also received from the Lake Yealering Regatta Committee inviting Council to sponsor the 2023 Lake Yealering Regatta. The correspondence outlines 4 different categories of sponsorship ranging between \$250 and \$1,500 and what benefits to Council each category comprises.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.11 Community Assistance Program

FINANCIAL IMPLICATIONS

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

- Community Donations \$5,000
- Community Grants \$15,000
- Significant Events \$15,000

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin’s arts and culture identity.

1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme
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Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community.	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

57/2023 Moved: Cr. Coppen

Seconded: Cr. Jacobs

That Council:

1. *Accepts the application from the Corrigin Triathlon in partnership with the Corrigin P&C and considers a provision of \$4,521 towards the traffic management on the day of the event in the 2023/2024 budget.*
2. *Accepts the application from the Corrigin Creative Arts Club and considers a provision of \$4,004 towards the cost of various upgrades to the Art Club facilities in the 2023/2024 budget.*
3. *Accepts the application from the Corrigin Agricultural Society and considers a provision of \$9,005 towards the cost of the in-kind services and the headline entertainment act in the 2023/2024 budget.*

Carried 5/0

COUNCIL RESOLUTION

58/2023 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

4. *Support the request from the Corrigin Agricultural Committee to increasing the contribution for the fireworks display to \$3,000 and to contribute \$2,000 to the Unveiling of the 100 Years of the Corrigin Show Mural sundowner on 8 September 2023.*

Carried 5/0

COUNCIL RESOLUTION

59/2023 Moved: Cr. Coppen

Seconded: Cr. Weguelin

5. *Support the invitation from the Lake Yealering Regatta Committee to consider sponsoring the 2023 Lake Yealering Regatta to the value of \$1,000.00*

Carried 5/0

8.3 WORKS AND SERVICES

NIL

9 CHIEF EXECUTIVE OFFICER REPORT

The CEO report was presented to councillors as part of the discussion forum.

10 PRESIDENT'S REPORT

Cr Hickey explained it has been a busy month filled with various important engagements, including the CEO Performance Review, Audit Meeting and a meeting with Wheatbelt Secondary Freight Network.

Cr Hickey expressed his satisfaction with the work being conducted by the outside crew. Additionally, he mentioned that recently a group of visitors from out of town remarked on how lovely the town is looking

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

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

12.1 REPORT ON DISPOSAL 2 LINDSAY RISE, GRANITE RISE ESTATE

Applicant:	Shire of Corrigin
Date:	15/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002, LUP.0002
Attachment Ref:	Attachment 12.1: Submissions Notice of Intention to Dispose 2 Lindsay Rise

SUMMARY

Council is asked to consider the public submissions in response to the Notice of Intention to Dispose of Lot 25 Granite Rise (2 Lindsay Rise).

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

COUNCIL RESOLUTION

60/2023 Moved: Cr. Coppen

Seconded: Cr. Jacobs

That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.

Carried 5/0

BACKGROUND

The Shire of Corrigin developed 33 residential lots in the Granite Rise Estate in 2009. The lots range in size from 715m² to 1517m² and are fully serviced with power, water, telecommunications, sewerage, streetlights and sealed and kerbed roads.

The demand for vacant lots at Granite Rise has been slow since the estate was developed. In 2010 the Shire built a staff house at 10 Lawton Way and the State Housing Authority built on 12 Lawton Way. Only one offer was received between 2010 and October 2017.

The market value of all vacant land in the shire was reviewed in November 2019 as part of the financial audit process and the value reduced based on recent sales in Corrigin.

To try to stimulate interest in sales the price was discounted by 20% in March 2020 based on the market valuation report. In July 2020 Council authorised the Chief Executive Officer to offer a cash incentive of \$2,500 for existing and new sales of vacant land in the Granite Rise Estate until June 2022.

The level of interest increased in late 2020 due to COVID 19 government incentives and offers on three blocks were accepted in August and November 2020.

At the Ordinary Council Meeting on 21 March 2023 Council passed the following resolution:

Resolution 27/2023

That Council:

1. Authorise the Chief Executive Officer to accept the offer for the purchase of 2 Lindsay Rise (Lot 25), Granite Rise Estate, Corrigin.
2. Authorise the Chief Executive Officer to give local public notice of its intention to dispose of 2 Lindsay Rise (Lot 25) Granite Rise Estate in accordance with section 3.58 of the Local Government Act 1995 should an acceptable sale be achieved.
3. Subject to not receiving any submissions from the advertising process, delegates authority to the Chief Executive Officer to execute the sale documents on behalf of the Shire of Corrigin

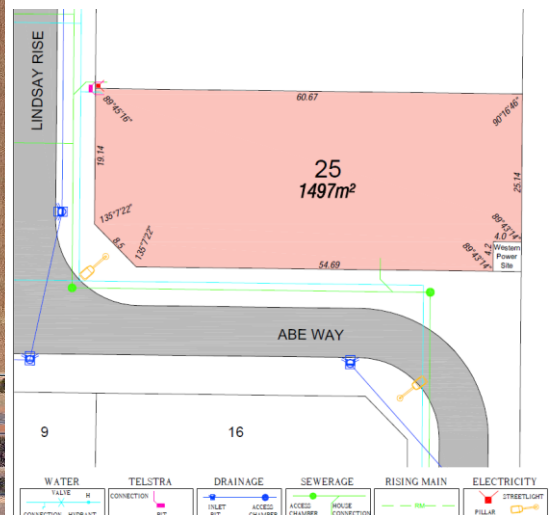
The table below shows the block details and sales history.

Lot No.	Street No.	Street Name	Area (m2)	Previous Reserve Price (inc-GST)	Discounted Reserve March 2020 (inc GST)	Sold Date	Sale Price
1	8	Lawton	802	\$54,900	\$43,920	20	*\$46,
2	6	Lawton	801	\$54,800	\$43,840		
3	4	Lawton	871	\$59,600	\$47,680		
4	2	Lawton	887	\$66,700	\$53,360		
5	8	Haydon	822	\$62,300	\$49,840		
6	6	Haydon	874	\$59,800	\$47,840		
7	4	Haydon	805	\$55,100	\$44,080		
8	2	Haydon	805	\$55,100	\$44,080		
9	1	Haydon	757	\$51,800	\$41,440		
1	3	Haydon	775	\$53,100	\$42,480		
1	5	Haydon	723	\$49,500	\$39,600		
1	7	Haydon	715	\$55,000	\$44,000		
1	8	Price	724	\$55,600	\$44,480		
1	6	Price	769	\$52,700	\$42,160		
1	4	Price	776	\$53,100	\$42,480		
1	2	Price	756	\$51,800	\$41,400	20	*\$41,
1	1	Lawton	813	\$54,300	sold	20	
1	1	Lawton	813	\$55,600	sold	20	
1	3	Abe Way	928	\$63,500	\$50,800		
2	5	Abe Way	930	\$63,700	\$50,960	20	*\$47,
2	7	Abe Way	931	\$63,700	\$50,960		
2	1	Lindsay	789	\$54,000	\$43,200		
2	3	Lindsay	742	\$50,800	\$40,640	20	*\$40,
2	5	Lindsay	747	\$51,100	\$40,880		
2	2	Lindsay	149	\$102,000	\$81,600		
2	4	Lindsay	151	\$103,700	\$82,960		
2	6	Lindsay	151	\$103,800	\$83,040		
2	8	Lindsay	151	\$103,800	\$83,040		
2	1	Lindsay	151	\$103,800	\$83,040		
3	1	Lindsay	151	\$103,700	\$82,960		
3	1	Lindsay	151	\$103,700	\$82,960		
3	1	Lindsay	150	\$103,200	\$82,560		
3	1	Lindsay	138	\$100,400	\$80,320		

* Plus cash incentive of \$2,500 at lockup stage.

COMMENT

Council received an offer Lot 25 Lindsay Rise for \$60,000 which is less than the reserve price of \$81,600. This is the first offer received for one of the larger lots in the estate.



The company has held discussions with Council over many years about their ability to employ staff which has been hampered by the lack of accommodation. Finding solutions for permanent and semi-permanent housing has been an issue for the company for many years.

The company believes that investing in accommodation will increase our opportunity to bring trades and other staff into employment and enhance opportunities for younger people to take up apprenticeships in Corrigin.

The offer was subject to advertising the disposal of the land for a period of two weeks and considering any submissions before the offer can be signed to comply with s3.58 of the *Local Government Act 1995*.

The offer was advertised as follows:

West Australian on 28 April 2023

notice boards shire, CRC and main street on 11 April 2023

Website on 11 April 2023

Social media on 14 April 2023

At the conclusion of the advertising period five (5) submissions were received with four (4) objections and one (1) in support of the sale.

It is recommended that Council authorise the CEO to finalise a contract of sale with a discounted reserve of \$60,000 for the following reasons:

1. Sales of vacant lots in the Granite Rise Estate have been very slow with only six lots selling since over the past 14 years.
2. Availability of accommodation and housing rentals in Corrigin and the wider region is at an all-time low.
3. Rate revenue will be generated from the development of the land.
4. The purchase will allow building of staff housing which will increase employment potential and staff retention.
5. The units can allow for short to medium term accommodation for the wider public.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

Local Government (Functions and General) Regulations

30. *Dispositions of property excluded from Act s.3.58*

POLICY IMPLICATIONS

Policy 10.2 Proceeds of the Sale of Industrial or Residential Land

Policy 14.4 Crossovers

FINANCIAL IMPLICATIONS

Income from the sale of vacant land and associated rates income of approximately \$1,500 per annum will be included in future budgets.

Costs associated with the real estate agent commission of 1.5% percent of the sale price and settlement agent fees will apply to the sale of land.

The cost for a standard crossover is \$850 in the 2022/23 Fees and Charges.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

61/2023 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

That Council consider the public submissions received and authorise the Chief Executive Officer to finalise the sale of 2 Lindsay Rise (Lot 25), Granite Rise Estate, Corrigin.

Carried 5/0

COUNCIL RESOLUTION

62/2023 Moved: Cr. Coppen

Seconded: Cr. Weguelin

That Council in accordance with Clause 15.10 of the Standing Orders re open the meeting to the public.

Carried 5/0

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 20 June 2023.

16 MEETING CLOSURE

The President, Cr Des Hickey Closed the meeting at 3:36pm



MINUTES

ENDA STEVENSON TRUST FUND TRUSTEES MEETING

22 May 2023 at 02:00pm

Venue: Corrigin Council Chambers
9 Lynch Street, Corrigin

Terms of Reference

1.0 NAME

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

2.0 OBJECTIVES OF TRUST FUND

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

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

Income shall be applied in the following ways:

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

4.0 TRUSTEES

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

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

1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey, opened the meeting at 02:04pm

2. ATTENDANCE/APOLOGIES

President – Shire of Corrigin	Cr D Hickey
Principal – Corrigin District High School	S Hardingham
Chairperson – Board Corrigin District High School	B Poultney

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

APOLOGIES

C Taylor – WA Police

3. MINUTES OF PREVIOUS MEETING

Moved: S Hardingham

Seconded: Cr Hickey

Minutes of the Stevenson Trust Fund Trustees meeting held on Monday 7 Nov 2022 (Attachment 3.1) be confirmed as a true and accurate.

Carried

4. GENERAL BUSINESS

4.1. FINANCIAL REPORTS

Financial reports as at 30 April 2023

Moved: B Poultney

Seconded: S Hardingham

Financial reports as at 30 April 2023 be accepted.

Carried

Minutes – Enda Stevenson Trust Fund – Monday 22 May 2023

Edna Stevenson Trust Fund Receipts and Payments Statement for 2022/2023 As at 30 April 2023

Income		Expenditure	
Interest - 2022/2023	\$ 3,794.92	Scholarships paid	\$ 11,620.82
		Administration Fee paid to Corrigin Shire	\$ 4,400.00
Total Income	\$ 3,794.92	Total Expenditure	\$ 16,020.82
Opening Balance (2006/07)			\$ 30,050.67
Balance of Income & Expenditure - 2007/08			\$ 737,163.11
Balance of Income & Expenditure - 2008/09			\$ 28,870.86
Balance of Income & Expenditure - 2009/10			\$ 33,482.54
Balance of Income & Expenditure - 2010/11			\$ 21,971.28
Balance of Income & Expenditure - 2011/12			\$ 33,558.85
Balance of Income & Expenditure - 2012/13			\$ 21,490.90
Balance of Income & Expenditure - 2013/14			\$ 18,684.62
Balance of Income & Expenditure - 2014/15			\$ 8,702.19
Balance of Income & Expenditure - 2015/16			\$ 13,869.35
Balance of Income & Expenditure - 2016/17			-\$ 18,617.13
Balance of Income & Expenditure - 2017/18			\$ 9,309.52
Balance of Income & Expenditure - 2018/19			\$ 1,713.96
Balance of Income & Expenditure - 2019/20			-\$ 14,174.30
Balance of Income & Expenditure - 2020/21			-\$ 23,309.66
Balance of Income & Expenditure - 2021/22			-\$ 24,809.62
Balance of Income & Expenditure - 2022/23			-\$ 12,225.90
Balance as at 30 April 2023			\$ 865,731.24
National At call Common Fund - Bank Reconciliation			
Bank Balance as per statement 30/04/2023			\$ 865,731.24
Less Unpresented Cheques			\$ -
Closing Balance			\$ 865,731.24
Net Balance - Capital	\$ 728,900.73		\$ -
Net Balance - Operating	\$ 136,830.51		
	\$ 865,731.24		
The Shire of Corrigin holds in trust the following items, which are located within Council's safe			
1 pearl necklace			
8 silver pendants			
161 opal stones as at 10 Aug 2020			

4.2. SCHOLARSHIP STATUS REPORT

2022 Academic year:						
	Awarded	Claimed	Withdrawn	Remaining	Comments	Fortnightly total income
Trevor Lewis	\$5,000.00	\$2,712.93	\$2,287.07	\$0.00	Agreement Received. Payments made. Remainder of Scholarship withdrawn 31/03/2023	Sole Parent \$2062 , one parent unemployed
Morgan Houde-Pearce	\$3,500.00	3,117.40	\$382.60	\$0.00	Agreement Received. Payments made. Remainder of Scholarship withdrawn 31/03/2023	\$1,500
Mitchell O'Brien	\$5,000.00	\$3,907.89	\$1,092.11	\$0.00	Agreement Received. Payments made. Remainder of Scholarship withdrawn 31/03/2023	\$1227.09 - \$1754.00 (max)
2023 Academic year:						
	Awarded	Claimed	Withdrawn	Remaining	Comments	
Samuel Hughes	\$5,000.00	\$5,000.00		\$0.00	Agreement Received. Payments made.	

4.3. CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 9 May 2023, one (1) scholarship application (Attachment 4.3.1.1) has been received as follows:

Applicant	Education Intuition	Amount requested
(1) Morgan Houde-Pearce	Swinburne University of Technology	\$9260.00

ESO has confirmed information provided by applicant as listed below:

- Studying Full-Time
- Morgan is currently working at Corrigin District High School
- Swinburne Tax Invoice proving Morgan is a full-time student and outlining costs of degree units (Attachment 4.3.1.2)
- Pay slips for proof of income (attachment 4.3.1.3).
- Australian Resident granted a Partner (subclass 801) visa on 18 May 2021 (Attachment 4.3.1.4).
- Morgan does not qualify for HECS on a Partner (subclass 801) visa, HECS only applies for Australian Citizens
- Morgan's fortnightly earnings declared as \$1880

Suggested financial criteria 9 May 2022

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

Resolution

Moved: S Hardingham

Seconded: B Poultney

The Trustees grant Morgan Houde-Pearce a scholarship of up to \$4,000 for the 2023 calendar year pending further financial information.

Carried

4.3.1 CORRIGIN DISTRICT HIGH SCHOOL

The Corrigin District High School Principal S Hardingham has submitted a proposal (Attachment 4.3.2) for funding for the Resilience Project School Partnership Program of \$5,000 per year for three years.

Background

The Trustees passed a motion at the meeting in February 2021 granting \$10,000 to Corrigin District High School to be used for career development and leadership enhancement camps for the 2021 school year.

At the meeting held on 7 November 2022 Trustees passed a motion that S Hardingham look into submitting a proposal to the committee for students at Corrigin DHS to attend various camps in 2023, such as leadership camp and careers camp. The Principal has advised that the students will attend day excursions to learn more about careers instead of a camp this year and Country Week later in the year. The Resilience Project School Partnership Program is considered a greater priority for 2023.

The proposal fits with the objectives of the Trust to assist Corrigin District High School with the operation of their health and wellbeing programs for students.

The cost of the project is \$4801.50 (incl GST), which includes student journals and digital presentations

The Section 4 (d) of the Trust Deed notes that scholarships shall be awarded for one-year periods and the recipient of a Scholarship shall be eligible to apply for further annual Scholarships.

Resolution

Moved: B Poultney

Seconded: Cr. Hickey

The Trustees approve a grant of \$5,000 to the Corrigin District High School for the Resilience Project School Partnership Program for 2023.

Carried

4.4. OTHER MATTERS

5. NEXT MEETING

The next meeting will be 7 August 2023

6. MEETING CLOSURE

The Chairperson, Cr Des Hickey, closed the meeting at 02:22pm



MINUTES

AUDIT AND RISK MANAGEMENT
COMMITTEE MEETING
Tuesday 13 June 2023

This document can be made available (on request) in other formats for people with a disability

Strengthening our community now to grow and prosper into the future

TERMS OF REFERENCE

Regulation 16 of the *Local Government (Audit) Regulations 1996* states that:

An audit committee —

- a) is to provide guidance and assistance to the local government —
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to —
 - i. matters to be audited; and
 - ii. the scope of audits; and
 - iii. its functions under Part 6 of the Act; and
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council.

1.0 INTRODUCTION

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the *Local Government Act 1995*, *Local Government Amendment Act 2004* and Audit Regulations, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee"). The Council appoints to the Committee those persons whose names appear in Section 4.0 below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, the *Local Government Amendment Act 2004* and the *Local Government (Audit) Amendment Regulations 2005*, local laws and policies of the Shire of Corrigin and this Instrument.

2.0 NAME

The name of the Committee shall be the Audit and Risk Management Committee.

3.0 ROLE

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

4.0 OBJECTIVES OF THE COMMITTEE

- 4.1 To provide guidance and assistance to the Council in:
- a) carrying out its audit functions under Part 7 of the *Local Government Act 1995*;
 - b) the development of a process to be used to select and appoint an auditor;
 - c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
 - d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
 - e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;
 - f) receiving and verifying the annual Local Government Statutory Compliance Return;
 - g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
 - i. risk management;
 - ii. internal control; and
 - iii. legislative compliance;
 - h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).
- 4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:
- a) the community;
 - b) the workforce;
 - c) vehicles and plant;
 - d) buildings and similar property;
 - e) revenue streams;
 - f) legal liability;
 - g) electronically stored information;
 - h) environmental impact;
 - i) fraud; and
 - j) reputation.

5.0 MEMBERSHIP

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

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

6.0 PRESIDING MEMBER

The President will take the role of Presiding Member and Deputy President the role of Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law). The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if different from the President is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

7.0 CONDUCT OF MEETINGS

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

Any three members of the Committee collectively or the internal or external auditor themselves may request the Presiding Member to convene a meeting. From a time management point of view, urgent matters which may arise should be referred directly to Council through the bi-monthly meetings or to a Special Council meeting.

- 7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.
- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.
- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

8.0 QUORUM

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

9.0 DELEGATED POWERS

The Committee has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only. The Audit and Risk Management Committee is a formally appointed committee of Council and is responsible to that body. The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

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

9.1 The External Audit

The Committee shall:

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

9.2 Co-ordination of Auditors

The Committee shall:

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

9.3 Duties and Responsibilities

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - internal controls over significant areas of risk, including non-financial management control systems;
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programs; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- iii. Review the level of resources allocated to internal audit and the scope of its authority.
- iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
- v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
- vii. Review management's response to, and actions taken as a result of the issues raised.
- viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- x. Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;

- the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
- xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
- xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- xiv. Review tendering arrangements and advise Council.
- xv. Review the annual performance statement and recommend its adoption to Council.
- xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
- xviii. Monitor the progress of any major lawsuits facing the Council.
- xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
- xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
- The Community;
 - The Workforce;
 - Vehicles and Plant;
 - Buildings and Similar Property;
 - Revenue Streams;
 - Legal Liability;
 - Electronically Stored Information;
 - Environmental Impact;
 - Fraud; and
 - Reputation.
- xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
- Risk management;
 - Internal control; and
 - Legislative compliance and report to Council.

9.4 Reporting Powers

The Committee:

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

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

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

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

12.0 COMMITTEE DECISIONS

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

1 DECLARATION OF OPENING

The President, Cr Des Hickey opened the meeting at 06:02pm

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Shire Deputy President

Cr. D Hickey
Cr. S Coppen
Cr. M Weguelin
Cr. S Jacobs

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
K A Caley
J M Filinski (06:07pm)

Director of AMD

M Cavallo (Via Teams)

APOLOGIES

Councillors

Cr. M Dickinson
Cr. B Fare

3 DECLARATIONS OF INTEREST

NIL

4 CONFIRMATION AND RECEIPT OF MINUTES

4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Thursday 13 April 2023 (Attachment 4.1).

COMMITTEE'S RESOLUTION

Moved: Cr. Jacobs

Seconded: Cr. Coppen

That the minutes of the Audit and Risk Management Committee meeting held on Thursday 13 April 2023 (Attachment 4.1) be confirmed as a true and correct record.

Carried 4/0

5 MATTERS ARISING FROM MINUTES

6 REPORTS

7 MATTERS REQUIRING A COMMITTEE DECISION

7.1 REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	1/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0332
Attachment Ref:	Attachment 7.1 – Interim Management Letter and Findings – Year ending 30 June 2023.

SUMMARY

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted by AMD between 1 – 3 May 2023.

BACKGROUND

AMD conducted the interim audit on behalf of the Office of the Auditor General from 1 to 3 May 2023 onsite. The Shire of Corrigin administration staff responded to the numerous requests for information prior to the auditors arriving onsite and during this period.

The auditors provided feedback on one finding from the interim audit that requires attention for future compliance.

COMMENT

The finding noted by the Auditors and reported to the OAG related to bank reconciliations. The auditors identified that there was a variance of \$27,309.80 between the 31 March 2023 bank reconciliations for the reserve and short-term accounts. This variance related to interest earned on a reserves term deposit that hadn't yet been processed in the general ledger at the time of the audit. The variance has since been rectified by staff.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- 3.1 Risk Management Policy
- 8.11 Audit and Risk Committee
- 8.12 Appointment of an Auditor

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Coppen

Seconded: Cr. Weguelin

That the Audit and Risk Management Committee recommend that Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed and issues have been completed.

Carried 4/0

Maria Cavallo Left the meeting at 06:09pm

7.2 INTERNAL AUDIT – RISK MANAGEMENT REVIEW

Applicant:	Shire of Corrigin
Date:	8/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0006
Attachment Ref:	Attachment 7.2 – Risk Dashboard

SUMMARY

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

BACKGROUND

Council adopted a Risk Management Framework – Policy and Procedures on 16 June 2020. The Procedures are currently being reviewed. The policy and procedures document outlines the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard summaries the following risks:

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

COMMENT

Internal risk management reviews are completed twice per annum with the previous report in December 2022.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Section 17 CEO to review certain systems and procedures

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That the Audit and Risk Management Committee receive the updated Internal Audit Risk Management Report-Dashboard update.

Carried 4/0

7.3 RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	7/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 7.3 – Corrigin Risk Management Framework

SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – procedures document.

BACKGROUND

Council has previously adopted a combined Risk Management Framework consisting of a risk management policy and framework (procedural document) that outlines the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals and objectives.

In 2020 these two elements of risk management were separated and a Risk Management Policy was included as a stand-alone policy in the Shire's Register of Policies (Policy 3.1).

The Risk Management Framework – Policy and Procedure documents were initially prepared with assistance from LGIS as part of the Shire's overall Risk Management Governance Framework. As part of good governance the Risk Framework requires regular reviews to ensure it is appropriate to the current organisational structure and legislative requirements.

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

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

The separated policy was reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2021.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

s17 CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) *risk management; and*
 - (b) *Internal control; and*
 - (c) *Legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

3.1 Risk Management Policy – reviewed 19 October 2021

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr. Coppen

Seconded: Cr. Jacobs

That the Audit and Risk Management Committee endorse the updated Risk Management Framework.

Carried 4/0

8 NEXT MEETING

Audit and Risk Management Committee meeting to be held on 12 September 2023 at 6.00pm

9 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 06:16pm

President: _____ Sign: _____

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2023

CHQ/EFT	DATE	NAME	AMOUNT	BANK
EFT18846	26/05/2023	CORRIGIN DISTRICT HIGH SCHOOL	\$ 5,000.00	ES TRUST
EFT18847	26/05/2023	SWINBURNE UNIVERSITY OF TECHNOLOGY	\$ 4,000.00	ES TRUST
EFT18773	04/05/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	\$ 3,324.75	TRUST
EFT18798	18/05/2023	PUBLIC TRANSPORT AUTHORITY	\$ 81.50	TRUST
EFT18799	18/05/2023	SHIRE OF CORRIGIN - MUNICIPAL	\$ 12.30	TRUST
20928	04/05/2023	SHIRE OF CORRIGIN	\$ 182.00	MUNI
20929	18/05/2023	SYNERGY	\$ 4,009.54	MUNI
20930	18/05/2023	WATER CORPORATION OF WA	\$ 4,134.79	MUNI
20931	18/05/2023	SHIRE OF CORRIGIN	\$ 175.00	MUNI
20932	26/05/2023	SYNERGY	\$ 5,260.76	MUNI
20933	26/05/2023	WATER CORPORATION OF WA	\$ 15,081.49	MUNI
EFT18774	04/05/2023	ABCO PRODUCTS PTY LTD	\$ 3,255.20	MUNI
EFT18775	04/05/2023	AC ELECTRICS WA	\$ 1,229.25	MUNI
EFT18776	04/05/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	\$ 2,046.00	MUNI
EFT18777	04/05/2023	BEST OFFICE SYSTEMS	\$ 93.50	MUNI
EFT18778	04/05/2023	BUNNINGS GROUP LIMITED	\$ 137.07	MUNI
EFT18779	04/05/2023	CJS AGRI-MECHANICS	\$ 15,155.92	MUNI
EFT18780	04/05/2023	CORRIGIN HARDWARE	\$ 9,526.45	MUNI
EFT18781	04/05/2023	CORRIGIN TYREPOWER	\$ 96.00	MUNI
EFT18782	04/05/2023	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	\$ 227.90	MUNI
EFT18783	04/05/2023	GREENFIELD TECHNICAL SERVICES	\$ 5,381.48	MUNI
EFT18784	04/05/2023	HARRIS ZUGLIAN ELECTRICS	\$ 1,905.88	MUNI
EFT18785	04/05/2023	HEATHER BARTRAM	\$ 784.00	MUNI
EFT18786	04/05/2023	HERSEY'S SAFETY PTY LTD	\$ 538.95	MUNI
EFT18787	04/05/2023	IRIS CONSULTING GROUP PTY LTD	\$ 484.00	MUNI
EFT18788	04/05/2023	KYLIE ANN CALEY	\$ 103.38	MUNI
EFT18789	04/05/2023	MCLEODS BARRISTERS & SOLICITORS	\$ 1,067.60	MUNI
EFT18790	04/05/2023	MITCHELL ANTHONY O'BRIEN	\$ 78.93	MUNI
EFT18791	04/05/2023	NEU-TECH AUTO ELECTRICS	\$ 869.55	MUNI
EFT18792	04/05/2023	ROE TOURISM ASSOCIATION	\$ 6,000.00	MUNI
EFT18793	04/05/2023	STAR TRACK EXPRESS PTY LTD	\$ 9.51	MUNI
EFT18794	04/05/2023	TELSTRA LIMITED	\$ 623.83	MUNI
EFT18795	04/05/2023	VALLEY AIRCON & REFRIGERATION	\$ 2,200.00	MUNI
EFT18796	04/05/2023	WA CONTRACT RANGER SERVICES	\$ 731.50	MUNI
EFT18797	04/05/2023	SALARY PACKAGING AUSTRALIA	\$ 392.63	MUNI
EFT18800	18/05/2023	AC ELECTRICS WA	\$ 1,406.99	MUNI
EFT18801	18/05/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	\$ 1,768.25	MUNI
EFT18802	18/05/2023	AUSTRALIA POST	\$ 159.94	MUNI
EFT18803	18/05/2023	AVON WASTE	\$ 107.60	MUNI
EFT18804	18/05/2023	BOC LIMITED	\$ 12.53	MUNI
EFT18805	18/05/2023	BEST OFFICE SYSTEMS	\$ 1,072.94	MUNI
EFT18806	18/05/2023	BROWNLEY'S PLUMBING & GAS	\$ 1,866.93	MUNI
EFT18807	18/05/2023	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	\$ 337.18	MUNI
EFT18808	18/05/2023	CARRAMAR RESOURCE INDUSTRIES	\$ 2,761.83	MUNI
EFT18809	18/05/2023	CORRIGIN MEDICAL CENTRE	\$ 3,410.00	MUNI
EFT18810	18/05/2023	CORRIGIN NEWSAGENCY	\$ 107.25	MUNI
EFT18811	18/05/2023	CORRIGIN PHARMACY	\$ 478.01	MUNI
EFT18812	18/05/2023	CORRIGIN TYREPOWER	\$ 150.00	MUNI
EFT18813	18/05/2023	CUBALLING WINDSCREENS	\$ 935.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2023

CHQ/EFT	DATE	NAME	AMOUNT	BANK
EFT18814	18/05/2023	DENARO EARTHMOVING	\$ 36,377.88	MUNI
EFT18815	18/05/2023	EASTERN HILLS CHAINSAWS & MOWERS	\$ 764.15	MUNI
EFT18816	18/05/2023	EXURBAN PTY LTD	\$ 2,573.97	MUNI
EFT18817	18/05/2023	FIRST HEALTH SERVICES	\$ 13,593.66	MUNI
EFT18818	18/05/2023	GANNAWAY BROS.	\$ 504.90	MUNI
EFT18819	18/05/2023	GERALDINE ELIZBAETH SMITH	\$ 123.00	MUNI
EFT18820	18/05/2023	GREAT SOUTHERN FUEL SUPPLIES	\$ 24,006.53	MUNI
EFT18821	18/05/2023	GREENFIELD TECHNICAL SERVICES	\$ 6,502.38	MUNI
EFT18822	18/05/2023	HARRIS ZUGLIAN ELECTRICS	\$ 1,016.27	MUNI
EFT18823	18/05/2023	HERSEY'S SAFETY PTY LTD	\$ 4,620.00	MUNI
EFT18824	18/05/2023	HUTTON AND NORTHEY SALES	\$ 475.75	MUNI
EFT18825	18/05/2023	JASON SIGNMAKERS	\$ 58.19	MUNI
EFT18826	18/05/2023	KENNARDS HIRE PTY LTD	\$ 1,491.60	MUNI
EFT18827	18/05/2023	LAKE GRACE SMASH REPAIRS	\$ 500.00	MUNI
EFT18828	18/05/2023	LANDGATE	\$ 42.15	MUNI
EFT18829	18/05/2023	LOCAL GOVERNMENT WORKS ASSOCIATION	\$ 200.00	MUNI
EFT18830	18/05/2023	MARKETFORCE	\$ 239.01	MUNI
EFT18831	18/05/2023	MCMILES INDUSTRIES PTY LTD	\$ 1,212.75	MUNI
EFT18832	18/05/2023	NAREMBEEN TYRE SERVICE	\$ 1,360.00	MUNI
EFT18833	18/05/2023	NATURE PLAY SOLUTIONS PTY LTD	\$ 69,145.77	MUNI
EFT18834	18/05/2023	NORTHAM CARPET COURT	\$ 6,650.00	MUNI
EFT18835	18/05/2023	SOURCE MY PARTS PTY LTD	\$ 3,630.00	MUNI
EFT18836	18/05/2023	STAR TRACK EXPRESS PTY LTD	\$ 16.28	MUNI
EFT18837	18/05/2023	STEVEN JOSEPH COMITO	\$ 11.00	MUNI
EFT18838	18/05/2023	TEAM GLOBAL EXPRESS - TOLL GLOBAL	\$ 15.75	MUNI
EFT18839	18/05/2023	TELSTRA LIMITED	\$ 67.43	MUNI
EFT18840	18/05/2023	TIMBER DECKING SUPPLY SHED	\$ 572.00	MUNI
EFT18841	18/05/2023	WALLIS COMPUTER SOLUTIONS	\$ 187.00	MUNI
EFT18842	18/05/2023	AUSTRALIAN TAXATION OFFICE	\$ 13,742.14	MUNI
EFT18843	18/05/2023	SALARY PACKAGING AUSTRALIA	\$ 392.63	MUNI
EFT18845	24/05/2023	KATANNING MAZDA	\$ 17,570.00	MUNI
EFT18848	26/05/2023	AUSTRALIAN TAXATION OFFICE	\$ 12,698.00	MUNI
EFT18849	26/05/2023	AVON WASTE	\$ 19,443.57	MUNI
EFT18850	26/05/2023	BEN LEE O'DONOHUE	\$ 34.65	MUNI
EFT18851	26/05/2023	BEST OFFICE SYSTEMS	\$ 55.00	MUNI
EFT18852	26/05/2023	CORRIGIN HARDWARE	\$ 2,992.00	MUNI
EFT18853	26/05/2023	CORRIGIN OFFICE SUPPLIES	\$ 551.24	MUNI
EFT18854	26/05/2023	CORSIGN WA PTY LTD	\$ 862.40	MUNI
EFT18855	26/05/2023	EASTERN HILLS CHAINSAWS & MOWERS	\$ 551.65	MUNI
EFT18856	26/05/2023	EMILY MEGAN TURNER (NEE COUSINS)	\$ 237.09	MUNI
EFT18857	26/05/2023	KAREN WILKINSON	\$ 330.64	MUNI
EFT18858	26/05/2023	KATEMS SUPERMARKET	\$ 402.03	MUNI
EFT18859	26/05/2023	KENNARDS HIRE PTY LTD	\$ 1,232.10	MUNI
EFT18860	26/05/2023	KIRSTEN BIGLIN	\$ 38.40	MUNI
EFT18861	26/05/2023	KODY NORMAN BROWN	\$ 4.55	MUNI
EFT18862	26/05/2023	KYLIE ANN CALEY	\$ 208.70	MUNI
EFT18863	26/05/2023	LANDGATE	\$ 320.50	MUNI
EFT18864	26/05/2023	MALCOLM JOHN DIJS	\$ 9.60	MUNI
EFT18865	26/05/2023	NATURE PLAY SOLUTIONS PTY LTD	\$ 58,442.45	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2023

CHQ/EFT	DATE	NAME	AMOUNT	BANK
EFT18866	26/05/2023	NEIL ROBERT ROEBUCK	\$ 38.40	MUNI
EFT18867	26/05/2023	NEU-TECH AUTO ELECTRICS	\$ 1,038.95	MUNI
EFT18868	26/05/2023	PHILIP BURGESS	\$ 38.40	MUNI
EFT18869	26/05/2023	PRACTICAL PRODUCTS PTY LTD	\$ 8,192.80	MUNI
EFT18870	26/05/2023	REGAN LOUISE CHESTER	\$ 418.32	MUNI
EFT18871	26/05/2023	ROYCE ALAN HARLEY	\$ 30.20	MUNI
EFT18872	26/05/2023	TELSTRA LIMITED	\$ 1,120.63	MUNI
EFT18873	26/05/2023	THE BLUE POSY	\$ 163.92	MUNI
EFT18874	30/05/2023	TREMAR CONTRACTING	\$ 12,852.18	MUNI
EFT18844	22/05/2023	DEPARTMENT OF TRANSPORT	\$ 955.95	LIC
DD15125.1	03/05/2023	AWARE SUPER	\$ 7,881.30	MUNI
DD15125.2	03/05/2023	MLC NAVIGATOR RETIREMENT PLAN	\$ 115.45	MUNI
DD15125.3	03/05/2023	AUSTRALIAN SUPER	\$ 1,636.87	MUNI
DD15125.4	03/05/2023	CATHOLIC SUPER	\$ 1,091.75	MUNI
DD15125.5	03/05/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	\$ 324.84	MUNI
DD15125.6	03/05/2023	HESTA	\$ 59.08	MUNI
DD15125.7	03/05/2023	AUSTRALIAN RETIREMENT TRUST	\$ 479.45	MUNI
DD15125.8	03/05/2023	TELSTRA SUPERANNUATION SCHEME	\$ 698.10	MUNI
DD15125.9	03/05/2023	MLC SUPER FUND	\$ 106.16	MUNI
DD15154.1	03/05/2023	NATIONAL AUSTRALIA BANK	\$ 2,778.97	MUNI
DD15167.1	17/05/2023	AWARE SUPER	\$ 7,950.55	MUNI
DD15167.2	17/05/2023	MLC NAVIGATOR RETIREMENT PLAN	\$ 131.27	MUNI
DD15167.3	17/05/2023	AUSTRALIAN SUPER	\$ 1,646.11	MUNI
DD15167.4	17/05/2023	CATHOLIC SUPER	\$ 1,091.75	MUNI
DD15167.5	17/05/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	\$ 274.03	MUNI
DD15167.6	17/05/2023	HESTA	\$ 61.88	MUNI
DD15167.7	17/05/2023	AUSTRALIAN RETIREMENT TRUST	\$ 479.45	MUNI
DD15167.8	17/05/2023	TELSTRA SUPERANNUATION SCHEME	\$ 640.34	MUNI
DD15167.9	17/05/2023	MLC SUPER FUND	\$ 105.82	MUNI
DD15208.1	31/05/2023	AWARE SUPER	\$ 8,159.13	MUNI
DD15208.2	31/05/2023	MLC NAVIGATOR RETIREMENT PLAN	\$ 135.65	MUNI
DD15208.3	31/05/2023	AUSTRALIAN SUPER	\$ 1,646.11	MUNI
DD15208.4	31/05/2023	CATHOLIC SUPER	\$ 1,102.25	MUNI
DD15208.5	31/05/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	\$ 274.03	MUNI
DD15208.6	31/05/2023	HESTA	\$ 60.01	MUNI
DD15208.7	31/05/2023	AUSTRALIAN RETIREMENT TRUST	\$ 479.45	MUNI
DD15208.8	31/05/2023	TELSTRA SUPERANNUATION SCHEME	\$ 690.94	MUNI
DD15208.9	31/05/2023	MLC SUPER FUND	\$ 104.66	MUNI
DD15119.1	01/05/2023	DEPARTMENT OF TRANSPORT	\$ 98.15	LIC
DD15129.1	02/05/2023	DEPARTMENT OF TRANSPORT	\$ 298.40	LIC
DD15131.1	03/05/2023	DEPARTMENT OF TRANSPORT	\$ 2,381.25	LIC
DD15133.1	04/05/2023	DEPARTMENT OF TRANSPORT	\$ 178.60	LIC
DD15135.1	05/05/2023	DEPARTMENT OF TRANSPORT	\$ 46.85	LIC
DD15137.1	08/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,133.85	LIC
DD15140.1	09/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,133.80	LIC
DD15143.1	10/05/2023	DEPARTMENT OF TRANSPORT	\$ 128.60	LIC
DD15145.1	11/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,340.60	LIC
DD15151.1	12/05/2023	DEPARTMENT OF TRANSPORT	\$ 89.30	LIC
DD15153.1	15/05/2023	DEPARTMENT OF TRANSPORT	\$ 407.05	LIC

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2023

CHQ/EFT	DATE	NAME	AMOUNT	BANK
DD15158.1	16/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,631.50	LIC
DD15171.1	17/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,327.45	LIC
DD15173.1	18/05/2023	DEPARTMENT OF TRANSPORT	\$ 44.50	LIC
DD15175.1	19/05/2023	DEPARTMENT OF TRANSPORT	\$ 923.95	LIC
DD15180.1	23/05/2023	DEPARTMENT OF TRANSPORT	\$ 473.80	LIC
DD15184.1	24/05/2023	DEPARTMENT OF TRANSPORT	\$ 817.35	LIC
DD15194.1	25/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,436.15	LIC
DD15196.1	26/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,870.10	LIC
DD15198.1	29/05/2023	DEPARTMENT OF TRANSPORT	\$ 834.60	LIC
DD15200.1	30/05/2023	DEPARTMENT OF TRANSPORT	\$ 1,889.95	LIC
DD15205.1	31/05/2023	DEPARTMENT OF TRANSPORT	\$ 504.85	LIC
JNL	04/05/2023	PAYROLL	\$ 61,992.02	MUNI
JNL	18/05/2023	PAYROLL	\$ 60,302.17	MUNI

\$ 621,191.86

MUNICIPAL ACCOUNT PAYMENTS	\$ 588,826.71
TRUST ACCOUNT PAYMENTS	\$ 3,418.55
LICENSING ACCOUNT PAYMENTS	\$ 19,946.60
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ 9,000.00
	\$ 621,191.86



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 MARCH 2023 TO 28 APRIL 2023

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
11/04/2023	JB Hi-Fi Cannington	USB cable for CEO Surface Pro, 12 in 1 minidock for chambers	\$ 223.95
18/04/2023	F. Maietta Nominees (Fitzgerald Photo)	Deposit for Freeman of the Shire photo framing	\$ 400.00
CREDIT CARD TOTAL			\$ 623.95
CARD NUMBER 4557-XXXX-XXXX-0935			
29/03/2023	Corrigin Shire Licensing	Vehicle registration to 30/06/2023 for dolly trailer CR15408	\$ 17.80
11/04/2023	Zoom.US	Annual Zoom subscription	\$ 209.90
13/04/2023	Timber Decking Supply Shed	Timber decking and decking sealer for Adventure Playground	\$ 1,768.02
14/04/2023	Office National Gladstone	Pin up board for DCEO office	\$ 153.00
CREDIT CARD TOTAL			\$ 2,148.72

BILLING ACCOUNT \$ 6.30

TOTAL CREDIT CARD PAYMENTS \$ 2,778.97

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 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 .

Kylie Caley 15/5 /2023

I, Natalie Manton, Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-0935 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 .

Natalie Manton N.M. 15/5 /2023



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:
Statement Period: 29 March 2023 to 28 April 2023
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
13 Apr 2023	\$223.95 ✓	JB HI FI CANNINGTON H CANNINGTON	Cable for CEO Surface Pro, 12 in 1 minidock for chambers Deposit for Freeman of the Shore photo framing				74564453102
20 Apr 2023	\$400.00 ✓	F. MAIETTA NOMINEES NORTH PERTH					74940523108
Total for this period	\$623.95		Totals				

Employee declaration

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

Cardholder signature: *N.M.T*

Date: 10/5/23



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: MS KYLIE ANN CALEY
Account No:
Statement Period: 29 March 2023 to 28 April 2023
Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

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
30 Mar 2023	\$17.80 ✓	CGN SHIRE LIC CORRIGIN	Vehicle registration fees - Dolly Trailer CR15408				00953471953
11 Apr 2023	\$209.90	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	Annual zoom subscription				24492163098
17 Apr 2023	\$1,768.02 ✓	TIMBER DECKING SUPPLY HIGH WYCOMBE	Timber decking & sealer for Adventure Playground				74940523103
18 Apr 2023	\$153.00 ✓	EZI*Office National GI GLADSTONE CEN	Pin up board for CEO office				74155893104
Total for this period	\$2,148.72		Totals				

Employee declaration

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

Cardholder signature:

Date:

Kylie Ann Caley 15.5.23



SHIRE OF CORRIGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2023

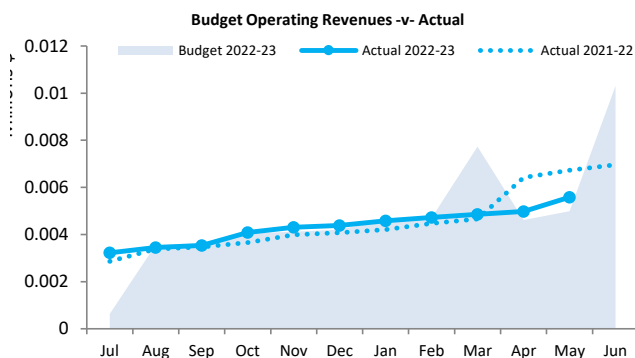
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

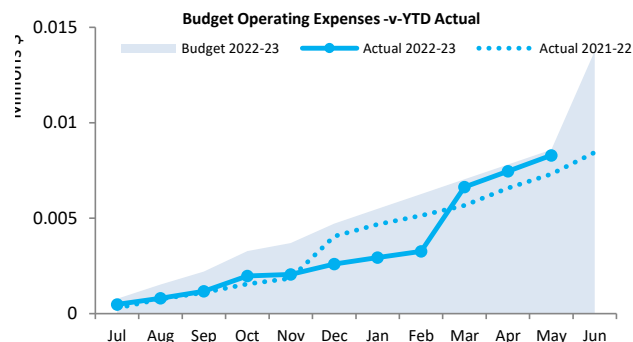
Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 10 Reserve Accounts	16
Note 11 Other Current Liabilities	17
Note 12 Operating grants and contributions	18
Note 13 Non operating grants and contributions	19
Note 14 Trust Fund	20
Note 16 Explanation of Material Variances	21

OPERATING ACTIVITIES

OPERATING REVENUE

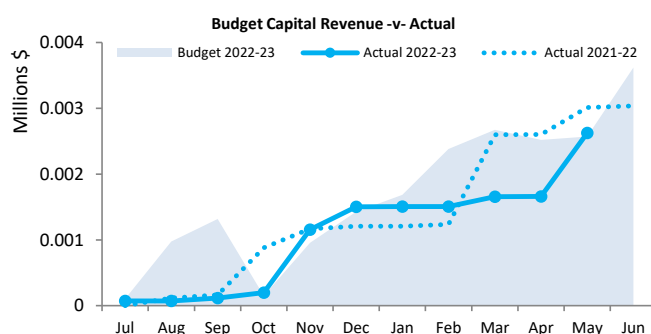


OPERATING EXPENSES

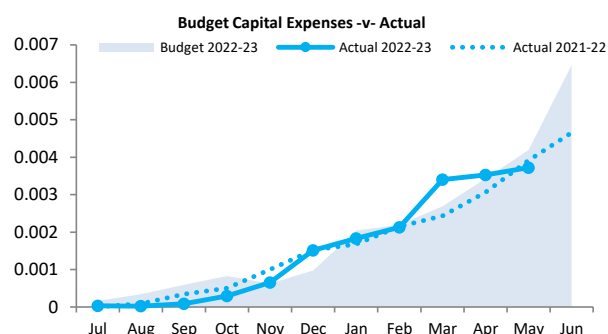


INVESTING ACTIVITIES

CAPITAL REVENUE

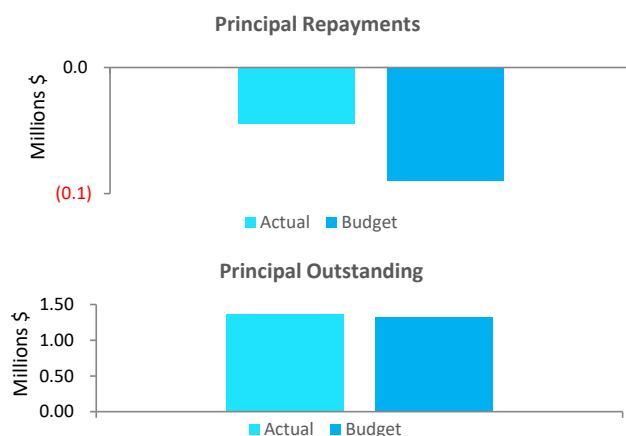


CAPITAL EXPENSES

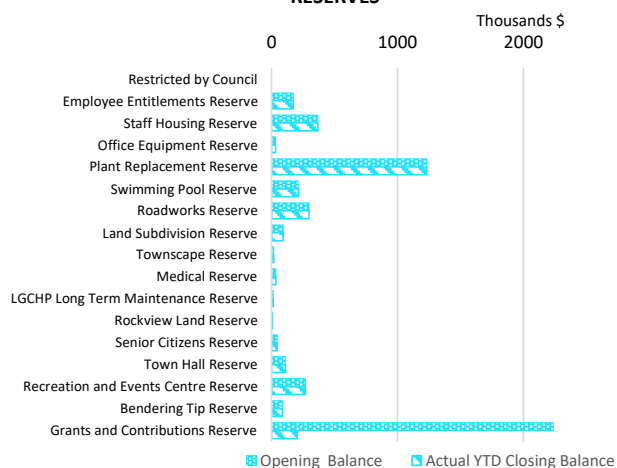


FINANCING ACTIVITIES

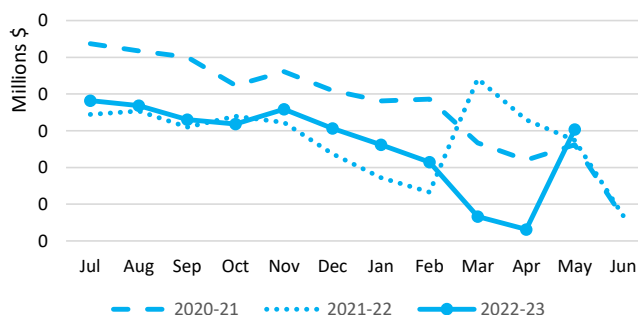
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.98 M	\$0.65 M	\$1.00 M	\$0.35 M
Closing	\$0.00 M	\$1.00 M	\$3.04 M	\$2.03 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
		% of total
Unrestricted Cash	\$2.07 M	39.4%
Restricted Cash	\$3.19 M	60.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
		% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		768.5%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
		% Collected
Rates Receivable	\$0.08 M	97.5%
Trade Receivable	\$1.14 M	% Outstanding
Over 30 Days		1.8%
Over 90 Days		1.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.78 M	(\$0.03 M)	\$1.13 M	\$1.16 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	YTD Budget	% Variance
\$2.88 M	\$2.88 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	YTD Budget	% Variance
\$0.92 M	\$0.81 M	13.7%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	YTD Budget	% Variance
\$0.58 M	\$0.68 M	(14.4%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.05 M)	(\$1.60 M)	(\$1.08 M)	\$0.52 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	Adopted Budget	%
\$0.02 M	\$0.43 M	(95.3%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	Adopted Budget	% Spent
\$3.72 M	\$6.30 M	(40.9%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	Adopted Budget	% Received
\$2.62 M	\$3.81 M	(31.2%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	\$1.99 M	\$1.99 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	\$0.03 M
Principal due	\$1.37 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$3.19 M
Interest earned	\$0.04 M

Refer to Note 9 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MAY 2023

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	Amended Budget	Amended YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(d)	(b)	(c)	(c) - (b)		
		\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	980,910	647,378	647,378	996,364	348,986	53.91%	▲
Revenue from operating activities								
Rates		2,839,634	2,839,634	2,839,634	2,839,550	(84)	(0.00%)	
Rates (excluding general rate)		42,773	0	42,773	42,773	0	0.00%	
Operating grants, subsidies and contributions	11	1,424,913	955,364	805,988	916,553	110,565	13.72%	▲
Fees and charges		727,129	783,663	675,263	578,310	(96,953)	(14.36%)	▼
Interest earnings		106,231	145,231	98,613	91,241	(7,372)	(7.48%)	
Other revenue		4,985,477	5,460,350	738,477	1,095,105	356,628	48.29%	▲
Profit on disposal of assets	6	112,282	120,737	20,000	20,000	0	0.00%	
		10,238,439	10,304,979	5,220,748	5,583,532	362,784	6.95%	
Expenditure from operating activities								
Employee costs		(2,502,157)	(2,645,066)	(2,424,004)	(2,250,003)	174,001	7.18%	
Materials and contracts		(6,126,557)	(6,609,492)	(2,095,742)	(1,461,307)	634,435	30.27%	▲
Utility charges		(265,020)	(271,685)	(258,621)	(236,981)	21,640	8.37%	
Depreciation on non-current assets		(3,624,516)	(3,624,516)	(3,322,011)	(3,869,395)	(547,384)	(16.48%)	▼
Interest expenses		(64,389)	(64,389)	(32,711)	(32,711)	0	0.00%	
Insurance expenses		(259,216)	(265,138)	(242,737)	(268,064)	(25,327)	(10.43%)	▼
Other expenditure		(170,109)	(236,839)	(197,834)	(176,068)	21,766	11.00%	▲
Loss on disposal of assets	6	(54,941)	(38,119)	0	0	0	0.00%	
		(13,066,905)	(13,755,244)	(8,573,660)	(8,294,529)	279,131	(3.26%)	
Non-cash amounts excluded from operating activities	1(a)	3,611,912	3,578,233	3,322,163	3,842,545	520,382	15.66%	▲
Amount attributable to operating activities		783,446	127,968	(30,749)	1,131,548	1,162,297	(3779.95%)	
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	12	3,814,138	3,619,157	2,568,409	2,623,642	55,233	2.15%	
Proceeds from disposal of assets	6	428,501	411,590	20,000	20,000	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(6,295,523)	(6,462,120)	(4,188,942)	(3,722,191)	466,751	11.14%	▲
Amount attributable to investing activities		(2,052,884)	(2,431,373)	(1,600,533)	(1,078,549)	521,984	(32.61%)	
Financing Activities								
Transfer from reserves	9	467,475	2,531,847	2,071,577	2,071,577	0	0.00%	
Repayment of debentures	8	(90,164)	(90,164)	(44,565)	(44,565)	0	0.00%	
Transfer to reserves	9	(88,781)	(785,654)	(38,950)	(38,950)	0	0.00%	
Amount attributable to financing activities		288,530	1,656,029	1,988,062	1,988,062	0	0.00%	
Closing funding surplus / (deficit)	1(c)	0	0	1,004,158	3,037,425	2,033,267	(202.48%)	▲

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 June 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Original Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	6	(112,282)	(120,737)	(20,000)	(20,000)
Movement in pensioner deferred rates (non-current)					(6,850)
Movement in employee benefit provisions (non-current)		44,737	44,737	0	0
Add: Loss on asset disposals	6	54,941	38,119	20,152	0
Add: Depreciation on assets		3,624,516	3,624,516	3,322,011	3,869,395
Total non-cash items excluded from operating activities		3,611,912	3,578,233	3,322,163	3,842,545

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 May 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	9	(5,223,998)	(5,223,998)	(5,223,997)	(3,191,370)
Less: Current assets not expected to be received at year end		(60,000)	(60,000)	(60,000)	(60,000)
Add: Borrowings	8	90,164	90,164	90,164	45,599
Add: Provisions employee related provisions	10	0	0	348,980	348,980
Total adjustments to net current assets		(5,193,834)	(5,193,834)	(4,844,853)	(2,856,792)

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

Current assets					
Cash and cash equivalents	2	890,476	1,500,405	3,167,579	2,072,950
Financial assets at amortised cost	2	5,811,048	5,223,998	3,556,826	3,191,370
Rates receivables	3	138,587	123,850	123,850	75,681
Receivables	3	411,705	350,286	350,734	1,138,604
Other current assets	4	91,658	138,226	138,228	146,617
Less: Current liabilities					
Payables	5	(188,689)	(490,416)	(460,996)	(105,745)
Borrowings	8	(90,164)	(90,164)	(90,164)	(45,599)
Contract liabilities	10	(587,050)	(565,992)	(595,860)	(230,682)
Provisions	10	(302,829)	(348,980)	(348,980)	(348,980)
Less: Total adjustments to net current assets	1(b)	(5,193,834)	(5,193,834)	(4,844,853)	(2,856,792)
Closing funding surplus / (deficit)		980,910	647,378	996,364	3,037,425

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Til Floats	Cash and cash equivalents	600.00		600				
At Call Deposits								
Municipal Fund	Cash and cash equivalents	1,827,280.00		1,827,280		NAB		At Call
Trust Fund	Cash and cash equivalents	0.00		0	66,201	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0.00		0	857,161	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0.00		0	1,586	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	245,069.00	204,237	449,306		WATC	0.20%	At Call
Term Deposits								
Reserve Fund	Financial assets at amortised cost	0.00	2,987,133	2,987,133		NAB	2.35%	26/06/2023
Total		2,072,950	3,191,370	5,264,320	924,948			
Comprising								
Cash and cash equivalents		2,072,950	0	2,072,950	924,948			
Financial assets at amortised cost		0	3,191,370	3,191,370	0			
		2,072,950	3,191,370	5,264,320	924,948			

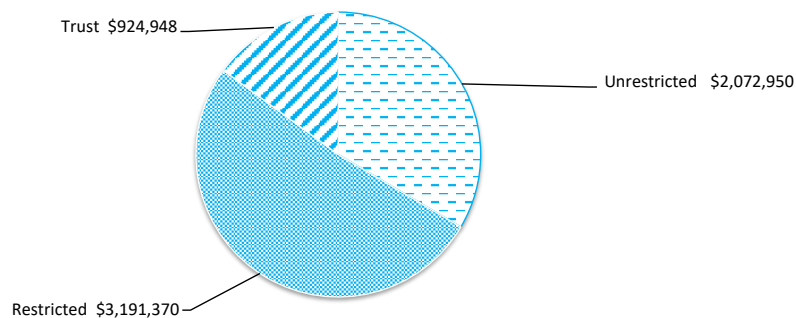
KEY INFORMATION

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

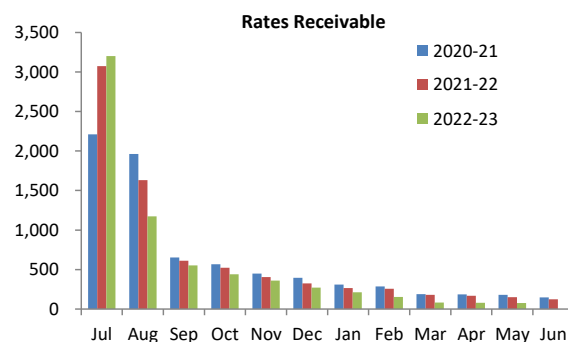
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	149,288	123,850
Levied this year	2,763,231	2,882,323
Less - collections to date	(2,788,669)	(2,930,492)
Gross rates collectable	123,850	75,681
Net rates collectable	123,850	75,681
% Collected	95.7%	97.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(226)	1,083,375	5,304	902	13,621	1,102,976
Percentage	0.0%	98.2%	0.5%	0.1%	1.2%	
Balance per trial balance						
Sundry receivable						1,102,976
GST receivable						35,628
Total receivables general outstanding						1,138,604

Amounts shown above include GST (where applicable)

KEY INFORMATION

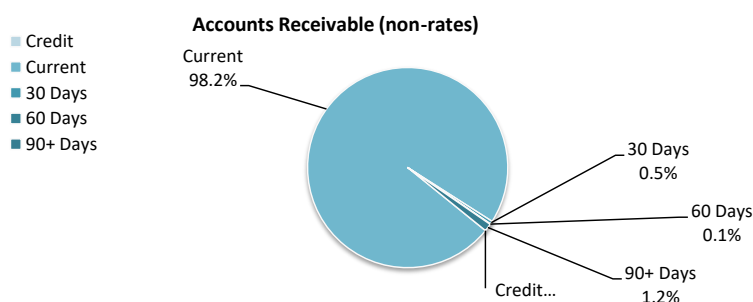
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 May 2023
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on Hand	74,597	228,683	(232,664)	70,616
Land held for resale				
Cost of acquisition	60,000	-	-	60,000
Other Assets				
Accrued Income	3,631	3,362	(6,616)	377
JV ROE Health	-	148,175	(137,593)	10,582
JV Bendering Regional Landfill	-	44,429	(39,387)	5,042
Total other current assets	138,228	424,649	(416,260)	146,617
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

Contract assets

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(236)	1,391	0	0	0	1,155
Payables - ESL	0	7,721	0	0	0	7,721
Percentage	-20.5%	789%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						8,875
ATO liabilities						63,284
Payroll Creditors						33,280
Bonds and Deposits						306
Total payables general outstanding						105,745
Amounts shown above include GST (where applicable)						

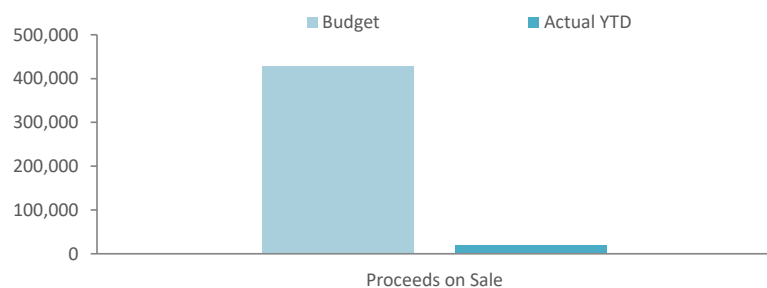
KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Health												
	2021 Isuzu MU-X LSM 4x4 (4CR)	31,865	30,000	0	(1,865)	25,091	36,390	11,299	0			0	0
	Community amenities												
	2012 Mitsubishi Rosa Bus (CR103)	24,718	50,001	25,283	0	16,349	30,000	13,651	0			0	0
	ROE Roc Glass Crusher	41,986	20,000	0	(21,987)	41,986	20,000	0	(21,986)			0	0
	Transport												
	2014 Volvo L90F Loader (CR14)	123,061	120,000	0	(3,061)	110,992	120,000	9,008	0			0	0
	2011 Iveco Powerstar Prime Mover (Cr7)	73,918	50,000	0	(23,918)	66,133	50,000	0	(16,133)			0	0
	2005 Hino Dutro 8500 X/Long (CR23)	0	50,000	50,000	0	0	50,000	50,000	0			0	0
	Other property and services												
	2021 Toyota Prado GXL (CR1)	61,612	57,500	0	(4,111)	57,336	60,000	2,664	0			0	0
	2019 Nissan X Trail 2WD (2CR)	0	22,000	22,000	0	0	20,000	20,000	0	0	20,000	20,000	0
	2013 Toyota Hilux 4x2 (CR24)	0	12,000	12,000	0	0	8,200	8,200	0			0	0
	2013 Toro Z Master (CR15228)	14,000	17,000	3,000	0	11,085	17,000	5,915	0			0	0
		371,160	428,501	112,283	(54,942)	328,972	411,590	120,737	(38,119)	0	20,000	20,000	0



Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	119,786	200,920	152,243	114,206	(38,037)
Furniture and equipment	25,000	26,114	26,114	33,562	7,448
Plant and equipment	1,439,764	1,653,965	57,000	47,973	(9,027)
Infrastructure - roads	3,601,789	3,424,437	2,995,135	2,589,208	(405,927)
Infrastructure - other	1,109,184	1,156,684	958,450	937,243	(21,207)
Payments for Capital Acquisitions	6,295,523	6,462,120	4,188,942	3,722,191	(466,751)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,814,138	3,619,157	2,568,409	2,623,642	55,233
Other (disposals & C/Fwd)	428,501	411,590	0	20,000	20,000
Cash backed reserves					
Office Equipment Reserve	25,000	0	0	0	0
Plant Replacement Reserve	235,000	235,000	0	0	0
Roadworks Reserve	160,000	0	0	0	0
Town Hall Reserve	27,475	27,475	0	0	0
Recreation and Events Centre Reserve	20,000	20,000	0	0	0
Contribution - operations	1,585,409	(1,176,622)	1,620,533	(993,028)	(2,613,561)
Capital funding total	6,295,523	6,462,120	4,188,942	3,722,191	(466,751)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

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

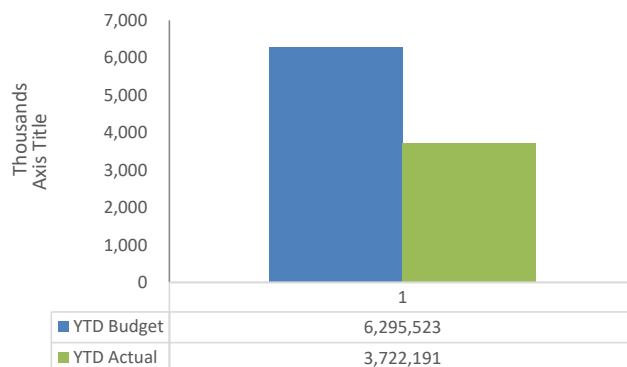
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

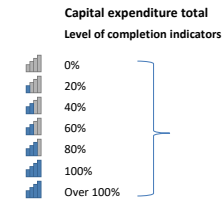
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)



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

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Location	Project Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
				\$	\$	\$	\$	\$
Land and Buildings								
	11187	Capital Expense - Bulye Hall	Bulyee Hall	Installation of new toilet block and demolition of existing	25,140	63,855	53,210	26,883
	11370	Capital Expense - Gorge Rock - Buildings	Gorge Rock	Installation of toilet block	18,243	48,590	24,295	(20,219)
	11180	Capital Expense - Town Hall Upgrade	Corrigin Town Hall	Recommission front steps and install accessible ramp	6,403	27,475	13,738	9,600
	11388	Recreation & Events Centre Capital Expenditure	CREC	Enclose I-Beams and construct portico at entrance	40,000	40,000	40,000	(40,000)
	07783	Dental Surgery L&B Capital Expenditure	45 Kirkwood Street	Refurbishment of Dentist Residence	30,000	21,000	21,000	(564)
				119,786	200,920	152,243	114,206	(38,037)
Furniture and Equipment								
	04180	Capital Expenditure - Chambers Upgrade	Council Chambers	Upgrade IT & Teleconferencing Equipment	25,000	26,114	26,114	-0.32
	11383	Capital Expense - Recreation & Events Centre F&E	CREC	Replace Passthrough Dishwasher (claimed on insurance)	-	-	0	7,448
				25,000	26,114	26,114	33,562	7,448
Plant & Equipment								
	14582	Capital Expense - CEO Vehicle (1CR)	Administration	Trade 2021 Toyota Prado (CR1)	71,000	71,000	-	-
	14583	Capital Expense - DCEO Vehicle (2CR)	Administration	Trade 2019 Nissan X Trail 2WD (2CR)	45,000	45,000	45,000	35,973
	07480	Capital Purchase - EDRHS Vehicle (4CR)	Environmental Health	Trade 2020 Isuzu MU-X (4CR)	35,000	48,500	-	-
	12395	Capital Expenditure - Loader	Roads & Civil	Trade 2014 Volvo L90E Loader - CR14	250,000	366,000	-	-
	12377	Capital Expense - Tipper - CR23	Roads & Civil	Carryover Trade 2005 Hino Dutro 8500 (CR23), Purchase Jetpack Road Maintenance Unit	525,000	525,000	-	-
	12381	Capital Expense - Mack Prime Mover (CR7)	Roads & Civil	Carryover Trade 2011 Iveco Powerstar and purchase Mack Anthem Prime Mover (Council Res 25/2022)	303,764	303,764	-	-
	10784	Capital Expenditure - Community Bus	Community	Trade 2012 Mitsubishi Rosa Bus CR103	110,000	159,601	-	-
	14281	Capital Expense - Utility (CR24)	Parks & Gardens	Trade 2013 Toyota Hilux CR24	35,000	37,000	-	-
	14286	Capital Expenditure - Plant Trailer	Building Maintenance	Purchase Enclosed trades trailer	20,000	-	-	-
	12380	Capital Expense - Small Plant Purchases	Roads & Civil	Purchase Secondhand Dolly (Council Resolution 16/2023 21/2/23)	-	12,000	12,000	-
	14287	Capital Expenditure - Small Plant Purchases	Parks & Gardens	Trade 2013 Toro Z Master CR15228	35,000	86,100	-	-
	14287	Capital Expenditure - Small Plant Purchases	Roads & Civil	Repairs to Low Loader CR2233	10,000	-	-	-
				1,439,764	1,653,965	57,000	47,973	(9,027)
Infrastructure - Roads								
	RR004	Bullaring Gorge Rock Road	Bullaring Gorge Rock Rd	Late supplier invoices from 21/22	-	30,060	30,060	30,057
	MR008	Bulyee Quairading Road - Main Roads	Bulyee - Quairading Rd	SLK 0.00 - 14.40 Reseal with single coat (10mm) S45R Crumbed Rubber Seal	241,056	241,056	-	281,238
	MR011	Bilbarin Quairading Road - Main Roads	Bilbarin - Quairading Rd	SLK 25.90 - 28.85 Shoulder Reconditioning on narrow sealed pavement to attain a minimum 10.0m wide carriageway.	140,229	140,229	140,229	90,372
	MR018	Lomos South Road	Lomos South Rd	Late supplier invoices from 21/22	-	79,500	79,500	79,274
	RR014	Corrigin South Road - Roads To Recovery	Corrigin South Rd	SLK 7.00 - 12.28 Reseal with single coat (10mm) S45R Crumbed Rubber Seal	90,000	90,000	90,000	81,275
	RR013	Yealering Kulin Road - R2R	Yealering Kulin Rd	SLK 0.16 - 2.50 Reseal remaining section that didn't get sealed in 2021/22	39,172	39,172	39,172	37,771
	RR052	Old Kulin Road - R2R	Old Kulin Road	SLK 0.00 - 6.22 Gravel Resheet pavement to attain a minimum 9.0m wide carriageway.	209,901	209,901	209,901	89,450
	RR088	Pontifex Road - R2R	Pontifex Road	SLK 0.00 - 3.34 Gravel Resheet pavement to attain a minimum 9.0m wide carriageway.	113,486	113,486	85,114	47,941
	WFN007	Rabbit Proof Fence Road - Wheatbelt Secondary Freight Network	Rabbit Proof Fence Road	SLK 22.42 - 27.87 Reconstruct , include stabilising, culverts and intersections	2,205,444	1,918,532	1,758,658	1,377,061
	RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	SLK 4.81 - 6.80 Reconstruct and widen existing pavement including upgrade drainage, signage and clear zones.	475,141	470,964	470,964	381,249
	RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	SLK 6.80 - 7.90, SLK 8.90 - 10.60 Final seal	87,360	91,537	91,537	91,537
	12,281.00	Footpth Upgrade		Materials for footpath - incorrectly allocated	-	-	1,983	1,983
				3,601,789	3,424,437	2,995,135	2,589,208	(405,927)
Infrastructure - Other								
	10185	Capital Expense - Transfer Station - Infrastructure Other	Corrigin Tip	Materials from 21/22	-	7,500	7,500	7,286
	13285	Capital Expense - Rotary Park - Infrastructure Other	Rotary Park	Main Play Space and Landscaping	1,024,184	1,024,184	895,950	871,087
	14580	Capital Expense -Admin L&B Upgrade	Administration	Server room and cabling refurbishment	35,000	35,000	-	2,636
	14587	Capital Expenditure - Admin Server	Administration	Upgrade main server	50,000	55,000	55,000	56,234
	11293	Swimming Pool Capital - Infrastructure Other	Swimming Pool	Replace Main Pool Expansion Joints	-	35,000	-	-
				1,109,184	1,156,684	958,450	937,243	(21,207)
				6,295,523	6,462,120	4,188,942	3,722,191	(466,751)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Recreation and culture								
Community Recreation & Events Centre	102	1,409,971	(44,565)	(90,164)	1,365,406	1,319,807	(32,711)	(64,389)
Total		1,409,971	-44,565	(90,164)	1,365,406	1,319,807	(32,711)	(64,389)
Current borrowings		90,164			45,599			
Non-current borrowings		1,319,807			1,319,807			
		1,409,971			1,365,406			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS**

Reserve accounts	Original Budget					Amended Budget				YTD Actual			
	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
Reserve name	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council													
Employee Entitlements Reserve	171,488	4,034	0	0	175,522	4,034	0	0	175,522				171,488
Staff Housing Reserve	368,069	8,659	0	0	376,728	8,659	20,000	0	396,728				368,069
Office Equipment Reserve	31,659	745	0	(25,000)	7,404	745	50,000	0	82,404				31,659
Plant Replacement Reserve	1,232,462	28,994	0	(235,000)	1,026,456	28,994	0	(235,000)	1,026,456				1,232,462
Swimming Pool Reserve	211,533	4,976	0	0	216,509	4,976	10,000	0	226,509				211,533
Roadworks Reserve	298,232	7,016	0	(160,000)	145,248	7,016	0	0	305,248				298,232
Land Subdivision Reserve	91,831	2,160	0	0	93,991	2,160	0	0	93,991				91,831
Townscape Reserve	17,767	418	0	0	18,185	418	0	0	18,185				17,767
Medical Reserve	34,928	822	0	0	35,750	822	10,000	0	45,750				34,928
LGCHP Long Term Maintenance Reserve	12,625	297	0	0	12,922	297	5,000	0	17,922				12,625
Rockview Land Reserve	7,940	187	1,000	0	9,127	187	1,000	0	9,127				7,940
Senior Citizens Reserve	43,650	1,027	0	0	44,677	1,027	10,000	0	54,677				43,650
Town Hall Reserve	110,079	2,590	0	(27,475)	85,194	2,590	0	(27,475)	85,194				110,079
Recreation and Events Centre Reserve	269,149	6,332	0	(20,000)	255,481	6,332	50,000	(20,000)	305,481				269,149
Bendering Tip Reserve	85,721	2,016	5,000	0	92,737	2,016	20,000	0	107,737				85,721
Grants and Contributions Reserve	2,236,864	12,508	0	0	2,249,372	12,508	526,873	(2,249,372)	526,873	38,950		(2,071,577)	204,237
	5,223,997	82,781	6,000	(467,475)	4,845,303	82,781	702,873	(2,531,847)	3,477,805	38,950	0	(2,071,577)	3,191,370

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		565,992	0	0	(376,015)	189,977
- Rubbish service income in advance		0	0	228,914	(209,838)	19,076
- Excess rates		29,868	0	109,735	(117,974)	21,629
Total other liabilities		595,860	0	338,649	(703,827)	230,682
Employee Related Provisions						
Annual leave		188,804	0	0	0	188,804
Long service leave		160,176	0	0	0	160,176
Total Employee Related Provisions		348,980	0	0	0	348,980
Total other current assets		944,840	0	338,649	(703,827)	579,662
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Capital grant/contribution liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue			
	Liability	Increase in	Decrease in	Liability	Current	Original	Amended	YTD	YTD
	1 July 2022	Liability	Liability	31 May 2023	Liability	Budget	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies									
General purpose funding									
Federal Assistance Grant - General Purpose	0	0	0	0	0	671,806	376,741	282,555	376,741
Federal Assistance Grant - Roads	0	0	0	0	0	350,095	168,201	126,150	168,201
Law, order, public safety									
DFES Local Government Grants Scheme (LGGS)	0	0	0	0	0	52,570	56,409	56,408	66,410
Education and welfare									
DPIRD CRC Grant	0	0	0	0	0	106,237	106,237	97,383	78,676
CRC Miscellaneous Funding	0	0	0	0	0	5,000	5,000	4,576	2,526
Recreation and culture									
Healthways - Park Party	0	0	0	0	0	3,500	3,990	9,152	3,989
Thank a Volunteer	0	0	0	0	0	1,000	1,000	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	5,000	0	0
Transport									
Main Roads Direct Grant	0	0	0	0	0	189,705	193,786	193,786	193,786
Other property and services									
DPIRD Traineeship Grant	37,000	0	0	37,000	37,000	37,000	37,000	34,152	24,725
	37,000	0	0	37,000	37,000	1,421,913	953,364	804,162	915,053
Operating contributions									
Health									
Bendering Accrued Income 21/22				0					0
Education and welfare									
CRC Wage Offset - CRC Coordinator Conference Reimbursement				0		500	500	451	0
Recreation and culture									
2022 Community Donations - Park Party				0		2,500	1,500	1,375	1,500
	0	0	0	0	0	3,000	2,000	1,826	1,500
TOTALS	37,000	0	0	37,000	37,000	1,424,913	955,364	805,988	916,553

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 12
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue			
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2023	Current Liability 31 May 2023	Original Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies									
Recreation and culture									
Local Community Infrastructure & Road Program - Town Hall & Roads Board 21/22				0	0	0	68,902	68,902	68,902
Transport									
Regional Road Group	0	0	0	0	0	375,000	375,000	281,250	381,356
Roads to Recovery	0	0	0	0	0	435,275	435,275	398,992	435,275
Wheatbelt Secondary Freight Network	56,900	0	0	56,900	56,900	2,057,679	1,793,796	1,345,347	1,385,319
Regional Bicycle Network	0	0	0	0	0	2,000	2,000	1,826	1,500
Economic services									
Local Roads and Community Infrastructure - Rotary Park	472,092	0	0	472,092	472,092	944,184	944,184	472,092	351,290
	528,992	0	0	528,992	528,992	3,814,138	3,619,157	2,568,409	2,623,642
Non-operating contributions									
Housing									
Solargain Hot Water System Rebate - Seimons & Camm Street Residences	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
TOTALS	528,992	0	0	528,992	528,992	3,814,138	3,619,157	2,568,409	2,623,642

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 May 2023
	\$	\$	\$	\$
Community Funds Held	102,124	40,760	(76,827)	66,057
Edna Stevenson Educational Trust	877,957	4,225	(25,021)	857,161
Police Licensing	4,373	472,290	(475,077)	1,586
Westrail Bus Ticketing	81	1,095	(1,033)	143
BCITF	0	3,830	(3,830)	0
	984,536	522,199	(581,787)	924,947

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2023

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Operating grants, subsidies and contributions	110,565	13.72%	▲ Timing
Fees and charges	(96,953)	(14.36%)	▼ Timing
Other revenue	356,628	48.29%	▲ Timing
Expenditure from operating activities			
Employee costs	174,001	7.18%	
Materials and contracts	634,435	30.27%	▲
Utility charges	21,640	8.37%	
Depreciation on non-current assets	(547,384)	(16.48%)	▼
Insurance expenses	(25,327)	(10.43%)	▼
Other expenditure	21,766	11.00%	▲
Non-cash amounts excluded from operating activities	520,382	15.66%	▲
Investing activities			
Proceeds from non-operating grants, subsidies and contributions	55,233	2.15%	
Payments for property, plant and equipment and infrastructure	466,751	11.14%	▲

DPIRD CRC Funding is under anticipated YTD budget. DPIRD Trainee Grant is under anticipated YTD budget due to timing of trainee start date, funds have been received and recognised as a liability. FAGS 4th quarter funding received earlier than anticipated

A reversal of the fees charged to DFES for the Feb fires raised in 21/22 has caused fees and charges to be under anticipated budget by \$67k, CRC Training/Workshop income is \$18k below anticipated YTD budget due to Truck License course being facilitated by educator not the CRC.

\$341k more than anticipated received for the Bilbarin Hall Insurance payout, \$70k received from Trust for Fire Donation Dispersion offset by expenditure, \$32k in Diesel Fuel Rebate unbudgeted, \$40k received in Workers Compensation reimbursements offset by employee costs.

Employee costs overall are under anticipated YTD budget due to timing and staff turnover.

Materials and Contracts under anticipated YTD budget across all programs.

Utilities across the shire are under the anticipated YTD budget as a whole.

Depreciation expense over anticipated YTD budget.

21/22 Actual Wages Adjustment expense incurred.

Community Assistance funds not yet claimed.

Depreciation expense recognised and over anticipated YTD budget.

LRCIP Phase 1 final payment received.

Capital Projects under anticipated YTD budget due to timing and projects completed under budget.



DELEGATION REGISTER

2023

Adopted by Council, Council Resolution

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS	1
1.1	Council to Committees of Council.....	1
1.1.1	Audit and Risk Committee.....	1
1.2	Council to CEO	2
1.2.1	Powers of Entry.....	2
1.2.2	Declare Vehicle is Abandoned Vehicle Wreck.....	3
1.2.3	Confiscated or Uncollected Goods	4
1.2.4	Disposal of Sick or Injured Animals	5
1.2.5	Close Thoroughfares to Vehicles	6
1.2.6	Expressions of Interest for Goods and Services.....	8
1.2.7	Tenders for Goods and Services – Call Tenders.....	9
1.2.8	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	11
1.2.9	Tenders for Goods and Services - Exempt Procurement.....	14
1.2.10	Panels of Pre-Qualified Suppliers for Goods and Services.....	16
1.2.11	Application of Regional Price Preference Policy	18
1.2.12	Disposing of Property.....	19
1.2.13	Payments from the Municipal or Trust Funds	21
1.2.14	Defer, Grant Discounts, Waive or Write Off Debts.....	22
1.2.15	Power to Invest and Manage Investments.....	24
1.2.16	Rate Record Amendment.....	26
1.2.17	Agreement as to Payment of Rates and Service Charges.....	27
1.2.18	Recovery of Rates or Service Charges	28
1.2.19	Recovery of Rates Debts – Require Lessee to Pay Rent	29
1.2.20	Recovery of Rates Debts - Actions to Take Possession of the Land	30
1.2.21	Rate Record – Objections	32
1.2.22	Renewal or Extension of Contracts during a State of Emergency.....	33
1.2.23	Procurement of Goods or Services required to address a State of Emergency	35
1.3	CEO to Employees.....	37
1.3.1	Financial Management Systems and Procedures	37
1.3.2	Electoral Enrolment Eligibility Claims and Electoral Roll	39
1.3.3	Destruction of Electoral Papers	41
1.3.4	Information to be Available to the Public	42
2	BUILDING ACT 2011 DELEGATIONS	44
2.1	Council to CEO / Employees.....	44
2.1.1	Grant a Building Permit	44

2.1.2	Demolition Permits	46
2.1.3	Occupancy Permits or Building Approval Certificates	48
2.1.4	Designate Employees as Authorised Persons	50
2.1.5	Building Orders	51
2.1.6	Inspection and Copies of Building Records	53
2.1.7	Referrals and Issuing Certificates	54
2.1.8	Private Pool Barrier – Alternative and Performance Solutions	55
2.1.9	Smoke Alarms – Alternative Solutions	56
2.1.10	Appointment of approved officers and authorised officers	57
3	BUSH FIRES ACT 1954 DELEGATIONS	58
3.1	Council to CEO, President and Bush Fire Control Officer	58
3.1.1	Make Request to FES Commissioner – Control of Fire	58
3.1.2	Prohibited Burning Times - Vary	59
3.1.3	Prohibited Burning Times – Control Activities	60
3.1.4	Restricted Burning Times – Vary and Control Activities	62
3.1.5	Control of Operations Likely to Create Bush Fire Danger	64
3.1.6	Burning Garden Refuse / Open Air Fires	65
3.1.7	Firebreaks	67
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer	68
3.1.9	Control and Extinguishment of Bush Fires	69
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act	70
3.1.11	Prosecution of Offences	71
4	CAT ACT 2011 DELEGATIONS	72
4.1	Council to CEO	72
4.1.1	Cat Registrations	72
4.1.2	Cat Control Notices	74
4.1.3	Approval to Breed Cats	75
4.1.4	Recovery of Costs – Destruction of Cats	76
4.1.5	Applications to Keep Additional Cats	77
4.1.6	Reduce or Waiver Registration Fee	78
4.2	Cat Act Delegations - CEO to Employees	79
4.2.1	Infringement Notices – Extensions and Withdrawals	79
5	DOG ACT 1974 DELEGATIONS	80
5.1	Dog Act Delegations Council to CEO	80
5.1.1	Appoint Authorised Persons	80
5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	81
5.1.3	Refuse or Cancel Registration	82
5.1.4	Dispose of or Sell Dogs Liable to be Destroyed	84

Delegation Register

Shire of Corrigin



5.1.5	Declare Dangerous Dog.....	85
5.1.6	Recovery of Moneys Due Under this Act.....	86
5.1.7	Determine Recoverable Expenses for Dangerous Dog Declaration	87
6	FOOD ACT 2008 DELEGATIONS.....	88
6.1	Council to CEO	88
6.1.1	Determine Compensation.....	88
6.1.2	Prohibition Orders	89
6.1.3	Food Business Registrations.....	90
6.1.4	Appoint Authorised Officers and Designated Officers.....	91
6.1.5	Debt Recovery and Prosecutions	93
6.1.6	Food Businesses List – Public Access	94
7	PUBLIC HEALTH ACT 2016 DELEGATIONS	95
7.1	Council to CEO	95
7.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	95
7.1.2	Enforcement Agency Reports to the Chief Health Officer	96
7.1.3	Designate Authorised Officers.....	97
7.1.4	Determine Compensation for Seized Items	99
7.1.5	Commence Proceedings.....	100
8	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS.....	101
8.1	Council to CEO	101
8.1.1	Illegal Development	101
8.1.2	Certain Town Planning Functions Relating to Local Planning Scheme No.2	103
9	STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES.....	107
9.1	Environmental Protection Act 1986.....	107
9.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	107
9.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	108
9.1.3	Noise Management Plans – Construction Sites.....	109
9.2	Planning and Development Act 2005.....	110
9.2.1	Instrument of Authorisation - Sign Development Applications for Crown Land as Owner.....	110
9.2.2	WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	113
9.3	Main Roads Act 1930	114
9.3.1	Traffic Management - Events on Roads	114
9.3.2	Traffic Management – Road Works	117
9.4	Road Traffic (Vehicles) Act 2012.....	119

9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles 119

1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: i. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Corrigin; and ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Corrigin's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	NIL. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference Shire of Corrigin Register of Policies: - Policy 8.11 Audit and Risk Management Committee - Policy 8.12 Appoint of Auditor, Scope of Works and Notification of Appointments
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the Local Government Act 1995 and are required to provide Primary and Annual Returns <u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.3 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works and Services*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.3 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019

1. Local Government Act 1995 Delegations

1.2.4 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works and Services*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Shire of Corrigin Health Local Law 2016</i>
Record Keeping	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

1. Local Government Act 1995 Delegations

1.2.5 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works and Services*
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is restricted to the closing or partial closing of thoroughfares for the purpose of repairs and maintenance of that thoroughfare.
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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.6 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.7 Purchasing Policy - Policy 2.8 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

1. Local Government Act 1995 Delegations

1.2.7 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14 (2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	a) Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where: I. proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or II. current supply contract expiry is imminent; and III. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and IV. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. b) In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.7 Purchasing Policy - Policy 2.8 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 15 June 2021
3	Amended. Delegations register adopted by Council 21 June 2022

1. Local Government Act 1995 Delegations

1.2.8 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 (2)(j) Exercising contract extension options r.18 (2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 5% or to a maximum of \$50,000 whichever is the lesser value [F&G r.21A(a)].

1. Local Government Act 1995 Delegations

	9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must comply with the adopted Purchasing Policy 2.7 and must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <u>and</u> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.7 Purchasing Policy - Policy 2.8 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council
2	Amended. Delegations register adopted by Council 15 June 2021
3	Amended. Delegations register adopted by Council 21 June 2022

1. Local Government Act 1995 Delegations

1.2.9 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (exemptions)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].												
Council Conditions on this Delegation:	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table border="1"> <thead> <tr> <th>Category</th><th>Maximum Value for individual contracts</th></tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td>\$250,000</td></tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that</td><td>\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i></td></tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that	\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that	\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>												

1. Local Government Act 1995 Delegations

	the contract represents value for money. [F&G.r.11(2)(h)]	
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees	

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.7 Purchasing Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 15 June 2021
2	Amended. Delegations register adopted by Council 21 June 2022
3	

1. Local Government Act 1995 Delegations

1.2.10 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.7 Purchasing Policy - Policy 2.8 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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2	Amended. Delegations register adopted by Council 21 June 2022
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.11 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.7 Purchasing Policy - Policy 2.8 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

1. Local Government Act 1995 Delegations

1.2.12 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of property to: (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a NIL market value, then the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2.13 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance Officer* Deputy CEO*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	- Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. - Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Deputy CEO. - Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Invoices and authorisations to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

1. Local Government Act 1995 Delegations

1.2.14 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Waive a debt which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Corrigin [s.6.12(1)(c)]
Council Conditions on this Delegation:	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived where: i. It is up to \$2,000 and considered solely on its merits. - ii It is for the waiving of fees up to an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.6. c. A concession may only be granted where: i. It is up to \$2,000 and considered solely on its merits. - ii To an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.6. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Corrigin. i. Limited to individual debts valued below \$1,000 if it is more than 12 months old or less than \$200 if it is between 90 days and 12 months old, or cumulative debts of a debtor valued below \$1,000 over a 12 month period. Write off of debts greater than these values must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Collection of Rates Debts – refer Delegations: Delegation 1.2.16 Agreement as to Payment of Rates and Service Charges Delegation 1.2.17 Recovery of Rates or Service Charges Delegation 1.2.18 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.2.19 Recovery of Rates Debts – Actions to Take Possession of the Land Shire of Corrigin Register of Policies: - Policy 2.2 Debt Collection - Policy 2.6 Charitable Organisation
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2.15 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.11. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. A decision to invest must be jointly confirmed by the CEO.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Financial Management) Regulations 1996</i> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Shire of Corrigin Register of Policies: - Policy 2.11 Investment of Funds
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.16 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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1	Delegations register adopted by Council 18 June 2019
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3	Delegations register adopted by Council 15 June 2021

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.17 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Limited to an outstanding amount of up to \$10,000

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Amended – Delegations Register adopted by Council 21 June 2022

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.18 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

1. Local Government Act 1995 Delegations

1.2.19 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Corrigin [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

1. Local Government Act 1995 Delegations

1.2.20 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: - lease the land, or - sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: - cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or - cause the land to be transferred to the Shire of Corrigin [s.6.71]. - Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	- In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. - Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL
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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021
4	Amended. Delegations register adopted by Council 21 June 2022

1. Local Government Act 1995 Delegations

1.2.21 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2.22 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: - contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and - contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: - It is exercised at the sole discretion of the Local Government; - It is in the best interests of the Local Government; - It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; - It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$250,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is which is over \$250,000 or less. f. The CEO cannot sub-delegate this authority.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy Purchasing Policy 2.7
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
3	

1. Local Government Act 1995 Delegations

1.2.23 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy 2.7 Purchasing Policy <i>These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the Emergency Management Act 2005) is in force and applies to all or part of the Local Government District.</i>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
3	

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Deputy Chief Executive Officer *
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire of Corrigin; ii. Safe custody and security of money collected or held by the Shire of Corrigin; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.13; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	NIL.

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Shire of Corrigin Register of Policies
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

1. Local Government Act 1995 Delegations

1.3.2 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Deputy Chief Executive Officer*
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
3	

1. Local Government Act 1995 Delegations

1.3.3 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Deputy Chief Executive Officer*
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
3	

1. Local Government Act 1995 Delegations

1.3.4 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Deputy Chief Executive Officer*
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns.
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
3	

2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> 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))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	NIL

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL
Compliance Links:	<u>Building Act 2011</u> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor <u>Building Regulations 2012</u> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Signed Building Permits to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> 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))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<u>Building Act 2011</u> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 — Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Signed Demolition Permits to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT
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Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Signed Occupancy Permits or Building Approval Certificates to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Building Act 2011:</i> s.97 requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to make Building Orders in relation to: - Building work - Demolition work - An existing building or incidental structure [s.110(1)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. - Authority to revoke a building order [s.117]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order ; or - commence or complete any work specified in the order; or - if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. - Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. - Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Building Act 2011: Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Signed Building Orders to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	File Note to be placed in Central Records system on property file.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Corrigin's District [s.145A(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Copies of all Referrals and Issued Certificates to be entered into the Shire of Corrigin Central Records system

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Shire of Corrigin Local Laws relating to Fencing</i>
Record Keeping:	Signed letters, inspection records and notices to be entered into the Shire of Corrigin Central Records system

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

2. Building Act 2011 Delegations

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Signed letters, inspection records and other documents to be entered into the Shire of Corrigin Central Records system

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

2. Building Act 2011 Delegations

2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 21 June 2022
2	
3	

3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer if forest land is situated in the district [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	Notices of variations to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

3. Bush Fires Act 1954 Delegations

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Corrigin or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

Council Conditions on this Delegation:	a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered in to the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. - Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. - Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. - Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. - Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. - Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. - Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

3. Bush Fires Act 1954 Delegations

	7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice s.27(3). 9. Authority to recover the cost of measures taken by the Shire of Corrigin or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: - a person operating a bee smoker device during a prescribed period [r.39CA(5)]. - a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. - a person using explosives [r.39D(2)]. - a person using fireworks [r.39E(3)] - Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	NIL

3. Bush Fires Act 1954 Delegations

Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
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Compliance Links:	NIL
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.1 Roadside Burning and Spraying
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Corrigin [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	a. The delegation is limited to the appointment of members of volunteer bush fire brigades, Shire Rangers and Emergency Services Staff. b. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and c. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.2 Bush Fire Control Officer – Eligibility
Record Keeping:	Letters of Appointment to be entered in to the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Corrigin or those on behalf of the Shire of Corrigin to do [s.58].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note, Infringement notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Bush Fire Control Officer Chief Executive Officer Shire Ranger (This delegation can only be enacted by a Shire Employee and not a contractor)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	File Note, Infringement notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Corrigin's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO Customer Service Officers Administration Officers Finance Officers Shire Rangers (This delegation can only be enacted by a Shire Employee not a contractor.)
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4. Cat Act 2011 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is limited to Function 1 to 4 of this delegation.
Compliance Links:	Cat Regulations 2012 - r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. - r.12 Period of registration (s.9(7)) - r.11 Changes in registration - r.14 Registration certificate (s.11(1)(b)) - r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.
Record Keeping:	Registration Notices, Notices and File Notes to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021
4	Amended – Delegations Register adopted by Council 21 June 2022

4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Corrigin's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Shire Rangers(This delegation can only be enacted by a Shire Employee not a contractor.)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	Copy of Notice to be entered into the Shire of Corrigin Central Records System.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Approvals, File Notes and other correspondence to be entered in to the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

4. Cat Act 2011 Delegations

4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Application Forms, Approvals, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Deputy CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations Register adopted by Council 21 June 2022
2	
3	

5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Version Control:

1	Delegations register adopted by Council 21 June 2022
2	
3	

5. Dog Act 1974 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$100 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

5. Dog Act 1974 Delegations

5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].

5. Dog Act 1974 Delegations

Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
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Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) Shire of Corrigin Dogs Local Law 2021
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

5. Dog Act 1974 Delegations

5.1.4 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO Shire Rangers (Must be a Shire Employee)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Amended. Delegations register adopted by Council 21 June 2022

5. Dog Act 1974 Delegations

5.1.5 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Shire Rangers (Must be a Shire Employee)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> <i>Shire of Corrigin Dogs Local Law 2021</i> <i>Note – The CEO cannot hold this Delegation, and the right to revoke s33(h)(1) and (2)</i> <i>Dog Act 1976:</i> s.33F(6) Owners to be Notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations Register adopted by Council 21 June 2022
2	
3	

5. Dog Act 1974 Delegations

5.1.6 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	File Notes, Infringement notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

5. Dog Act 1974 Delegations

5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
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6. Food Act 2008 Delegations

Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
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Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement - Policy 2.2 Debt Collection
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8. Public Health Act 2016 Delegations

7 Public Health Act 2016 Delegations

7.1 Council to CEO

7.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	NIL – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8. Public Health Act 2016 Delegations

7.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Corrigin [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	File Notes, Reports and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8. Public Health Act 2016 Delegations

7.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority
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8. Public Health Act 2016 Delegations

	<i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8. Public Health Act 2016 Delegations

7.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8. Public Health Act 2016 Delegations

7.1.5 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. <i>Shire of Corrigin Health Local Law 2016</i>
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8 Planning and Development Act 2005 Delegations

8.1 Council to CEO

8.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Delegation Register

Shire of Corrigin



Compliance Links:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Amended. Delegations register adopted by Council 21 June 2022
2	
3	

8.1.2 Certain Town Planning Functions Relating to Local Planning Scheme No.2

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 -Schedule 2 Clauses 82 & 83</i> <i>Shire of Corrigin Local Planning Scheme No.2</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows: 1.0 <u>Advertising Applications for Development Approval</u> Public advertising of Applications for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers. 2.0 <u>Consideration and Final Determination of Applications for Development Approval</u> 2.1 Approve Applications for Development Approval with a use permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, where no objections have been received (if advertised) and impose conditions as required. 2.2 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 2.3 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.

	2.4 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2). 2.5 An officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination: a) where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Policy and written objections have been received within the time specified. 3.0 <u>Use Not Listed</u> To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Shire of Corrigin Local Planning Scheme No.2 is consistent, may be consistent or is not consistent with the objectives of the zone and publicly advertise an Application for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where the use may be consistent with the objectives of the subject land's relevant zoning classification. 4.0 <u>Advertising Extensions for Local Planning Scheme Amendments</u> To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.). 5.0 <u>Directions Regarding Unauthorised Development</u> To give written direction/s in relation to unauthorised
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	development and to authorise any action available to the local government under the <i>Planning and Development Act 2005</i> incidental to such written direction, including but not limited to: a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement. These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. 6.0 <u>Responsible Authority Reports to the Development Assessment Panel</u> To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> in relation to applications for development approval under Shire of Corrigin Local Planning Scheme No.2. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting. 7.0 <u>Subdivision Applications</u> 7.1 Determine and provide formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and subdivision applications (including amalgamations) that are fully compliant with the Shire of Corrigin Local Planning Scheme No.2, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land as applicable. 7.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent. <u>Important Notes:</u>
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Delegation Register

Shire of Corrigin



	a) The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case. b) Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote: <i>The above determination has been made by the local government's Chief Executive Officer under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision you may request that the matter be reviewed by the State Administrative Tribunal.</i> c) All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL
Compliance Links:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	
2	
3	

9 Statutory Authorisations and Delegations to Local Government from State Government Entities

9.1 Environmental Protection Act 1986

9.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 47. 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

9.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

9.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

9.2 Planning and Development Act 2005

9.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

- section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);
- section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);
- section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);
- section 122A of the *Planning and Development Act 2005* in respect of which approval is required under an improvement scheme (as that term is defined in that Act);
- section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);
- section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;
- section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bassendean
City of Baywater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brooking
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnamah
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Coorow
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuballing
Shire of Cue
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby/West Kimberley
Shire of Donnybrook-Balingup
Shire of Dowerin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton

Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Gosnells
Shire of Halla Creek
Shire of Harvey
Shire of Invin
Shire of Jerramungup
City of Joondalup
Shire of Kalamunda
City of Kalgoorlie-Boulder
Shire of Kalbar
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Meekatharra
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenew
Shire of Moora
Shire of Morawa
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Delegation Register

Shire of Corrigin



Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickiapi
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

A handwritten signature in black ink, appearing to be "Donald Redman".

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd June
..... day of 2016

9.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

9.3 Main Roads Act 1930

9.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Delegation Register

Shire of Corrigin



Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

9.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises
("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Corrigin



Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be
bound by the above conditions.

THE COMMON SEAL OF THE)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

9.4 Road Traffic (Vehicles) Act 2012

9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



Shire of Corrigin

RECORDKEEPING PLAN

2023

TABLE OF CONTENTS

Introduction	4
1 Principle One: Proper and Adequate Records.....	6
1.1 Historical Background	6
1.2 Strategic Focus and Main Business Activity.....	6
1.3 Functions, including those outsourced.....	7
1.4 Major Stakeholders	7
1.5 Enabling Legislation	7
1.6 Legislation and Regulations Administered by the Shire of Corrigin	8
1.7 Other Legislation Affecting the Shire of Corrigin.....	8
1.8 Major Government policy and/or Industry Standards.....	8
2 Principle Two: Policies and Procedures	9
2.1 Records Management and Business Information Systems	9
2.1.1 Records Management System.....	9
2.1.2 Business Information System/s	9
2.2 Records Management Policy and Procedures	10
2.3 Certification of Policies and Procedures	11
2.4 Evaluation of Policies and Procedures.....	11
3 Principle Three: Language Control.....	13
3.1 Keyword for Councils Thesaurus Implemented	13
3.2 Thesaurus (other than Keyword for Councils) Implemented . Error! Bookmark not defined.	
3.3 File Plan / List of Subject headings / List of Authorised HeadingsError! Bookmark not defined.	
3.4 Assessment of its Effectiveness	13
3.5 Identified Areas for Improvement.....	13
4 Principle Four: Preservation	14
4.1 Assessment of Risks	14
4.1.1 On Site Storage	14
4.1.2 Offsite Storage.....	15
4.1.3 Data Centre and Cloud Storage.....	15
4.1.4 Storage of Archives.....	15
4.1.5 Storage of Backups.....	15
4.1.6 Quantity of Records	15
4.1.7 Security and Access	16
4.2 Assessment of the Impacts of Disasters	16
4.3 Strategies in Place for Preservation and Response	16
4.3.1 Vital Records Program.....	17

4.3.2	Backup Procedures for Electronic Records	17
4.3.3	Preservation of Electronic Records	17
4.3.4	Security	17
4.3.5	Storage Reviews.....	17
4.3.6	Recovery of Lost Information	18
4.4	Identified Areas for Improvement.....	18
5	Principle Five: Retention and Disposal	19
5.1	General Disposal Authority for Local Government Records.....	19
5.2	Disposal of Source Records	19
5.3	Existing Ad Hoc Disposal Authorities.....	19
5.4	Existing Disposal Lists	19
5.5	Restricted Access Archives	19
5.6	Transfer of Archives.....	19
5.7	Non-Transfer of Archives.....	19
5.8	Disposal Program Implemented	19
5.9	Authorisation for Disposal of Records	19
5.10	Identified Areas for Improvement.....	19
6	Principle Six: Compliance	20
6.1	Staff Training, Information Sessions	20
6.2	Performance Indicators in Place	21
6.3	Agency's Evaluation	21
6.4	Annual Report.....	21
6.5	Identified Areas for Improvement.....	22
7	SRC Standard 6: Outsourced Functions	23
7.1	Outsourced Functions Identified.....	23
7.2	Recordkeeping Issues Included in Contracts	23
7.2.1	Planning	23
7.2.2	Ownership.....	23
7.2.3	Control	23
7.2.4	Disposal	23
7.2.5	Access	24
7.2.6	Custody.....	24
7.2.7	Contract Completion	24
7.3	Identified Areas for Improvement.....	24

Appendices

Appendix 1 – Functions of the Local Government	26
Appendix 2 – Legislation & Regulations Administered by the Local Government, and Local Laws of the Local Government.....	28

Appendix 3 – Other Legislation & Regulations Affecting the Operations of the Local Government	30
Appendix 4 – Major Government & Industry Standards.....	31
Appendix 5 – Records Management Policy and Procedures.....	33
Appendix 6 – Disaster Management Plan.....	57
Appendix 7 – IT Disaster Recovery Plan.....	83

Introduction

This document is presented to the State Records Commission in accordance with Section 19 of the *State Records Act 2000* (the Act), which requires each government organisation to have a Recordkeeping Plan approved by the State Records Commission.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed, and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Corrigin and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices, and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Corrigin's RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately, and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Corrigin and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Corrigin Employees;
- Shire of Corrigin Contractors;
- Organizations performing outsourced services on behalf of the Shire of Corrigin; and
- Shire of Corrigin Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record

the performance of member functions arising from their participation in the decision-making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision-making processes of Council."

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes *RKP 2018013* and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram, or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically."

(State Records Act, 2000)

1 Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

Whilst the first settlers of the Corrigin District arrived in the late 1800's, the Road Board was not established until 1913 when the Kunjin Road Board was born under the terms of The Roads Act, 1911 and gazetted on the 4th of February 1913. Corrigin Road Board came to be, representing 6 divisional wards in the district, these being Kunjin, Bullaring, Kurrenkutten, Dondakin, Kondinin and Central (Kondinin replaced later by Wogerlin).

In 1961 the Corrigin Road Board became the Corrigin Shire Council and in 1963 new Council Offices were built, including the library at a cost of 16,000 pounds. The building reflected the times with its 1960's design, no changes were made to the outside of the building until 2003 when construction of the Corrigin Community Resource Centre began. The centre adjoins the Council Offices and has resulted in a very modern and stylish building.

Corrigin is 234km from Perth and in the centre of the Roe district. Data from the 2021 census showed Corrigin having a population of 1,007 people. The major industry is primary production.

1.2 Strategic Focus and Main Business Activity

The general function of local government is to provide for the good government of people living and working within its districts and includes legislative and executive powers and responsibilities. The Shire of Corrigin provides for the good governance of the community within its district and its services are available to all customers, free from any form of discrimination.

Council community strategic plan 2017-2027, reviewed in 2019, sets out the vision and aspirations for the Shire of Corrigin over the next 10 years.

Shire of Corrigin vision;

“Strengthening our community now to grow and prosper into the future”

The Shire of Corrigin comprises a diverse range of people, communities, and landscapes. It is imperative that the vision captures the diversity of the area and is inclusive of all as the Shire moves forward. The community's vision has been developed with a range of input received through the community engagement process. It reflects clear community aspirations for a ten-year period of the Strategic Community Plan

The following summarises the desired outcomes of working toward the strategic objectives in achieving the Shire's vision. The tables on the following pages detail the strategies developed to achieve these desired outcomes and the strategic performance indicators to provide a signal of whether the Shire is meeting the objectives and will be monitored and reported. As the Shire strives to achieve these outcomes, the community will be kept informed of the progress by means of the Annual Report.

Social	An efficiently serviced, inclusive and resilient community
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire
1.3	Support and help facilitate community events and inclusive initiatives
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
1.5	Support emergency services planning, risk mitigation, response and recovery
Economic	A strong, diverse economy supporting agriculture, local business and attracting new industry
2.1	Support the diverse industry across the Shire
2.2	Coordinated planning and promotion of the visitor and tourist experience
2.3	Active engagement, participation, and planning in regional groups
2.4	Local businesses and the Shire have access to diverse skills and experiences
Environmental	An attractive natural built environment for the benefit of current and future generations
3.1	Safe, efficient, and well-maintained road and footpath infrastructure
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged, and healthy lifestyles
3.3	We prepare and maintain our assets for the current and future community
3.4	Maintain a high standard of environmental health and waste services
3.5	Conservation of our natural environment
3.6	Demonstrate sustainable practices of water management
Governance & leadership objective	Strong governance and leadership
4.1	Succession planning for key leadership roles (Council and workforce)
4.2	Communication to the workforce and community is consistent
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
4.5	Implement systems and processes that meet legislative and audit obligations

1.3 Functions, including those outsourced

Refer to Appendix 1.

1.4 Major Stakeholders

The Shire of Corrigin acknowledges employees, residents, ratepayers, elected members and the general public as its major stakeholders. It also recognises the business and community groups contributing to the local economy and the state and federal governments involved in the continual development of the community.

1.5 Enabling Legislation

The Shire of Corrigin is established under the *Local Government Act 1995*. The general function of a local government is to provide for the good government of people living and working within its district and include legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed for it to perform any of its functions under the Local Government Act 1995.

1.6 Legislation and Regulations Administered by the Shire of Corrigin

Refer to Appendix 2.

1.7 Other Legislation Affecting the Shire of Corrigin

Refer to Appendix 3.

1.8 Major Government policy and/or Industry Standards

Refer to Appendix 4.

2 Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire of Corrigin has the electronic records management system through IT vision's SynergySoft application. SynergySoft Central records program replaces the previous manual electronic management practices. The Shire of Corrigin installed SynergySoft Records in June 2017 with records being recorded in the system from this point onwards.

2.1.1 Records Management System

In June 2017, the Shire of Corrigin implemented its first stage of progressing from a manual record management system to an electronic management system. The Shire of Corrigin introduced the electronic record management system through IT Vision's Synergy Soft application. Synergy Soft Electronic Record keeping program (Central Records) replaces the previous manual electronic management practices.

As part of the first stage of implementation central records was set up and staff directly involved with the administration of record keeping received training on its use and setup. From this point onwards central records were being utilised for the management of Shire of Corrigin's record keeping practices.

The second stage of the implementation was to provide training on the new record system to the entire organisation, which was conducted in March 2018.

The Shire maintains both electronic and hard copy records of all inwards and outward correspondence.

The Shire keeps hard copies of records scanned into SynergySoft. These are placed on the subject files and retained in accordance with the General Disposal Authority for Local Government Records.

2.1.2 Business Information System/s

The Shire of Corrigin utilises the SynergySoft Financial management System which includes, but is not limited to, the following functions / modules; General Ledger, Working Costings, Debtors, Creditors, Rates, Payroll, Purchase orders, Plant, Assets, Cats, Dogs and Cemeteries. IT visions central records is fully integrated with the modules above.

Rates - Contains information associated with all properties within the shire such as – rates charges and history, rates and interest payment status, ratepayers' details, size and zoning, land usage, gross rental value and land parcel details. Contains rate records and is used to create the rate book.

Debtors - Accounts receivable information, including outgoing invoices and remittance information.

Creditors - Accounts payable information, including supporting documentation and authority, incoming invoices, and payment authority.

Payroll - The payroll module contains historical and current employee payment details, employee details, personnel details, and superannuation details.

Dogs - Registration details of all dogs within the Shire.

Cats - Registration details of all cats within the Shire.

Plant - Details of all plant owned by the Shire of Corrigin.

Cemetery - All cemetery records - dating back to 2012 containing details such as the grant of right, monument details and grave numbers.

Mapping - Contains arial mapping of the entire Shire of Corrigin region, links to many other modules such as rates / cats and dogs' system.

Names and Addresses - This contains details of all ratepayers, creditors, debtors, community organisations, government departments and ministers as well as general members of the public who have corresponded with the Shire of Corrigin at some point in time.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire of Corrigin's Administration Officer.

For the recordkeeping policy and procedures of the Shire of Corrigin please refer to Appendix 5.

Table 2.1

Recordkeeping Activities covered in the Shire of Corrigin Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.	✓	
Digitisation – including categories of records digitised; disposal of source records; digitisation specifications. <i>NB: This procedure is only required where the organisation intends to destroy source records prior to the expiration of the approved minimum retention period after digitising, in accordance with the General Disposal Authority for Source Records.</i>	N/A	
Mail distribution - including frequency, tracking mechanisms and security measures.	✓	
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.	✓	
Access to corporate records – procedures for access to and security of corporate records.	✓	
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (e.g., print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Email management – including the capture, retention, and authorised disposal of email messages to ensure accountability Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g., print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	

Recordkeeping Activities covered in the Shire of Corrigin Policies and Procedures	YES	NO
Website management – Including the purpose of the site (e.g., whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.	✓	
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.	✓	
System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g., provision of access to systems through individual logins and passwords, protection of servers etc).	✓	
Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g., through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: <i>Managing Digital Information</i> .	✓	

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Corrigin is provided by the copy of the certification document signed by the CEO. Please refer to Appendix 5.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Corrigin cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Corrigin.

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Corrigin business decisions and transactions to meet all legislative, business, administrative, financial, evidential, and historical requirements.

Capture & Control of Records

All records created and received during Shire of Corrigin business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, which are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation, and storage requirements.

Access to Records

Access to the Shire of Corrigin records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Corrigin records by the public will be in accordance with the Freedom of Information Act 1992 and Shire of Corrigin policy. Access to the Shires records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Corrigin will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

3 Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Corrigin has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2 Assessment of its Effectiveness

The thesaurus operates well within the Shire of Corrigin. It covers both administrative and functional activities of the Shire of Corrigin, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Corrigin as may occur from time to time.

3.3 Identified Areas for Improvement

Not currently. The Keywords for Council Thesaurus is used daily throughout the Shire of Corrigin. Regular staff training ensures that all staff understand how it is to be used and that they can ask the Administration officer for assistance when creating files.

4 Principle Four: Preservation

Government organisations ensure that records are protected and preserved

For the IT *Records Disaster Recovery Plan* for the Shire of Corrigin please refer to Appendix 7.

4.1 Assessment of Risks

4.1.1 On Site Storage

The Shire of Corrigin has its current and active records located in onsite storage at Shire of Corrigin Administration Office, within its records room.

The records facility includes:

- Metal shelving,
- Fire retardant safe,
- Secure premises,
- Secure server rooms,
- Airconditioning for 8 of hours per working day for current records stored within its records room.

The main disaster threatening records stored onsite comes from fire/flood/cyclone/industrial accident/vandalism or pests. With the storage conditions as described here the risk is assessed as low to medium.

Located within the Administration building is the Shire of Corrigin Strong room. The strong room has not been determined to have a fireproof rating. A smaller fireproof safe is located within the strong room. All legal documents are stored within either the strong room or safe. The safe always remains locked with only limited staff having access to the safe. The strong room is open each day for access and is locked each night within only limited staff having access to the strong room.

Records stored within the strong room are;

- Certified minutes of Council
- Registers required by Council
- Server backups

Records stored within the safe are;

- Contracts, leases, and agreements
- Shire of Corrigin Certificates of Titles
- Shire of Corrigin Vesting Orders

4.1.2 Offsite Storage

The Shire of Corrigin has its non-current, inactive, and archival records in an onsite and offsite storage facility at Shire depot sea container

The Shire of Corrigin has its non-current, inactive, and archival records located in a storage facility located to the rear of the Shire of Corrigin Administration Building. Previously non-current, inactive, and archival records located at the Shire's Depot and stored within a sea container. These records are currently undergoing assessment and are being transferred and disposed via a third-party company; CTI Disposals. These will be therefore correctly disposed in bulk.

Administration Building – Storage Facility;

- Security of premises / facility;
- Metal Shelving

Depot Storage Facility – Sea Container

- Security of premises / facility;
- Metal Shelving

The main disaster threatening records stored at the offsite records storage facility comes from fire / flood / cyclone / industrial accident / vandalism / poor humidity/temperature control / vermin or pests.

With the storage conditions as described here the risk is assessed as low.

4.1.3 Data Centre and Cloud Storage

The Shire of Corrigin has entered an arrangement with Wallis Computer Solutions to store electronic data/digital information and records in data centres/cloud storage facility. The arrangement includes provisions for security and access; preservation; and return of the data. All information is included in Appendix 7 IT Disaster Recovery Plan.

A risk assessment was undertaken prior to the commencement of the data storage arrangement.

4.1.4 Storage of Backups

Electronic backups of the Shire of Corrigin's records use a Universe Rocket database for SynergySoft and it is backing up between 8AM to 6PM Monday to Friday and once on the weekend.

4.1.5 Quantity of Records

The Shire of Corrigin has custody of:

- 20 linear metres of hard copy records stored onsite;
- 15 linear metres of hard copy records stored offsite;
- 10 linear metres of hard copy State archives stored onsite/offsite;

4.1.6 Security and Access

The following measures are in place at the Shire of Corrigin to ensure the security of its hard copy and electronic records and who has access to them.

- The Shire Administration building is locked outside of working hours.
- Access through the main access door (rear door) is via the courtyard, which is locked with a pin code access.
- The Shire's Strong is locked outside working hours.
- The Shire's safe is continuously locked.
- The Shires Storeroom is continuously locked.
- The Shire's Sea Container is continuously locked.
- Access to the Shire administration building is restricted to staff and authorised visitors during normal working hours.
- Administration Staff have access to the keys to the strong room and safe and are responsible for their security.
- Access to confidential personnel records is restricted to the Chief Executive Officer, Deputy Chief Executive Officer, and Payroll/HR officer.
- Staff can access records during office hours and must return the record before close of business.
- Electronic records are backed up daily.
- External IT consultants responsible for the ongoing security management of systems.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Corrigin has been assessed as *low*. The impact of a disaster on the organisation's records has therefore been assessed as *low*. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disaster occurring.

4.3 Strategies in Place for Preservation and Response

The following strategies have been implemented by the Shire of Corrigin to reduce the risk of disaster and for quick response should a disaster occur:

- The Chief Executive Officer and / or Deputy Chief Executive Officer will be notified of any event resulting in damage or potential damage to onsite, offsite, or electronic records
- If damage has occurred, depending on the scale and nature of the event, other available administration staff maybe co-opted to assist with recovery.
- If the damage is to electronic records, the Shire's IT consultant will be consulted at the earliest opportunity to restore records and/or computer systems.
- Records Disaster Management Plan – steps to be recovery from a disaster to be followed.

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of Corrigin. Vital records have been identified as agreements, contracts, and leases, certificate of titles, vesting orders, licenses, registers, council minutes and registers.

Vital records in hard copy are stored in a locked, fire resistant safe or strong room accessible to administration staff. Where appropriate these records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

Vital records have been grouped together where appropriate and indexed to ensure ease of retrieval and provide additional security in terms of tracking records.

Vital records require periodic review and/or renewal are monitored by the Administration Officer – Records. Review / renewal dates for these records are to be incorporated into the Central Records to ensure officers responsible for these records are given due notice of the action required. Periodic updates and maintenance of the indexes provides a cross check on the Central Records system.

4.3.2 Backup Procedures for Electronic Records

Electronic records of the Shire of Corrigin are backed up. The back-ups are stored offsite at *Wallis Computer Solutions Dalwallinu*.

4.3.3 Preservation of Electronic Records

The Shire of Corrigin has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Media used to store electronic information is periodically checked to ensure the information is accessible and readable;

4.3.4 Security

The following security measures have been implemented by the Shire of Corrigin to prevent unauthorised access to records:

- Hard copy records are stored in a secure room located within the administration building accessible by administration staff.
- Hard copy records stored offsite are located either at the Shire of Corrigin locked administration storage facility or locked sea container at the Shire Depot, accessible by administration staff.
- Vital records are stored within the Shire's secure Strong Room or safe located within the administration building.
- Access to confidential personnel records is restricted to the Chief Executive Officer, Deputy Chief Executive Officer, and Payroll/HR Officer and is retained within a lockable filing cabinet, which is locked when not in use.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.

4.3.5 Storage Reviews

The records storage facilities utilised by the Shire of Corrigin are reviewed annually to ensure that conditions are appropriate for the organisation's records. The current facilities have been deemed appropriate and there are no major outcomes that required attention.

4.3.6 Recovery of Lost Information

The Shire of Corrigin has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

Refer to appendix 7 IT Records Disaster Recovery Plan.

4.4 Identified Areas for Improvement

Currently alternative options are being explored for the storage of some of the records usually located in the Administration storage room before transfer to the sea container located at the depot.

5 Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Corrigin uses the *General Disposal Authority for Local Government Records*, produced by the State Records Office, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Shire of Corrigin has established procedures to scan all incoming, hard copy, correspondence in accordance with the requirements of the *General Disposal Authority for Source Records* and the *SRO Guideline: Digitisation Specification*. The original hard copy correspondence is considered the official version and is retained on file for the required period of General Disposal Authority for Local Government Records.

5.3 Existing Ad Hoc Disposal Authorities

The Shire of Corrigin has no ad hoc disposals authorities.

5.4 Existing Disposal Lists

The Shire of Corrigin has no State Records office authorised disposal lists.

5.5 Restricted Access Archives

The Shire of Corrigin does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.6 Transfer of Archives

An Archives Transfer Request form *has not* been submitted to the SRO.

The Shire of Corrigin will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

The Shire of Corrigin has not identified any state archives that will not be transferred to the SRO for permanent preservation.

5.8 Disposal Program Implemented

The Shire of Corrigin has implemented the *General Disposal Authority for Local Government Records* and conducts a regular disposal program on an annual basis.

5.9 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the *CEO / DCEO* and authorised for destruction or transfer.

5.10 Identified Areas for Improvement

Disposals can be carried out on a more regular basis, due to the minimal organisation structure that the company runs with it is only carried out annually. If more resources were put towards records the disposal program could be carried out more regularly to stay on top of the disposals. We have identified a backlog of records needing disposal at our offsite sea

container at the Works Depot. We are currently in the process of getting this finally disposed.

6 Principle Six: Compliance

Government organisations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Corrigin has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Corrigin recordkeeping program are conducted. These are delivered to all staff on a regular basis.	✓	
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Shire of Corrigin provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring recordkeeping matters to staff attention.		✓
The Shire of Corrigin Intranet is used to publish recordkeeping information, highlight issues, or bring recordkeeping matters to staff attention.		✓
The Shire of Corrigin Induction Program for new employees includes an introduction to the organization's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

All new staff to the Shire of Corrigin are required to undertake one on one training with the records officer to cover all aspects of recordkeeping policy and procedures in the Shire, this includes training in the use of the Synergy Soft records management module.

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Corrigin's recordkeeping systems:

- Customer response times – Ensure that all requests for service are responded to in a timely manner.
- Percentage of correspondence registered or captured into the Recordkeeping system; and

- Ensure that all requested information, FOI, are processed in a timely manner
- Training

6.2 Performance Indicators in Place

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Corrigin's recordkeeping systems:

- *Staff feedback on use, effectiveness of recordkeeping system/training etc.*
- *Percentage of correspondence registered or captured into the recordkeeping system*
- *Percentage of missing files based on monthly audit*
- *Percentage of files which have been inactive for more than 2 years, still housed in the active filing area.*
- *Percentage of inactive files, past due for their destruction or transfer still housed in active filing storage area.*
- *Percentage of accurate retrieval of information*
- *Files are retained in good order and no damage is present*
- *Data within the Shire's central records system is accurate and corresponds to the hard copy record.*

Performance indicators are constantly being developed to measure the efficiency and effectiveness of the Shire of Corrigin's recordkeeping systems. This is an ongoing process through monthly audits.

6.3 Agency's Evaluation

There is a need for some reviews of the Shire of Corrigin's recordkeeping systems in the following areas:

- Ongoing training provided to staff about recording correspondence into correct files
- Ongoing training for keywords for council- annual refreshers

These will be addressed annually through ongoing training.

6.4 Annual Report

An excerpt from the Shire of Corrigin's latest Annual Report can be read below, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

Records Management

The Shire of Corrigin is committed to meeting the requirements of the *State Records Act 2000* which requires the Shire to maintain and dispose of all records in the prescribed manner.

The Synergysoft Electronic Records Keeping System was used during the year and training was provided for all staff who create, collect, and use records. Informal training sessions were held throughout the year to ensure adherence to the State Records Act. Retaining documents in an electronic records management system delivers best practice in recordkeeping and provides an efficient document processing service to meet customer needs and volume demands.

In accordance with the *State Records Act 2000* the Shire of Corrigin is required to have an approved Record Keeping Plan. The plan sets out matters about how records are created and how the Shire retains its records. The Shire's Record Keeping Plan was reviewed during the year and approved by the State Records Commission in August 2018.

New employees were informed of their recordkeeping responsibilities as part of the Induction Program and were given training on the appropriate handling of records.

6.5 Identified Areas for Improvement

Administration staff identified as key recordkeeping administrators be provided with recordkeeping training within 3 months of commencement, including but not limited to, State Record Act, Keywords for Council, retention, and disposal. Training is provided for by an external provider.

Staff are monitored to ensure that all facets of the recordkeeping process are understood and being consistently implemented.

All new administration staff, including the Community Resource Centre, will be scheduled to attend IRIS Consulting face-to-face training, focusing on the two courses (if necessary); keyword classification and records disposal. In addition, online e-courses will be beneficial. Thus, including Records Management Basics; Search, Protect and Connect; Keyword Classification for Local Government.

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

The Shire of Corrigin outsources the following functions:

- Legal Services (Debt Recovery)
- Ranger Services
- Development of Building controls
- Energy supply and Telecommunications
- Environmental Management

7.2 Recordkeeping Issues Included in Contracts

7.2.1 Planning

The Shire of Corrigin includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Corrigin *will ensure* that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of Corrigin *will ensure* that the contractor creates, and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Corrigin.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Corrigin and a contractor/agent will be disposed of in accordance with the *General Disposal Authority for Local Government Records*, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement have been agreed between the Shire of Corrigin and the contractor.

7.2.6 Custody

Custody arrangements between the Shire of Corrigin and the contractor(s)/agent(s) for State records stored on and off site by the contractor are specified in the contract, as follows:

- The contractor is to provide the Shire of Corrigin with a copy of any record created or received relating to the conduct of their activities or decisions on behalf of the Shire.
- Records received from the contractor will be considered to belong to the Shire of Corrigin and will be processed in accordance with the Shire's requirements.
- The contractor will have ready access to records supplied by them during the term of their contract.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract/agreement are specified in the contract(s)/agreement(s).

7.3 Identified Areas for Improvement

The Shire of Corrigin's record keeping requirements, as described above, are referenced in contracts/agreements.

APPENDIX 1

Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).		✓
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	

APPENDIX 1

Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.		✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	✓
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	✓

APPENDIX 1

Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

APPENDIX 2

Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government

Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Agriculture and Related Resources Protection Act 1976	
Animal Welfare Act 2002	
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	
Disability Services Act 1993	
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	

APPENDIX 2 Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government	
Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Environmental Protection Act 1986	
Environmental Protection (Noise) Regulations 1997	
Fire and Emergency Services Act 1998	
Fire Brigades Act 1942	
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	
Health Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	
Litter Act 1979	✓
Liquor Control Act 1988	
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	
Parks and Reserves Act 1895	
Planning and Development Act 2005	✓
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA	
Road Traffic Act 1974	
Strata Titles Act 1985	
Telecommunications Act (Commonwealth) 1997	
Telecommunications (Low Impact Facilities) Determination 1997	
Transfer of Land Act 1893	
Valuation of Land Act 1978	
Waterways Conservation Act 1976	
Local Laws of the Shire of Corrigin	

APPENDIX 2 Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Animals, Environment and nuisance local law 2016	✓
Local laws relating to fencing	✓
Health Local Law 2016	✓
Pest Plants Local Law	✓
Dogs Local Law 2021	✓
Standing orders Local Law	✓
Trading in Public Places Local Law	✓

APPENDIX 3 Other Legislation and Regulations affecting the functions and operations of the Local Government	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
Police Act 1982	✓
Soil and Land Conservation Act 1945	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓

APPENDIX 4 Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓

APPENDIX 5

Records Management Policy and Procedures



SHIRE OF CORRIGIN

RECORDS MANAGEMENT POLICY AND PROCEDURES MANUAL

Authorisation

The Records Management Policies and Procedures Manual for the Shire of Corrigin is issued under the Authority of the Chief Executive Officer. It has been developed to provide effective guidance and direction for record keeping within the Shire. All staff are requested to familiarise themselves with its contents and follow the procedures contained within it.

Signed: _____(Chief Executive

Officer) Date: _____

Document Version Control

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Authorised by:	
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2	1/11/2012	DCEO	Revised Manual
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5			

TABLE OF CONTENTS

AUTHORISATION	2
DOCUMENT VERSION CONTROL	2
CHANGE HISTORY	2
1	
DEFINITIONS	4
2	
INTRODUCTION	6
2.1 PURPOSE OF THE MANUAL	6
2.2 STRUCTURE OF THE MANUAL	6
2.3 LEGISLATIVE FRAMEWORK	6
2.4 ROLES AND RESPONSIBILITIES	7
2.4.1 Elected Members	7
2.4.2 Chief Executive Officer	7
2.4.3 Executives and Managers	7
2.4.4 All staff	7
3	
RECORDS MANAGEMENT POLICY	8
3.1 POLICY STATEMENT	8
3.2 RATIONALE	8
3.3 GUIDELINES	8
4	
RECORDS CREATION	9
4.1 POLICY STATEMENT	9
4.2 RATIONALE	9
4.3 PROCEDURES	9
5	
RECORDS CAPTURE AND CONTROL	11
5.1 POLICY STATEMENT	11
5.2 RATIONALE	

.....	11
5.3 PROCEDURES	11
.....	11
5.3.1 <i>Mail Management and Registration</i>	11
.....	11
5.3.2 <i>Electronic Records</i>	13
5.3.3 <i>Email Management</i>	13
.....	13
5.3.4 <i>File Management</i>	14
.....	14
5.3.5 <i>Website Management</i>	16
.....	16
5.3.6 <i>Metadata Management</i>	16
.....	16
6 SECURITY AND PROTECTION OF RECORDS	18
.....	18
6.1 POLICY STATEMENT	18
.....	18
6.2 RATIONALE	18
.....	18
6.3 PROCEDURES	18
.....	18
6.3.1 <i>Systems Management</i>	20
.....	20
6.3.2 <i>Migration Strategy</i>	20
.....	20
7 ACCESS TO RECORDS	21
.....	21
7.1 POLICY STATEMENT	21
.....	21
7.2 RATIONALE	21
.....	21
7.3 PROCEDURES	21
.....	21
8 APPRAISAL, RETENTION AND DISPOSAL OF RECORDS	22
.....	22
8.1 POLICY STATEMENT	22
.....	22
8.2 RATIONALE	22
.....	22
8.3 PROCEDURES	22
.....	22
APPENDIX 1: FILE CREATION REQUEST FORM	23
.....	23
APPENDIX 2: FILE CLOSED FORM	24
.....	24
APPENDIX 3: VOLUME CLOSED FORM	25
.....	25
APPENDIX 4: SENIOR APPROVAL FOR DESTRUCTION OF DOCUMENTS	26
.....	26

1 DEFINITIONS

Disposal

A range of processes associated with implementing records appraisal decision including the retention or destruction of records in or from record keeping systems. They also include the transfer of custody of records, for example to the State Records Office.

Electronic records¹

Records communicated and maintained by means of electronic equipment.

Government record²

Defined by the *State Records Act 2000* as a record created or received by –

- a) a government organisation or
- b) a government organisation employee in the course of the employee's work for the organisation.

Record keeping

Making, receiving and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Record keeping system

Information systems that capture, maintain and provide access to records over time. May be electronic or paper-based.

Records of continuing value

Local government records of continuing value are those records created or received containing information of:

- i) **administrative value** to the Shire, including records which:
 - ☐ provide an interpretation of the Shire's policy or the rationale behind it;
 - ☐ document progress and coordination of responses to issues;
 - ☐ document formal communications and/or transactions, such as a Minute, report or submission, between elected members and another party; and
 - ☐ document elected members' decisions, directives, reasons and actions.
- ii) **legal value** to the Shire, including records which document compliance with statutory requirements or court orders which stipulate the retention of records;
- iii) **evidential value**, such as information about the legal rights and obligations of the Shire of Corrigin including elected members, ratepayers, organisations and the general community; and
- iv) **historical value** to the local government and to the State.

Retention and disposal schedule

A document used to appraise records, which lists record types and indicates the minimum length of time for retention and final disposal action, either destruction or permanent retention by archiving. Retention and Disposal Schedules must be approved by the State Records Commission before use.

¹ AS 4390; DOIT *Guidelines for the Management of Web Information*

² *State Records Act 2000*. s3 Interpretation

Significant records³

Significant records are those documenting activities which:

- ☐ Affect the whole-of-government or portfolio function; or
- ☐ Concern or affect Corporate Executive activity; or
- ☐ Concern major liabilities or obligations of the organisation and/or the State; or
- ☐ Relate to the development of legislation, regulations, or policy; or
- ☐ Relate to controversial matters; or
- ☐ Have wide community interest; or
- ☐ Otherwise significantly impact or affect the organisation's functions or structure.

Vital Records

Those that are essential to recreate the organisation's legal and financial position and/or those necessary to preserve the rights of the organisation, its programs, employees and clients. These include, but not limited to contracts, agreements, vesting orders, certificates of titles, memorandums of understanding, servicing agreements, current adopted budget and last financial year annual report.

³ State Records Office of Western Australia (2003). *General Disposal Authority for Administrative Records RD 2003016*

2 INTRODUCTION

The Shire of Corrigin's Records Management Policy and Procedures Manual has been produced to provide a practical guide for staff involved in the creation, management and/or use of corporate records. This includes all staff engaged in activities directly associated with the business of the Shire, regardless of whether they are permanent employees or employed through a contract arrangement.

The Records Management Policy and Procedures Manual complements the Shire's Policy Manual and its Procedures.

The information resources of an organisation, particularly corporate information, are one of its most valuable assets. Proper information management in local government provides the level of transparency and accountability demanded by its key stakeholders – the general public and ratepayers.

2.1 PURPOSE OF THE MANUAL

The purpose of this manual is to describe:

- ☐ the responsibilities of all staff in relation to records management activities;
- ☐ the statutory basis upon which records management practices are governed;
- ☐ policy statements enabling the Shire of Corrigin to comply with statutory requirements; and
- ☐ procedures to be followed in fulfilment of each policy.

2.2 STRUCTURE OF THE MANUAL

The Manual contains an over-arching Records Management Policy, which mirrors that contained within the Shire's Policy Manual, followed by more specific policies relating to records management and record keeping. Each policy within the Manual is broken down into three headings:

- ☐ the policy statement;
- ☐ a rationale explaining why the policy is required; and
- ☐ procedures applicable to the policy.

2.3 LEGISLATIVE FRAMEWORK

There are various legislative requirements for managing records in local government in Western Australia. The primary legislation relating to the keeping of public records is the *State Records Act 2000*, which compels each state and local government agency to have in place a comprehensive record keeping framework that covers the management of records from their inception through to their final archiving or destruction.

Under the *State Records Act 2000* s3, a *government record* is defined as

- "a record created or received by –
- (a) a government organisation; or
 - (b) a government organisation employee in the course of the employee's work for the organisation"

It is the responsibility of all employees and contractors to ensure that they create and maintain government records in accordance with The Shire of Corrigin's Record Keeping Plan. Failure to comply with this requirement is deemed to be an offence (s78 ss1) and could attract a penalty of up to \$10,000

Some other examples of legislation that impacts upon records management include:

- ☐ *Criminal Code 1913*
- ☐ *Electronic Transactions Act 2003*
- ☐ *Evidence Act 1906*
- ☐ *Financial Management Act 2006*
- ☐ *Freedom of Information Act 1992*
- ☐ *Limitation Act 1935*
- ☐ *Local Government Act 1995*

2.4 ROLES AND RESPONSIBILITIES

2.4.1 ELECTED MEMBERS

All elected members are to create and maintain records relating to their role as a Councillor of the Shire of Corrigin in a manner commensurate with legislation and State policies and procedures for the management of records. Party political and personal records of Councillors are exempt.

2.4.2 CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is required under the *State Records Act 2000* to ensure that there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. The CEO is also required under the Act to ensure that no records are destroyed or disposed of except in accordance with an approved retention and disposal schedule.

2.4.3 EXECUTIVES AND MANAGERS

All executives and managers are to ensure records management policy and procedures are known and adhered to.

2.4.4 ALL STAFF

All staff will create and retain records relating to the business activities they perform. They are required to:

- ☐ identify significant records of continuing value and records of no continuing value;
- ☐ ensure that significant records of continuing value are registered in the records management system; and
- ☐ dispose of records only in accordance with the State Records Office's *General Disposal Schedule for Local Government Records*.

3 RECORDS MANAGEMENT POLICY

3.1 POLICY STATEMENT

The Shire of Corrigin is committed to making and keeping full and accurate records of its business transactions and its official activities. Records created and received by Shire personnel and contractors, irrespective of format, are to be managed in accordance with the Shire's Record Keeping Plan and this Records Management Policy and Procedures Manual. Records will not be destroyed except by reference to the *General Disposal Authority for Local Government Records*.

3.2 RATIONALE

A systematic approach to records management within any organisation is vital to protect and preserve the information contained within the organisation's records. These policies and guidelines support record keeping in the Shire of Corrigin WA by:

- providing support for effective decision making, business efficiency, litigation protection, managed information flows and retention of the corporate memory;
- managing the risks that may result from inadequate records practices.
- providing uniform protection and controlled access for records in all formats;
- ensuring that all employees and contractors understand and can comply with the legislative and business requirements of recordkeeping.
- ensuring that Shire of Corrigin personnel understand that the records of the Shire are corporate assets and government records and do not belong to individuals.

3.3 GUIDELINES

The Shire of Corrigin has implemented systematic records management policies, procedures and practices to ensure the capture and management of all its records, irrespective of format. All elected members and staff will ensure that full and accurate records are created to reflect business transactions and decisions.

The Shire uses a standard method to identify and retrieve the records it holds, through the use of a File Listing. The Shire of Corrigin has adopted and implemented Keywords for Council thesaurus for the titling of all its records. The Shire of Corrigin has implemented ITVision Synergy Soft Central Records as its formal electronic management system.

It is the responsibility of all staff to ensure that records created or received in electronic form are captured within the Central Records management System.

Corporate records will only be disposed of in accordance with the State Records Office's *General Disposal Authority for Local Government Records*.

4 RECORDS CREATION

4.1 POLICY STATEMENT

It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Shire of Corrigin are appropriately documented and that records are created and maintained in fulfilment of legislative requirements.

4.2 RATIONALE

Records should be compliant, adequate, complete, meaningful, comprehensive, accurate, authentic and inviolate. For records to be meaningful, the links between records documenting a sequence of actions should be maintained.

Records are required:

- ☐ To provide evidence of a transaction;
- ☐ To prove that policies, procedures or guidelines have been followed in arriving at a decision or outcome;
- ☐ To enable others to know what action occurred, what was decided, when it occurred, who was involved and the sequence of actions, therefore providing continuity and consistency in administration; and
- ☐ To defend against potential claims or future legal actions, for example workers compensation or breach of contract.

Records that must be captured into the official record keeping system include those that show:

- ☐ what happened;
- ☐ what was decided or recommended;
- ☐ what advice or instruction was given;
- ☐ when it happened;
- ☐ who was involved; or
- ☐ the order of events and/or decisions.

4.3 PROCEDURES

Records may be created and accumulated as part of a business process, for example responding to correspondence, issuing of invoices. In other circumstances, active steps are required to create the record, as is the case with a telephone conversation. Some specific examples are:

Decisions and recommendations

Any decision impacting on the operations of the Shire of Corrigin, or for which the organisation may be held accountable, should be adequately documented to show who made the decision and on what basis it was made. This includes the background information and research that led to the decision.

Oral decisions and commitments

Any decision that is reached, or any commitment or transaction made verbally (ie person to person, or via telephone), should be adequately documented.

Meetings

The Minutes of a meeting are the record of the meeting, and should accurately document decisions made at the meeting. The minutes should include a copy of the agenda and all documents considered at the meeting, decisions taken and any other background papers involved in reaching the decision. This includes external meetings attended by a representative of the Shire.

Records of Correspondence

Sending or receiving a memorandum or piece of correspondence internally or externally, by letter, facsimile or electronic mail, is a record and should be captured in the records management system.

5 RECORDS CAPTURE AND CONTROL

5.1 POLICY STATEMENT

All records created and received in the course of Shire of Corrigin business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

5.2 RATIONALE

To maintain integrity as evidence over time, records should be managed in an official records system, which can maintain and demonstrate the connection between a record and the business it documents. Within the Shire of Corrigin, official records systems include paper-based filing systems and business systems that manage records, for example the SynergySoft . Capturing records involves registering documents and attaching them to appropriate files, and using business systems to record transactions.

Records capture and control helps to ensure that records are:

- ☐ Accessible to all who require them, subject to any restrictions that may apply;
- ☐ Controlled and managed in accordance with policy and procedures;
- ☐ Secured against tampering, unauthorised access or unlawful deletion; and
- ☐ Disposed of promptly in accordance with legal authority.

5.3 PROCEDURES

5.3.1 MAIL MANAGEMENT AND REGISTRATION

For the purposes of this document, “mail” includes the following:

- ☐ items distributed from Australia Post;
- ☐ items delivered by courier;
- ☐ hand delivered items;
- ☐ facsimiles; and
- ☐ electronic mail and attachments.

Incoming Mail

- ☐ All incoming mail addressed to the Shire of Corrigin, including mail addressed to individuals (unless clearly marked as personal and/or confidential) will be opened. To avoid embarrassment, personal mail should be directed to a private address.
- ☐ Mail will be sorted into the appropriate staff members' folder eg CEO, DCEO, EHO.
- ☐ When processing incoming mail containing cheques, money or money orders, two staff members should be present if possible. Cheques and payments will be receipted as they arrive.
- ☐ All incoming correspondence will be date stamped to validate receipt. Care will be taken not to deface legal documents or papers than may need to be returned to the sender.
- ☐ Records of a corporate nature received directly by staff via facsimile or electronic mail transmission, through a courier service, or “by hand” (for example at meetings, presentations etc) will be forwarded to the Customer Service Coordinator for registration and inclusion in the Shire's records management system.
- ☐ Computerised systems in which business transactions are generated will be designed to enable a record of such transactions to be captured.

Registration

- ☐ Records and correspondence will be uniquely identified and registered in an SynergySoft Central Records.
- ☐ The following material is not registered:
 - ☐ promotional and advertising material;
 - ☐ invitations;
 - ☐ newspapers and magazines; and
 - ☐ cheques and invoices.
- ☐ Registration of the record will link the record to descriptive information (activity) about the context of the record, and to related records. Registration is completed through SynergySoft Central records, records registration module, where a coversheet is created with the following information included as a minimum:
 - ☐ Unique document identifier
 - ☐ Routing
 - ☐ Record type
 - ☐ Shire of Corrigin file reference
 - ☐ Cross reference documents, if applicable.
 - ☐ Date of receipt
 - ☐ Document name or title (for example, the subject line)
 - ☐ Date of registration
 - ☐ Date received
 - ☐ Author / Correspondence contact information
 - ☐ Short Title / Contents
 - ☐ Recipient (internal correspondent) (ie responsible action officer for incoming mail)
 - ☐ Shire of Corrigin file reference.

The unique document number and file number will be written on the document within the date stamp.

- ☐ Correspondence is scan to the records folder. The scanned document to be imported into Central Records as an attachment to the recovered coversheet

Mail Distribution

- ☐ On completion of the creation of the record within Central records the correspondence will be allocated to the recipient and will be included in the officers open correspondence. Hardcopies of the correspondence will be forward to the officer, unless otherwise directed by the CEO to cease this practice and only utilise the electronic version.

Outgoing Mail

- ☐ Documents created by Council staff, including internal memoranda, minutes and reports, and outgoing correspondence including emails, will be registered in central records.

The registration out outgoing mail is the responsibility of the person who is creating the correspondence. Registration is completed through SynergySoft Central records, records registration module, where a coversheet is created with the following information included as a minimum:

- ☐ Unique document identifier
- ☐ Routing
- ☐ Record type

- O Shire of Corrigin file reference
- O Cross reference documents, if applicable.
- O Date of registration
- O Document name or title (for example, the subject line)
- O Date of registration
- O Date sent
- O Correspondence contact information
- O Short Title / Contents
- O Recipient (internal correspondent) (ie responsible action officer for incoming mail)
- O Shire of Corrigin file reference.

Staffs are encouraged to create correspondence utilising the Central Records template function. Information from the records registration sheet will be included in the template when creating correspondence.

- ☐ quote a file reference number and record number
- ☐ Copy of the correspondence and attachments if applicable to be attached to the record within Central records
- ☐ Copy of the correspondence, on yellow paper, is taken for filing.

5.3.2 ELECTRONIC RECORDS

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains a document until it is submitted.

All electronic documents, plans, images etc which constitute a record, as defined under the *State Records Act 2000*, must be captured into a corporate approved system which meets the record keeping requirements under the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc, are printed and attached to file wherever possible.

In some instances, it may not be practical to print an electronic record, for example records containing audio-visual material, spreadsheets with complex calculations etc. In these circumstances, it is the responsibility of the creator or owner of the record to liaise with the Shire's Information Technology staff to ensure that the record will be held in electronic format and remain accessible until it reaches its disposition period. This will entail implementing a migration strategy through different software versions.

5.3.3 EMAIL MANAGEMENT

Emails created or received by elected members or staff, in connection with their official Shire of Corrigin business, are the property of the Shire. They are *government records* and are subject to the same record keeping requirements as government records in other formats.

Electronic messages, like records in other formats, are subject to legislation such as the *Freedom of Information Act 1992* and to legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Courts, auditors and other people or bodies to whom or which they may be subject.

Elected members and staff are responsible for managing email they create and receive. Significant incoming and outgoing messages, refer also Sections 4.2 and 4.3, are to be recorded in Central Records as well as a printed and placed on the appropriate corporate file, unless otherwise directed from the CEO.

Significant messages include:

- ☐ messages approving or authorising actions;
- ☐ formal communication between staff relating to work;
- ☐ messages documenting policy, policy changes or development, policy interpretation;
- ☐ messages containing advice or guidance; and
- ☐ external correspondence relating to work.

5.3.4 FILE MANAGEMENT

Shire of Corrigin corporate records are stored and managed on corporate files, which are titled according to the File Index – Keywords for Council. The physical movement of files is tracked using Central Records file loans function.

File Register

The File Register is maintained in Central Records and captures the following information:

- ☐ File number
- ☐ File index – Keywords for Council indexing
- ☐ Registration Date
- ☐ Contents (non-title keywords)
- ☐ Volume details, including status and location
- ☐ Disposal Schedule
- ☐ Default Volume location.
- ☐ Security Level

New file creation

New files are created by the Administration Officer - Records when:

- ☐ A new function, subject, activity, project, property or subdivision is commenced;
- ☐ There is no appropriate existing file; or
- ☐ An existing file becomes too large (approximately 200 folios) and a new volume is required.

Officers requiring a new file or new volume should complete a File Creation Request Form (Appendix 1) and forward this to the Administration Officer. New files will be registered in the File Register and allocated a Disposal Code from the *General Disposal Authority for Local Government Records*.

File Titling and Numbering

- ☐ Files are titled according to the File Index – Keywords for Council Thesaurus.
- ☐ Financial Records such as payments, invoices, receipts and reconciliations etc are titled according to the activity in Central Records. Records are filed within lever arch files with date range information being recorded as additional information. Each new file for that activity is a new volume and is recorded within Central Records.

File Stationery

- ☐ The Shire uses standard heavy-duty file covers with a plastic three-piece clip.

File Location

- ☐ The home location of all files is the Filing Room at the Shire's Administration Office.
- ☐ Some vital and valuable records are kept within the strong room or safe.

File Movements

- ☐ The physical movement of files is tracked using Central Records file loans function.

Attachment to File

- ☐ Documents must be attached to file as soon after creation or receipt as possible.
- ☐ Documents are attached to file in the order in which they were created or received, with the most recent document on top.
- ☐ The following material should not be filed unless otherwise directed:
 - ☐ Duplicate (or extract) copies of records, documents, circulars, forms etc where no annotations (hand-written notes or comments) have been made;
 - ☐ Information material produced by other organisations e.g. price lists, catalogues, advertising material, brochures;
 - ☐ Invitations to external functions and events;
 - ☐ Externally published documents including reports, magazines, newsletters or information downloaded from the internet;
 - ☐ Blank forms;
 - ☐ Unsolicited letters or promotional material offering goods or services to the organisation; and
 - ☐ Letters or cards of appreciation, sympathy or greetings with no enduring value.

File Closure

- ☐ A new volume of a file will be created when the previous volume reaches approximately 25mm in thickness (containing approximately 200 pages);
- ☐ Superseded volumes and closed files are recorded in Central Records.
- ☐ Superseded volumes and closed files are marked as closed by the attachment of a File or Volume Closed Sheet (see Appendices 2 and 3) on top of the documents in the closed file;
- ☐ After the attachment of the File or Volume Closed Sheet, no further documents will be attached to the file.

File Audit

- ☐ An annual audit will be conducted of all files in the Central Administration Records Store.
- ☐ The audit will confirm that files not in the store have Absent Wallets in place indicating their current location.
- ☐ The audit will also identify files which have been inactive for two years and which may be removed to inactive storage, and allocated a disposal date and disposal action (ie destruction or archiving).

5.3.5 WEBSITE MANAGEMENT

The management Shire of Corrigin's external website is outsourced to Market Creations. The website host provides tracking of when changes occurred including recording logon details. The website host is responsible for the backing up of the website including ensuring that all online content is retrievable to the commencement of the external website. No hard copies of changes to the website are retained.

The website is managed in accordance with the requirements of the Guidelines for State Government Web Sites, including the Guidelines for the Management of Web Information as per the State Records Act 2000, so they are unaltered, accessible and readable for as long as required. Such records will only be destroyed according to an approved Retention and Disposal Authority.

5.3.6 METADATA MANAGEMENT

Metadata is data about data and it describes who, what, where, when and why records about a business activity or transaction were created. The Shire of Corrigin is responsible for ensuring that all metadata elements associated with its record keeping system are captured, stored and made accessible over time.

Record keeping metadata ensures that records can be effectively retrieved over time, and across platforms and systems as they are changed. Metadata is represented by the fields used to capture information about the record. Examples of information about records which must be captured are as followed:

- ☐ How the record was created, ie the application;
 - ☐ The creator of the record;
 - ☐ The date and time of the record creation or receipt;
 - ☐ The relationship one record has with another, if any;
 - ☐ The provenance of the record, that is the organisational context in which it was created;
 - ☐ The level of security access held by each user of the record keeping system;
 - ☐ The title of the record; and
 - ☐ The changes made to a record:
- O For electronic records, who made the change and the nature of the change;

O For hard copy records and files, movements from location or person to another location should be tracked.

Each identified record and its associated metadata must be inextricably linked for as long as the record is required, as defined under the applicable approved Records Retention and Disposal Schedule.

6 SECURITY AND PROTECTION OF RECORDS

6.1 POLICY STATEMENT

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access, or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

6.2 RATIONALE

Records should be maintained in a safe and secure environment ensuring their useability, reliability, authenticity, and preservation for as long as they are needed. By implementing this policy and guidelines, based on national and international best practice, the Shire of Corrigin will be able to protect and use its records as corporate assets.

Providing a safe and secure environment for the Shire of Corrigin's records ensures that records are:

- ☐ accessible to all who have the required security access – see Section 7 of this document *Access Policy*;
- ☐ secure from unauthorised disclosure which could damage the Shire's corporate security or individual privacy, give unfair commercial advantage or cause harm to an individual or organisation;
- ☐ secured against tampering, unauthorised access or unlawful deletion – see Section 7 of this document, *Access Policy*;
- ☐ protected in appropriate environmental conditions ensuring the availability of records as long as they are required;
- ☐ stored in a cost-effective manner;
- ☐ secure and accessible for as long as they are required to meet business, and accountability needs and community expectations; and
- ☐ able to assist the Shire of Corrigin to meet its recordkeeping requirements under the *Local Government Act 1995*, the *State Records Act 2000* and other acts to which they are subject.

6.3 PROCEDURES

File Security

- ☐ The Shire of Corrigin's Administration building houses the file storage area. The Administration building is locked outside office hours.
- ☐ Only staff members have a key to the administration building.
- ☐ Individual officers are responsible for the security of records held in their offices.
- ☐ A strong room located within the storage area, which contains financial records, minutes, rate documents and anything valuable. A smaller safe within the large safe contains 'vital records' such as lease agreements, contracts, certificates of titles and vesting orders. This remains locked throughout the day. The CEO and DCEO have keys to the strong room and safe and are responsible for their security. The DCEO keys are stored within a small key lock with code access, access is granted to administration staff.

Confidentiality

All Shire of Corrigin Staff and Contractors must treat Council information as confidential and not release it in any form to third parties, without relevant approval.

Computer Systems

Security on the Shire's computer network is enabled through XP's workgroup security. Logins are required to connect to the finance system, email system and network drives and internet. Currently logins are generic and do not require regular changes. This has been identified as an improvement and will change in the future, with each officer having a unique login which they are required to management and update.

Location

The Shire of Corrigin's records must be located apart from all known hazards. It is the responsibility of the Administration Officer - records to verify that each storage area meets the requirements under the *State Records Principles and Standards 2002* and the Australian Standard AS ISO 15489.2 for Records Management. Sites should be weatherproof, have good drainage, be dedicated to the storage of records, and be intruder resistant and access controlled.

Shire of Corrigin staff and contractors must not store records in areas that are not authorised. Records should be returned to authorised storage areas as soon as possible after use.

Environmental control

Records must be stored in an environment appropriate for their format and the period they are required to be kept. Records must be kept in areas that:

- ☐ have reasonable temperature and humidity levels
- ☐ exclude direct sunlight
- ☐ have good air quality and circulation, and
- ☐ in the case of magnetic media, are free from magnetic fields.

Shire of Corrigin staff and contractors should return records to authorised storage areas after use, so that they are kept in suitable environments. Whilst records are in use, they should not be exposed to direct sunlight or other risks.

Shelving and packaging

All shelving and packaging used for records storage should protect them from deterioration. Shelving and packaging should:

- ☐ be clean
- ☐ be in a good state of repair
- ☐ be strong enough to withstand the weight of the records
- ☐ be of appropriate quality suitable for the record's format and its period of retention
- ☐ meet occupational health and safety requirements.

Council staff and contractors should notify the Records Section of inappropriate or damaged shelving and containers, or OH&S risks. Records should be returned carefully to their proper containers and shelving after use.

Protection from disaster

The Shire of Corrigin has a Disaster Management Plan designed to minimise risks to records, from hazards like water, fire, theft, vermin or unauthorised access. Please see the Records Disaster Management Plan for further details. Employees should report any problems or risks they observe in records storage areas.

Careful handling

To prevent damage to records from poor handling:

- ☐ Staff will be informed of the proper handling techniques for the record formats they use;
- ☐ Records will be handled properly when they are temporarily removed from the organisation for legitimate business purposes, such as when they are taken to building sites; and
- ☐ Records will be protected while they are being converted to other formats, for example, when they are imaged.

6.3.1 SYSTEMS MANAGEMENT

The Administration Officer – records is responsible for maintaining the File Register held in Central Records

Security to the networked computer system used within the Shire of Corrigin is controlled through the use of security inbuilt in XP. Security when on the internet is provided by a firewall, Spyware and Computer Associates Anti-virus software.

The Shire IT contractor is responsible for ensuring all security measures are up to date.

6.3.2 MIGRATION STRATEGY

On replacement or upgrade of any Shire of Corrigin system containing corporate information and records, all legacy data, information and records which constitute corporate records will be migrated into the replacement system.

Where no replacement system exists, the Shire will ensure all legacy data, information and records which constitute corporate records will be migrated to a system which will ensure the data, information and records may be accessed as long as required under a Retention and Disposal Schedule approved by the State Records Commission.

7 ACCESS TO RECORDS

7.1 POLICY STATEMENT

Access to the Shire of Corrigin records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Corrigin records by the general public will be in accordance with the Freedom of Information Act 1992. Access to the Shire of Corrigin records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

7.2 RATIONALE

The Shire of Corrigin is responsible for the protection, safe custody and care of all State records under its control. Requests for access to records will be received from different groups and for different reasons. Providing access to records-based information is achieved through the provision of effective recordkeeping which supports business operations and enables the Shire of Corrigin to meet statutory requirements and other requirements.

7.3 PROCEDURES

Internal access to records

- ☐ Records must be available to all Elected Members, staff and contractors who require access to them for business purposes of the Shire of Corrigin.
- ☐ Some records created by the Shire of Corrigin will be of a sensitive or confidential nature and will require access to them to be restricted to one or more people.
- ☐ Right of access to each record will be determined by the security classification attached to the record.
- ☐ Confidential records will be restricted to those entitled to have access.

External access to records

Access to Shire of Corrigin Records by members of the public will be in accordance with the Freedom of Information Act 1992.

Accessibility

- ☐ Records will be stored in a way that they can be identified and retrieved easily and quickly by Shire of Corrigin staff and contractors.
- ☐ Records will be housed in areas which are not accessible to the public or other unauthorised personnel.
- ☐ The location of the records must not impede retrieval requirements

As a general rule, no Shire of Corrigin records should be removed from Shire of Corrigin premises. However, it is sometimes necessary to remove files such as Building Applications and Licences. Where records are removed from Shire of Corrigin premises, the loan to the individual concerned must be recorded and the care of the record is the responsibility of the person to whom the record has been loaned.

8 APPRAISAL, RETENTION AND DISPOSAL OF RECORDS

8.1 POLICY STATEMENT

All records kept by the Shire of Corrigin will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

8.2 RATIONALE

The appraisal, retention and disposal of records should be handled in a systematic and consistent manner to ensure that records are:

- ☐ retained:
 - O to satisfy operational, administrative or evidential purposes;
 - O to comply with statutory or regulatory requirements; or
- ☐ are destroyed when they have no further use.

8.3 PROCEDURES

- ☐ The Administration Officer - Records or their delegate will appraise records in accordance with the *General Disposal Authority for Local Government Records* on an annual basis.
- ☐ Disposal of records, either by destruction or by transfer to the State Records Office as Archives, will occur only with the written approval of the Deputy Chief Executive Officer and Chief Executive Officer. Such disposal will occur in accordance with *General Disposal Authority for Local Government Records*.
- ☐ Records will generally be destroyed once they have reached the end of a specified retention period, but only if the record is no longer required for administrative or business use.
- ☐ Records due for destruction will be destroyed, after formal approval, in a manner that is environmentally friendly and irreversible, with no risk of the records being recoverable. A Certificate of Destruction will be obtained and attached to file.
- ☐ Records will not be destroyed if they are required for an inquiry, investigation or legal action.
- ☐ Records which are State Archives will be transferred to the State Records Office in accordance with the specified retention periods in the *General Disposal Authority for Local Government Records*.
- ☐ The disposal of any record, either by destruction or transfer to the State Records Office for permanent retention, must be documented in the records management system by annotation of the File Register.

APPENDIX 1: FILE CREATION REQUEST FORM

SHIRE OF CORRIGIN

Person Requesting

File:.....

Date:.....

*Please complete this form and return to the Administration
Officer.*

*Attach any documentation to be placed on the
file.*

☐

Please create a new file

A brief description of the records to be placed on this file:

.....

.....

Suggested file title based on Keywords for Council (subject descriptor is optional,
however preferred)

Keyword: Activity

Descriptor: Subject Descriptor:

..... Title (Free Text):

..... Home location for the file:

.....

Related file numbers:

☐

Please create an additional volume for file number

File number allocated: _____

Date Created: _____

☐

File Registered

☐

Physical file prepared

APPENDIX 2: FILE CLOSED FORM

SHIRE OF CORRIGIN

CLOSED FILE

(No further documentation is to be attached to this volume)

FILE NOW CLOSED: _____DATE: _____

FURTHER FILE CREATED: _____

(All documentation is to be attached to further file)

AUTHORIZED BY: _____

COMMENT: _____

APPENDIX 3: VOLUME CLOSED FORM

SHIRE OF CORRIGIN

CLOSED VOLUME

(No further documentation is to be attached to this volume)

VOLUME NOW CLOSED: _____DATE: _____

FURTHER VOLUME CREATED: _____

(All documentation is to be attached to further volume)

AUTHORIZED BY: _____

COMMENT: _____

APPENDIX 4: SENIOR APPROVAL FOR DESTRUCTION OF DOCUMENTS

SENIOR APPROVAL FOR

DESTRUCTION of

DOCUMENTS

FILE REFERENCE:

RETENTION SCHEDULE:

RETENTION ACTION:

(If documents relate to various files references, please see individual list attached.)

PLEASE TICK BOXES AS COMPLETED

- | | |
|--------------------------|--|
| ☐ | Review list of documents and sign at bottom of each page of lists |
| ☐ | Review physical documents if list is not detailed enough |
| ☐ | Discuss any queries you may have with the Records Officer |
| ☐ | Two senior officers to view documents |
| ☐ | Arranged suggested destruction date |
| ☐ | Two senior officers have signed off at the bottom of this page to grant destruction of the documents |

We,and,
confirm we have viewed the attached lists and
documents that are due for destruction. We approve the
destruction of these documents on the
.....day of20.... by means
of.....

SIGNED:	SIGNED:
NAME:	NAME:
POSITION:	POSITION:
DATE:	DATE:

Disaster Management Plan



Shire of Corrigin

RECORDS DISASTER MANAGEMENT PLAN

February 2022

Adopted by Council 24 February 2022

PRIMARY CONTACT IN THE EVENT OF A DISASTER:

Chief Executive Officer- Natalie Manton

Ph: 9063 2203 or 0427 425 727

Document Version Control

Document Name:	Shire of Corrigin Records Disaster Management Plan
Document Status:	Revised

Shire of Corrigin Recordkeeping Plan 2023

Version Number:	3
Date:	February 2022
Author:	Shire of Corrigin
Authorised by:	
Distribution:	

Change History

Version	Issue Date	Author	Reason for Change
0	30 Jun 2005	IRIS	Deliverable
1	July 2007	Shire of Corrigin	Revised Plan
2	November 2012	Shire of Corrigin	Revised Plan
3	February 2022	Shire of Corrigin	Revised Plan

Authorisation

The Disaster Management Plan for Records of the Shire of Corrigin is issued under the Authority of the Chief Executive Officer. It has been developed to provide effective management of disaster situations affecting the records of the Shire. All relevant staff are requested to familiarise themselves with its contents and, in the event of a disaster affecting the records of the Shire, follow the procedures contained within it.

Signed: _____
(Chief Executive Officer)

Name: **Natalie Manton**

Date: **24.02.2022**

Distribution

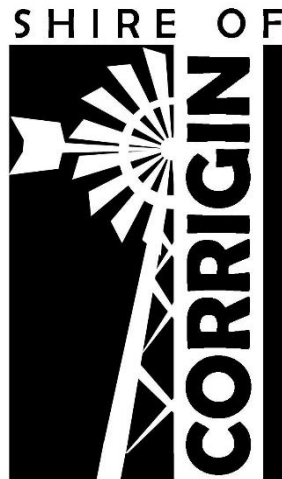
The following staff are required to read and become familiar with the contents of this plan:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance Officers
- Environmental Health Officer/Building Surveyor

- Works Supervisor
- Administration Officers

TABLE OF CONTENTS

Authorisation	58
1 INTRODUCTION	61
2 ABOUT THIS PLAN	61
2.1 Purpose	61
2.2 Scope	61
2.3 Confidentiality	61
3 PREPARATION	61
3.1 Emergency Committee	62
Role of the Committee	62
Composition	62
Responsibilities	62
3.2 Establishing the emergency records response and recovery team	63
3.3 Testing and reviewing the Plan	63
3.4 Training	65
3.5 Disaster recovery equipment and materials	65
3.6 Emergency contact lists	66
3.7 Layout plans	69
4 RISK ASSESSMENT	69
4.1 Vital records	69
4.2 Vital Records Risk Assessment	70
4.3 Risk Analysis	73
5 ACTIVATING THE PLAN	75
5.1 Immediate response – safety and assessment	75
5.2 Short-term response – stabilising the area and the records	76
5.3 Survey the disaster	76
5.4 Brief the response team	78
5.5 Plan the recovery	78
5.6 Identify priorities for recovery	78
5.7 Computer systems requirements	78
5.8 Disaster headquarters	79
6 STEPS FOR RECOVERY FROM A DISASTER	79
7 RECOVERY OF RECORDS IN VARIOUS FORMATS	80
7.1 Recovery of wet paper	81
7.2 Recovery of burnt paper	81
7.3 Recovery of Photographs	81
7.4 Recovery of Magnetic Media	82
8 STANDARDS AND RESOURCES USED IN THIS PLAN	82
9 ATTACHMENTS	83
9.1 ATTACHMENT – LAYOUT PLANS – SHIRE OF CORRIGIN'S BUILDINGS	



Records Disaster Management Plan Confirmation form

I have read and understood version 3 – February 2022 of the Shire of Corrigin Records Disaster Management Plan.

Signed: _____

Position: _____

Date: _____

Note: A copy of this page will be retained within the employee's Personal File as a record the staff member has read and understood the plan.

INTRODUCTION

One of the major threats to the safety and preservation of the Shire of Corrigin's records is the risk of disaster. Disasters can, at best, be an annoying and expensive diversion for the Shire, and at worst, may impede the Shire's operations and cause severe financial loss, embarrassment and a loss of credibility and good will. Disasters have the potential to impact negatively on staff, clients, suppliers, ratepayers, the Council, and the public.

Counter disaster strategies yield many benefits for records and recordkeeping systems. Implementing risk management techniques, impact analyses, good recordkeeping practices, vital records programs and prevention and preparedness plans can reduce the likelihood of disaster. Business continuity planning, and response and recovery planning will ensure quick reaction to disasters, thereby increasing the chances of controlling the impact and promptly restoring resources and operations. Such actions can promote continued profitability or revenue flow and minimise costly disruptions to business services.

This Records Disaster Management Plan (RDMP) should be used in conjunction with the Shire of Corrigin's Local Emergency Management Plan.

ABOUT THIS PLAN

Purpose

This Plan provides guidelines to restore critical business information to the Shire of Corrigin in the event of an incident that results in loss or severe disruption of normal operational services.

The purpose of this plan is to:

- list known risks and provide strategies to reduce the risk.
- set out the risk reduction measures that the Shire should adopt to reduce the likelihood of disasters and to minimise the impact of potential disasters on the Shire's records.
- inform relevant staff of their responsibilities in relation to the protection and recovery of records in the event of a disaster; and
- ensure that the best use is made of Shire resources in disaster preparedness and recovery activities.

Scope

This plan addresses the Shire of Corrigin records and documents held in either hard copy or electronic form.

Confidentiality

All information regarding the Records Disaster Management Plan is confidential and should only be accessed by personnel authorised to do so under this plan or with the permission of the Chief Executive Officer.

PREPARATION

Generally, in preparing for a disaster or emergency, there are five broad planning activities the Shire of Corrigin will need to undertake:

- establish an Emergency Committee
- establish an Emergency Response Team

- identify and assess potential threats
- gather equipment and material
- identify priorities for record salvage

Emergency Committee

Since the emergency response will differ significantly from normal operations, the best practice is to establish a special committee - an Emergency Committee – to manage the immediate requirements of an emergency.

This committee will only be effective if it is already fully functioning before an emergency takes place and can begin to operate as soon as the emergency is known.

Role of the Committee

The Emergency Committee is responsible to the Shire of Corrigin's Chief Executive Officer for coordinating an integrated response and recovery to all emergencies which impact on the Shire's records and information assets.

The role of the Emergency Committee is to ensure that all preparations for any possible disasters and the subsequent recovery from a disaster are planned and centrally controlled and coordinated.

Composition

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

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

Responsibilities

The Chief Executive Officer is responsible for the authorisation of the whole-of-Shire Disaster Management Plan.

The Emergency Committee as outlined above has the following areas of responsibility:

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.

Shire of Corrigin Recordkeeping Plan 2023

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

Establishing the emergency records response and recovery team

Immediately after a disaster which impacts on the Shire's records or information assets, the Emergency Committee should firstly identify potential threats, and then identify the personnel required to assist in disaster response and recovery, from the following groups:

- volunteer staff from within the Shire of Corrigin staff.
- the list of external contacts and experts; or
- external agencies who have personnel available to take part in salvaging records.

All response team members must be accessible by telephone for after hours call-out.

All Corrigin staff who may be used during a disaster will require training.

The people identified to form the Recovery Team will need to be trained in response and recovery techniques and have good knowledge of preventive measures. The Team will need to meet at least once a year and be informed of changes in the Disaster Management Plan.

Testing and reviewing the Plan

Refer below- disaster management annual checklist

The Chief Executive Officer is responsible for ensuring a review of the Records Disaster Management Plan is carried out annually. This should be aligned with the review of the whole-of-Shire Disaster Management Plan.

This Records Disaster Management Plan should be tested within the first three to six months after implementation. A dummy disaster and full scenario should be established and used for testing.

The Plan Review will include examination of the 'Annual Risk Management Checklist' This checklist identifies some of the major risk reduction and management measures which must be carried out at regular intervals. The checklist must be completed annually to ensure identified risks to the Shire's records and information are adequately managed.

DISASTER MANAGEMENT - ANNUAL CHECKLIST

ANNUAL CHECKLIST FOR EMERGENCY COMMITTEE

___ / ___ / ___

To test the Records Disaster Management Plan, establish a dummy disaster and test the plan and responses to the disaster. Do this within three to six months of receiving this Plan.

Action	Completed ?	Date last completed
Virus Software updated regularly		
Backups are tested bi-annually		
Building Maintenance carried out for Shire Office & Community Resource Centre		
Buildings comply with Shire's annual Fire Notice (Bush Fires Act 1954)		
Check copy of fire safety certificate located on file		
Smoke Alarms and Fire Alarms checked		
Check compliance with standards for handling chemicals and fuels eg hazardous materials handling		
Pest Management inspection and certificate		
Contacts List verified or updated monthly		

**VERIFIED BY LOCAL EMERGENCY MANAGEMENT COMMITTEE AND SIGNED BY
THE SHIRE PRESIDENT OR DEPUTY PRESIDING MEMBER**

Date: _____

Training

The CEO is responsible for ensuring that all personnel with responsibilities in this Plan are made fully aware of those responsibilities and can carry them out.

Corrigin staff with designated roles in the Records Response and Recovery Team should meet with the Emergency Committee once every six months to review their roles and responsibilities, and annually to carry out disaster management checks using the checklist in the disaster management annual checklist.

Disaster recovery equipment and materials

Refer below.

Equipment and materials for use in disaster salvage need to be collected into large plastic bins situated at various locations where records are retained or stored in large quantities, eg Shire office. Details concerning the bins' contacts and suppliers of other equipment are contained below:

EQUIPMENT AND MATERIALS

Equipment and materials for use in disaster salvage are collected into large plastic bins and situated at various locations where records are retained or stored in large quantities- Council Offices in Lynch Street, Corrigin.

The disaster recovery bin contains:

Plastic aprons	Utility knife	Plastic bin liners
200 sheets of blotting paper	Masking tape	Plastic sheeting 2x10m
2 buckets	Heavy duty aprons	Pliers
200 butchers paper	Copy of the disaster plan	Post it notes
Disposable cloths	100 A4 Manila folders	Power board
12 cotton gloves	Squeeze Mop	Rubber gloves
Disposable camera	Note pad/folder	Scissors
Dust masks	Paper towel	Sponges
Extension cord	Plastic cloths pegs	Tags/ties
Freezer bags	Plastic paper clips	Torch and batteries
Hand towel	Pencil	

Large and/or more costly items may be purchased or hired when required. These items are likely to include:

Equipment	Hire/ Buy/ Own	Supplier	Address	Phone
Plastic Crates (transporting Material)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053
Electric Small or Large Fans	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9451 5211
Folding Tables (Temporary work space)	O	CREC	Larke Crescent, Corrigin	
Blotting Paper (Newspapers) (Interleaving paper, table covers, Absorbent sponges)	B	Corrigin Hardware	Campbell Street, Corrigin	9063 2053
Portable Pump (pumping water)	O	Corrigin Hardware	Campbell Street, Corrigin	90632053
Portable Lighting	H	Corrigin CBH	Walton Street, Corrigin	9063 2376
Dehumidifier (drying the building)	H	Applied Climate Control	40 Sorbonne Crescent Canning Vale	9455 2466
Archive Boxes (storage)	B	Corrigin Office Supplies	Campbell Street Corrigin	9063 2555
Walkie-talkies (communication)	O	Corrigin Shire Depot	Walton Street, Corrigin	9063 2079
Portable Generator (power supply)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9921 1055
Wet/Dry Vacuum Cleaner (Initial Clean-up)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9921 1055
Wooden Pallets (storage)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053

Emergency contact lists

Refer below:

The Shire of Corrigin has compiled an emergency contact list for each of the following categories:

- emergency contact staff – Shire Officers (this includes someone with the financial delegation to hire or purchase large amounts of equipment if necessary);
- emergency committee members;
- key Shire of Corrigin staff;
- external emergency services;
- external sources of expertise and equipment; and
- records conservators.

Shire of Corrigin Recordkeeping Plan 2023
Key Staff – Shire of Corrigin

Emergency Responsibility or Expertise	Name	Phone
Chief Executive Officer	Natalie Manton	0427 425 727
Deputy CEO	Kylie Caley	0429 632 049
Senior Finance Officer	Karen Wilkinson	0427 658 003
Governance Projects Officer	Heather Talbot	0428 632 132
Payroll / HR Officer	Tanya Ludlow	0431 116 897
Executive Support Officer	Kirsten Biglin	0488 141 770
Administration Officer	Emma Shaw	0439 983 687
Customer Service Officer	Maddi Andrews (Wed, Thurs, Fri)	0477 028 830
Finance Admin	Gerry Smith	0427 363 580
Works Supervisor	Phil Burgess	0429 632 203
Environmental Health Officer	Lauren Pitman	0421 347 167
ROE EHO	Brendon Gerrard	0409 770 824
Cleaning Services	Kelly Robinson	0428 420 790
Building maintenance	Kody Broun	0427 632 565
CRC Coordinator (Social media)	Emily Cousins	0409 098 556
CRC Customer Service	Pippa Davey	0427 878 323
CRC Customer Service	Tayla Bryant	0459 928 295
Swimming Pool Manager	Rachel Bairstow	0429 634 024

External Emergency Services

Area of expertise or responsibility	Emergency Service	Telephone
Air conditioning maintenance company	Valley Air Conditioning Mark Black	0408 755 466
Building maintenance	Chis Mason Building	0408 908 859
Electricity	Western Power	131351
Electricians	Harris Zuglian Electrics AC Electrics	Gary 0417 632 289 Aaron 0475 555 282
Emergency Calls	Ambulance local sub branch	9063 2300 or 000
Fire, Rescue * Hazardous Materials Emergency Calls	FESA Fire and Rescue Dino Difulvio	000 0428 632 149

Area of expertise or responsibility	Emergency Service	Telephone
Police - Federal	Australian Federal Police	9320 3444
Police Attendance	State Police	9222 1111 or 000
Corrigin Police Station	Station	9063 2200
Water and sewerage	Water Corporation	9420 2420

External expertise and equipment

Area of expertise or responsibility	Emergency Service	Address	Telephone contacts
Blast freezer	Versacold Logistics Services	1 Quarimor Road Spearwood	9418 0100
Bookbinders	George Ross – The Antiquarian Bindery	539 Warbrook Rd Bullsbrook	9571 1328
Bookbinders	Biblio Folio – Doug Firth	4 Spring Road Roleystone	9397 6758
Equipment hire	Bravo Hire	Shop 15/55 Salvado Road Subiaco	9382 8833
Freezer storage –20 degrees	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Freezing facilities	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Fumigation facilities	Luckens Fumigation Services	3 Miles Road Kewdale	9353 1679 a/h 9525 1068
Pest control	Rentokil Pest Control		0417 799 261
Photographic laboratory	Churchill Color Laboratories	288 Railway Parade Leederville	9381 9756
Preservation	Battye Library	Alexander Library Perth	9427 3111
Preservation	Paper Conservators – Susan Belford	31 Pakenham Street Fremantle	9336 2992
Preservation	Preservation Services	362 Charles Street North Perth	9444 4489
Records Management	State Records Office	State Library Perth	9427 3600
Refrigerated vans	Toll Express Regional(Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Transport services	Ridolfo Services	Hope Road Jandakot	9411 7788
Transport services	Toll Ipec	811 Abernethy Rd Forrestfield	9352 0400 1300 366 684
Valuations	Old and Rare Books – Robert Muir	G15/145 Stirling Highway Nedlands	9386 5842

Responsibility for maintaining the Emergency Contacts Lists

The Emergency Committee is responsible for maintaining the Emergency Contacts Lists.

- Lists should be kept up-to-date, with changes or new information added as it becomes available.
- Lists should be checked for completeness and accuracy every three months and updated as necessary.

- Updated lists must be maintained on file. Once updated, one copy is to be forwarded to the Executive Support Officer and another should replace the superseded copy in the disaster recovery bin in the areas where the disaster bins are placed.
- The list of Administration contacts should be included and be updated as necessary.

Layout plans

Refer to attached plans:

It is essential that response team workers have access to small-scale plans of the building. These plans should show the layout of records shelving, indicating the location of priority records. The locations of specific danger areas, fire extinguishers, main electricity switches, water main shut-off valve and exits should be clearly marked. The layout plans are attached to this manual as Attachment 1.

RISK ASSESSMENT

An effective emergency response depends on

- i) identifying the threats most likely to cause damage to the Shire of Corrigin's records;
- ii) assessing the degree of risk posed;
- iii) evaluation of the level of risk against risk criteria; and
- iv) identifying those records which are deemed vital to the ongoing effective operation of the Shire.

Vital records

Vital records are records, in any format, which contain information essential to the survival of an organisation. If a vital record is lost, damaged, destroyed or otherwise unavailable, the loss is a disaster, affecting critical operations. Vital records should be the main priority for recovery and salvage efforts when a disaster occurs.

Vital Records Risk Assessment

The Key is a range from 1 – 5, where:

1 = Irreplaceable

5 = Easily replaced at little or no cost.

Vital Records	Controlling System	Replace-ment difficulty	Identified Risks	Risk Management Strategy
Rates Records	Haines Norton Rate Book Online	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Certificates of Title		4	Loss by: Water	Store all vital records in a fire/water proof safe. Copies are available from Department of Land Information.
Building Licenses/Envelopes		2		Store all vital records in a fire/water proof safe.
Cemetery Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Council Minutes/Agenda	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Financial Data	Haines Norton Rate Book Online	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
General Ledger	Haines Norton Rate Book Online	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Legal Documents Contracts, Leases & Agreements	Hard copy or Electronic	2	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite. Copies available from other party to agreement. Maintain a register of Contracts, Leases and Agreements, and that the register should contain the following details: • Contract/Lease/Agreement Date • Contract/Lease/Agreement title • Party names or Contractor names • Contract/Lease/Agreement value • Length of Contract/Lease/Agreement • Leases – the address of the property leased by/from the council.
Payroll & Employee Records	Hard copy and electronic	1	Loss by: Water or System Failure	Store all vital records in locked filing cabinet. Store server or system backup tapes offsite.
Policy & Procedures	Hard copy and electronic	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
File Register	Electronic spreadsheet	3	Loss by: Water or System Failure	Maintain a electronic register of all files created. Maintain a current hard copy of the register on site. Electronic copy backed up and stored off site. Store a copy of the register in a fire/water proof safe.
Subdivision Files/Plans and Property Records		4	Loss by: Water or System Failure	Store all vital records in locked cabinet Store server or system backup tapes offsite. Subdivision Files and Plans can be obtained from the WA Planning Commission

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Tender Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Title Deeds		4		Store all vital records in a fire/water proof safe. Maintain a register of Title Deeds, containing the following details: - Title Date - Title - Party names - Value if applicable - Length of Title - The address of the property - Title Number if applicable Duplicate Title Deeds are available from Department of Land Information.
Loan Records (Agreements File)		4		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Management Orders		4		Store all vital records in a fire/water proof safe. Duplicates are available from Department of Land Information.

Risk Analysis

The Shire of Corrigin has two locations:

- an Administration Centre located at 9 Lynch Street, Corrigin, WA, 6375, and
- a Works Department located at, Shire Depot, Walton Street, Corrigin, WA 6375.
- The Administration Building is a single storey building and was renovated in 2004. The building is largely a concrete, brick, steel and glass building.

There are no vital records or State Archives located in the Corrigin Works Department

Key:

1	Very Likely	Expected to happen in most circumstances
2	Likely	Probably will occur in most circumstances
3	Moderate	The event should occur at some time
4	Unlikely	The event could occur at some time
5	Rare	The event may occur only in exceptional circumstances

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
Natural hazards		
cyclone and tidal surge	5	• Ensure all staff understand Shire of Corrigin Emergency Procedures. • Ensure regular building maintenance is carried out. • Access BoM for weather warnings. • Training of staff who have responsibilities under the DMP for the Records and Information Assets of the Shire. • The use of a Fire and Waterproof safe for all vital records. • Ensure annual inspections by Pest Management expert
windstorm	4	
lightning strike	2	
rain and hail	2	
flooding building located close to water	5	
flooding – building NOT located close to water	5	
earthquake and landslide	5	
Fire/bushfire	4	
insect or animal pest infestation	4	
Criminal or terrorist attack		• Regular security patrols outside of office hours. • Restricting access by the public to reception areas only unless accompanied by a Shire staff member. • The use of a Fire and Waterproof safe for all vital records. • Implement Premier's Circular no. 2004/09 in relation to ensuring Corrigin implements an appropriate level of information and Internet security.
vandalism	4	
theft	4	
arson	4	
bombing and bomb hoax	5	
demonstrations	5	
sabotage	5	
terrorist attack	5	
Industrial accidents		• The use of a Fire and Waterproof safe for all vital records.
fire	5	
explosion	5	

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
chemical or fuel spillage	5	- The use of a Fire and Waterproof safe for all vital records. - Ensure the roof is checked and repaired on a biennial basis, at the end of summer and again in early spring. - Establish regular back ups of vital records and storage off line and offsite. - Establish regular testing of backup tapes. - Consider installation of an Uninterrupted Power Supply (UPS) unit.
gas leaks	5	
falling object damage	5	
System failure		
energy failure and computer failure	3	
sewer/stormwater/drainage failure	5	
roof leaks	5	
sprinkler malfunction	N/A	
structural failure	5	

THREATS	RISK RATING Shire Depot	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
Natural hazards		- Ensure all staff understand Shire of Corrigin Emergency Procedures. - Ensure regular building maintenance is carried out. - Access BoM for weather warnings. - Training of staff who have responsibilities under the DMP for the Records and Information Assets of the Shire. - The use of a Fire and Waterproof safe for all vital records. - Ensure annual inspections by Pest Management expert
cyclone and tidal surge	5	
windstorm	5	
lightning strike	3	
rain and hail	3	
flooding building located close to water	5	
flooding – building NOT located close to water	5	
earthquake and landslide	5	
Fire/bushfire	4	
insect or animal pest infestation	2	
Criminal or terrorist attack		- Regular security patrols outside of office hours. - Restricting access by the public to reception areas only unless accompanied by a Shire staff member. - The use of a Fire and Waterproof safe for all vital records.
vandalism	5	
theft	5	
arson	5	
bombing and bomb hoax	5	
demonstrations	5	
sabotage	5	
terrorist attack	5	
Industrial accidents		The use of a Fire and Waterproof safe for all vital records.
fire	4	
explosion	4	
chemical or fuel spillage	4	

THREATS	RISK RATING G Shire Depot	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
gas leaks	4	- The use of a Fire and Waterproof safe for all vital records. - Ensure the roof is checked and repaired on a biennial basis, at the end of summer and again in early spring.
falling object damage	5	
System failure		
energy failure and computer failure	N/A	
sewer/stormwater/drainage failure	5	
roof leaks	4	
sprinkler malfunction	N/A	
structural failure	5	

ACTIVATING THE PLAN

Immediate response – safety and assessment

An overriding aim of any emergency response is to ensure minimal risk to staff.

The whole-of-Shire Local Emergency Management Plan overrides the following, as required. The initial steps of a disaster response and recovery process are:

- The Officer-in-Charge (OIC) will identify the source of the disaster – this may or may not be obvious. Water leaking through a false ceiling may not be coming from the immediate area, whereas a burst sprinkler head or a fire will be instantly recognisable.
- On the identification of a disaster event, the officer in charge will evaluate whether it is necessary to notify the fire brigade, police, hazardous material team and others. For example, there may be a sewerage contamination problem and in this case it is not safe to send any unprotected, untrained staff into the area. The name of a company who specialises in biological hazard clean up is on the Emergency Contacts List. **Evacuation of staff and visitors must be the first priority.**
- Do not permit entry to the site until the Officer-in-Charge (OIC) has been given permission by the appropriate emergency services.
- OIC should re-assess any remaining potential dangers and hazards, such as unsafe structures, slippery surfaces and electrical hazards and, if possible, secure before proceeding.
- OIC should brief the Chief Executive Officer on the current situation
- The Chief Executive Officer briefs the Emergency Committee who establishes a response team, comprised of suitably skilled and experienced people appropriate to the type and size of disaster, refer Section 3.2.
- The Chief Executive Officer or their deputy should brief the Records Response and Recovery Team on the disaster and the necessary response to be undertaken, and ensures that team members do not go beyond the part of the disaster site where they are working without the permission of the OIC.

- The Chief Executive Officer will liaise with the Deputy Chief Executive Officer in regard to any potential insurance claims.

Short-term response – stabilising the area and the records

On receiving permission from the OIC of the affected area (see point 5.1), the Emergency Records Response and Recovery Team headed by the Chief Executive Officer or their deputy, should enter to determine response requirements. It is essential that groups of unnecessary people are prevented from entering just to have a look, and over-eager volunteers should not be allowed to start pulling material off the shelves straight away.

If the disaster is still under way, the first step is to stop the source of the problem. This may be as simple as putting a bucket underneath a leaking pipe, then arranging to have the water turned off.

Records in areas that have not been affected directly by the disaster should be protected during the recovery. Shelving can be draped with plastic to avoid water on the floor splashing up onto records placed on lower shelves.

Start documenting the disaster – use a video or still camera, or a note pad. One or two disposable cameras equipped with flashes should be kept with the disaster stores for this purpose.

Once the source of the disaster is stopped and the situation stabilised, assessment of the damage can commence.

Survey the disaster

Using Below Form

The Chief Executive Officer or their deputy is required to survey the disaster and gather specific information needed to plan an appropriate response. The extent of the planning will be dependant on the size and scale of the disaster. For example, some disasters will be so small as to not require a full plan. The information should be recorded in both note and photographic form. The survey form includes specific assessments of the following:

- structural damage;
- atmospheric conditions;
- damage to shelving;
- availability of building services;
- working areas affected;
- any storage areas affected;
- records involved and/or at risk;
- size of disaster;
- types of records affected –paper based, electronic or a mixture.

DISASTER SURVEY FORM

In the event of a disaster or incident, complete this form, using one form for each location or room

1. Details of Person writing Report

Name	Branch	Phone
Signature		

2. Information on Disaster

Time of Disaster	Date of Disaster
Description of Disaster	
Exact location of Disaster	

3. Damage

Structural Damage YES / NO		
Atmospheric Conditions		
Size of Disaster	Small < 100 items ☐	Medium 100 to 1000 items ☐
		Large >1000 items ☐

4. Damage Codes (use as many as apply):

B – Burned	D – Damp	DM – Dirt/Mud
FL – Scattered On Floor	M – Mouldy	PB – Partially Burned
PD – Physically Damaged	S-Soaked	SD – Smoke Damaged
SW – Sewage	UW – Still Under Water	

5. Hardcopy:

1. (Cubic Metres)	Damage Code
2. (Cubic Metres)	Damage Code
3. (Cubic Metres)	Damage Code

6. Electronic:

4. Hard Drives or Number of Disks	Damage Code
5. Hard Drives or Number of Disks	Damage Code
6. Hard Drives or Number of Disks	Damage Code

7. Microfilm:

7. Number of Reels or cm of Fiche	Damage Code
8. Number of Reels or cm of Fiche	Damage Code

9. Number of Reels or cm of Fiche	Damage Code
--------------------------------------	-------------

Brief the response team

As a result of the survey carried out above, the Chief Executive Officer or their deputy will brief members of the Emergency Records Response and Recovery Team on the circumstances of the emergency, the work required, and communications and emergency procedures. Depending on the extent of the damage, jobs should be rotated between members at regular intervals and there should be a 10-minute break every hour.

Briefing the team and writing the recovery plan may take place concurrently, depending on the nature and extent of the disaster. The plan serves to provide strategies and priorities for recovery as well as documenting the disaster, for insurance and evidentiary purposes. If the disaster is fairly minor then a one-page plan will suffice whereas a large scale disaster involving large numbers of vital records will require a detailed recovery and response plan.

Plan the recovery

Once the required response has been decided upon, planning the full recovery begins, the aim is to decide the immediate actions needed to ensure that records are protected from further damage, stabilised (pending treatment) in the simplest available way and to work out priorities and requirements of equipment, materials, and people. Prompt action is important, but it is essential that it be based on an integrated plan. This should begin as soon as possible, preferably before entry is allowed to the affected areas.

Aspects to be considered:

- Emergency contacts – who or what else will you need to call on; will you need conservation advice;
- Priorities for recovery;
- Vital records – are any affected and if so, what do they need. Do you need security-cleared staff to handle these records;
- Work areas – how big will it need to be, where is it, is it secure, or will you need extra security;
- Transfer of affected records – how will you do it, do you have trolleys, do you need to hire an air-conditioned van for transport off site;
- Equipment and materials – what do you need to hire, what can you borrow, how will you get it, what do you have already?
- Will any material need to be frozen, or can all the material be air-dried immediately?

The above questions need to be addressed within the Plan. The Records Response and Recovery Team should be provided with the list of emergency and contacts.

Identify priorities for recovery

The highest priority should be given to vital records and these should be recovered in accordance with the vital records schedules and priorities set for each group of records.

Other vulnerable records include magnetic tapes, photographic prints and films.

Computer systems requirements

It is essential that the Shire of Corrigin's computer system programs are backed-up on a regular basis.

Disaster headquarters

The disaster recovery operation will be managed at the Shire Offices.

STEPS FOR RECOVERY FROM A DISASTER

Use the following recovery steps in conjunction with Section 5 – Activating the Plan and Recovery Flow Chart, in the Shire's Disaster Management Plan.

Step 1 Remove any OSH issues and ensure area is safe to enter.

Step 2 Protect and or remove undamaged records from the site of the disaster.

Step 3 Record the damage by taking a photograph or video of the disaster area and document a description of the damage to support the visual evidence and list what has been damaged. This is useful from an evidence and insurance perspective and to be used when seeking expert advice where required.

Step 4 To establish whether recovery should take place, eg is recovery of the records viable, ask the following questions:

- Are they vital records to the organisation, can the Shire continue to operate without these records, now or into the future?
- Is this the only copy?
- Are they irreplaceable historical or commemorative records?
- Are they State Archives? If they are, apply the above three points to these records as well. Consult with the State Records Office on issues concerning identified State Archives.

Step 5 If the records need to be recovered establish what if anything needs to be done to stabilize them and prevent further damage occurring.

Step 6 Decide whether it is a major or a minor disaster:

For a major disaster the damaged records

- will impede the day to day operation of the organisation, and
- may take significant resources and effort to recover.

For a minor disaster, the damage

- may be local,
- may not impede the day to day operation of the organisation and
- will not take significant resources and effort to recover.

Step 7 Determine whether you have the skills to manage the recovery in house or do you need to hire expert advice and assistance?

Step 8 Decide whether your recovery activities will take place on site or offsite.

Step 9 Apply the following to onsite and offsite recovery areas and for major and minor disasters:

- Identify a suitable area to be used for recovery of records.
- Ensure the area has clean and adequate floor space, shelving and work areas fitted with bench tops.

- Ensure the area has adequate ventilation.
- Establish whether you require sinks and running water depending upon the type of damage to the records.
- Establish whether you need a drying area.
- Identify the equipment, materials and associated costs required for recovery to take place.

Step 10 For recovery in house or offsite where expert advice is not required please see recovery information contained below and the references listed under

RECORDS RECOVERY INFORMATION

Records should be recovered in accordance with vital records schedules and priorities set for each functional area.

The following sources provide excellent reference for what to do to recover records in the event of a disaster. Please note that the consultants cannot include extracts in this document because of copyright considerations.

Recovering Records- Flooding

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-flood-damaged-records>

Recovering Records- Fire

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-fire-damaged-records>

Step 11 If items are to be recovered offsite, consider whether they should be removed in a refrigerated vehicle. Please see step 5 for stabilization requirements.

Step 12 Identify the format of records that need to be recovered

- Paper
- Microfilm
- Photographs Prints
- Glass Plate Negatives
- Photographic Negatives
- Disks

Step 13 Identify the quantities of records to be recovered within each format

Step 14 Report back to the Emergency Committee your findings and costs for the initial phase of recovery. Costs should include stabilizing or preventing further damage to records. For a minor disaster the report may be a single page outlining in brief the approach being taken and the associated costs. Whereas for a major disaster the report will contain greater detail and take significant time to construct.

RECOVERY OF RECORDS IN VARIOUS FORMATS

Use protective clothing during recovery operations. The level of protection required will depend on the type of disaster which has occurred, but at a minimum use dust masks and gloves.

Recovery of wet paper

- For recovery of wet paper, including files consider packing them in individual plastic bags (freezer quality) and freezing them until you are able to adequately deal with them.

Freezing will provide the organization with time to plan for an effective recovery and will reduce the bleeding associated with soluble inks and dyes, retard mould growth and reduce warping of bindings and file covers.

- If you need to remove wet file covers take care to keep the documents relating to that file together and not mixed with other files. Also take care not to disturb the original order of the documents within the file.
- Airdrying in a well ventilated undercover area may be used if the recovery is within 2 days of the disaster and the material is not saturated. Airdrying after 2 days of the disaster is not suitable because mould may begin to grow. Also paper containing water soluble inks may not be airdried. Do not apply heat.
- Use fans, blotting paper or butchers paper to soak up excess moisture contained within the files. Do not apply heat.
- Lay files out flat on a table and place interleaving paper in several places within the file. Do not attempt to separate individual pages. Do not apply heat.
- As pages begin to dry add more interleaving paper and gradually free the pages using minimum pressure.
- Remove metal fasteners to prevent rusting before the file is dry.

Recovery of burnt paper

If records have been burnt or are dirty or scorched, they should be carefully supported on single sheets of white cardboard before packing in boxes or crates. Seek expert advice to continue recovery of burnt paper.

Recovery of Photographs

Establish whether any Glass Plate negatives exist in the collection being recovered. If there are any, do not immerse in water.

- Glass Plate Negatives
Lay them flat on blotting paper with emulsion side up or upright in a dish rack and let them dry naturally.
- Photographs
Prevent photographs from sticking together, remove from albums or containers and rinse with cool water if necessary. Place them emulsion side up on blotters or lint free cloths or suspend using clips on the non image area without photographs touching each other
- Negatives

Remove negatives from any containers and wash in clean running water. To dry, them suspend as for photographs or dry flat, emulsion side up, but not on an absorbent material.

Recovery of Magnetic Media

Magnetic media consists of audio and video tapes and cassettes, disks, compact disks. Dry naturally undercover all damage magnetic media as soon as possible. Seek expert advice for copying of damage media.

STANDARDS AND RESOURCES USED IN THIS PLAN

This plan has been developed according to the information contained in:

- Australian Standard AS4390-1996 *Records Management*, Part 6, *Storage*, Appendix B 'Contents of a model disaster response plan' (superseded);
- Australian Standard AS/NZS 4360:2004 *Risk Management*

The Australian Standard AS ISO 15489, *Records Management*, is a voluntary code that sets out the responsibilities and strategies of high-quality records management systems, including action relating to disaster management and preparedness.

The Records Management Standard AS ISO 15489.2 includes considerations for storage assessment, including potential external hazards (fire, explosion, impact) and the location or site (floodplain, storm water, earthquakes). It specifies that disaster preparedness should feature in any assessment and recommends that organisations identify and manage 'vital' records appropriately (ie records required during an emergency or disaster or used to re-establish functions after a emergency or disaster).

The *State Records Principles and Standards 2000*, Standard 1 encourages the use of AS ISO 15489 for government agencies. Standard 2 Principle 4 stipulates that disaster preparedness must be incorporated into the Shire's recordkeeping system and that senior management fully support the Disaster Management Plan.

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<http://www.naa.gov.au/recordkeeping/prepservation/disaster/chapt2.html>

ATTACHMENTS

ATTACHMENT – LAYOUT PLANS – SHIRE OF CORRIGIN'S BUILDINGS

- a) Shire Administration
- b) Shire Depot

APPENDIX 7

IT Disaster Recovery Plan



Shire of Corrigin

IT Disaster Recovery Plan 2022

Revision History

Version	Version 1.0
Description of Change(s)	Document created
Revision <i>Administration Officer</i>	21 February 2022
Approval <i>Chief Executive Officer</i>	
Date	24 February 2022

Contents

<u>Contents</u>	84
<u>1. Overview</u>	86
<u>1.1. Introduction</u>	86
<u>1.2. Definitions</u>	86
<u>1.3. Purpose</u>	86
<u>1.4. Scope</u>	87
<u>1.5. Key Personnel Contact Information</u>	87
<u>2. Planning</u>	87
<u>2.1. Plan Updates</u>	87
<u>2.2. Plan Documentation</u>	87
<u>2.3. Backup Strategies</u>	87
<u>2.4. Emergency Contacts</u>	88
<u>2.5. Responsibilities</u>	89
<u>3. Risk Assessment</u>	89
<u>3.1. Risk Management</u>	89
<u>3.2. Risk Management Process</u>	89
<u>3.3. Level of Risk</u>	90
<u>4. Scenario-Specific Checklists</u>	90
<u>4.1. Scenario 1: Destruction or Severe Damage of Server</u>	90
<u>4.2. Scenario 2: Computer Virus / Hacking</u>	91
<u>4.3. Scenario 3: Accidental Erasure of Data</u>	92

<u>4. Emergency Response</u>	93
<u>4.1. Emergency Alert, Escalation and DRP Activation</u>	93
<u>4.2 Budget Approval</u>	93
<u>5. DRP Recovery Methodology</u>	94
<u>5.1. Loss of Facility</u>	94
<u>5.2. Loss of Power</u>	94
<u>6. Recovery Plan</u>	95
<u>7. IT System Information</u>	95
<u>7.1. Onsite Server</u>	95
<u>7.2. Offsite Server</u>	96
<u>7.3. Backup Hard-drives</u>	96
<u>7.4. Internet Connectivity</u>	96
<u>7.5. Emails</u>	96
<u>7.6. Phone System</u>	96
<u>7.7. Desktop PCs & Laptops</u>	96
<u>7.8. Printers / Scanners</u>	96
<u>7.9. SynergySoft Information</u>	96
<u>7.10. Office 365</u>	96
<u>7.11. Passwords and Access</u>	97
<u>7.12 Equipment Requirements.</u>	97
<u>8. Reviewing the Disaster Recovery Plan</u>	97
<u>Appendix 1: Event Log</u>	98
<u>Appendix 2: Shire of Corrigin Risk Appetite</u>	99

1. Overview

1.1. Introduction

A disaster event that causes significant damage to the Shire of Corrigin's information technology (IT) systems, can cause major disruption to the organisation's ability to operate effectively, with the possibility of resulting in financial loss, business failure and a loss of credibility to public perception.

The causes of a disaster are varied, including flooding, fire, industrial accidents, structural failure, hacking and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

The purpose of this plan is to protect the IT systems of the Shire of Corrigin, facilitating the restoration of normal operations with minimum disruption and cost. The plan also identifies the steps to be taken to minimise damage to the Shire's IT systems and enable staff to encounter an emergency with efficiency and practical ease.

1.2. Definitions

For ease of reference and understanding the main terms used in this document and their meanings are provided:

consequence means the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage, or gain.

disaster means any even that creates a potential inability on an organisation's part to provide critical business functions for some predetermined period.

event means an incident or situation, which occurs in a particular place during a particular interval of time.

likelihood is used as a qualitative description of probability and frequency.

loss means any negative consequence, financial or otherwise.

probability means the likelihood of a specific outcome, measured by the ration of specific outcomes to the total number of possible outcomes.

risk means the change of something happening that will have an impact upon the Shire of Corrigin objectives. It is measured in terms of consequences and likelihood.

risk assessment means the objective process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards and other criteria.

risk management means the systematic application of management policies, procedures, and practices to the tasks of identifying, analysing, assessing, treating, and monitoring risk.

1.3. Purpose

This document delineates the policies and procedures for technology disaster recovery, as well as the process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarises the recommended procedures. The mission is to ensure information system uptime, data integrity and availability, and business continuity.

1.4. Scope

This document covers the Shire of Corrigin's Information Technology (IT) System and its framework.

1.5. Key Personnel Contact Information

Team Member	Position	Telephone
1. Natalie Manton	Chief Executive Officer	0427 425 727
2. Kylie Caley	Deputy Chief Executive Officer	0429 632 049
3. Wallis Computer Solutions	Contracted Company	9661 1803
4. IT Vision	Contracted Company	9315 7000

2. Planning

2.1. Plan Updates

It is necessary for the Information Technology Disaster Recovery Plan (DRP) updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalised change control procedures under the control of the Contracted IT Company Wallis Computer Solutions, approved by the Chief Executive Office or Deputy Chief Executive Officer.

2.2. Plan Documentation

Copies of this Plan, essential media, and hard copies will be stored in secure locations to be defined by the organisation. A hard copy of this plan to be filed with the Administration Officer.

A copy of this Plan will be sent to the Chief Executive Officer and Deputy Chief Executive Officer.

Supporting IT related information and documentation will be stored on the F Drive under [IT Disaster Management Plan](#)

2.3. Backup Strategies

Key technologies and the agreed backup strategy for each are listed below. Incremental file replication is undertaken daily, with a full onsite server and offsite server backup undertaken each week (on Saturday).

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
Servers	Backed up using Datto IBC	A server is a piece of computer hardware and software combined which provides functionality for other programs and devices. The Shire uses a physical host with multiple virtual servers configured. These servers are being backed up every hour between 8am and 6pm and the last successful backup image

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
		uploaded to the Cloud Datacentre every day.
Storage Access Network (SAN)	Backed up using Datto IBC	Shire does not have SAN/NAS storage to backup. Company data retains on an internal storage of the physical server.
Data Volumes	Backed up using Datto IBC	• CSC-FILE: ○ C:\ OS Partition ○ F:\ Shared Data ○ M:\ SynergySoft Mapping ○ S:\ SynergySoft ○ T:\ SynergySoft Records ○ U:\ Universe database • CSC-DATABASE: ○ C:\ OS • CSC-ALTUS: OS
Databases (SQL)	Backed up using Datto IBC	We have a small SQL database to keep record O365 sync logs. Shire is uses Universe Rocket database for SynergySoft and it is backing up between 8AM to 6PM Monday to Friday and once on the weekend.
Web servers (IIS)	Included in server snapshots	CSC-ALTUS and CSC-FILE runs IIS services and both servers backing up between 8AM to 6PM Monday to Friday and once on the weekend.
Phone systems	NIL	Not relevant
Web Site	Maintained by Market Creations	The Shire website was designed and currently hosted by Market Creations. They also provide access to the Sparks CMS intranet. Market Creations are responsible to maintain and support the website.

2.4. Emergency Contacts

The following table provides contact information for the *IT Disaster Response and Recovery Team (ITDRRT)*. These staff members should be contacted whenever IT systems are affected in an emergency situation.

Team Member	Position	Name	Telephone
1 Emergency Manager	Chief Executive Officer	Natalie Manton	0427 425 727

2 Emergency Manager	Deputy Chief Executive Officer	Kylie Caley	0429 632 049
3 IT Disaster Recovery Coordinator	Wallis Computer Solutions	Nathanael Wallis	0428 611 803
4 IT Disaster Recovery Assistant	Administration Officer	Emma Shaw	08 9063 2203

2.5. Responsibilities

The Emergency Manager is responsible for managing the overall response to an emergency, assessing potential hazards, and liaising with the emergency services.

The IT Disaster Recovery Coordinator has overall responsibility for the IT Disaster Recovery Plan and taking hands-on responsibility for recovery operations. Specific responsibilities of the IT Disaster Recovery Coordinator are:

- Establish facilities for an emergency level of service within 4 business hours.
- Restore key business services within 24 business hours of the incident.
- Recover to 'business as usual' within IT systems within 24 hours after the incident.
- Coordinate activities with the Emergency Recovery Team.
- Report to the Crisis Management Team, as detailed in the Business Continuity Plan.

The IT Disaster Recovery Assistant shall provide assistance with disaster recovery functions and act as the IT Disaster Recovery Coordinator in the absence of the appointed IT Disaster Recovery Coordinator.

The function of the ITDRRT is to provide logistical support, and assistance with disaster recovery operations as directed by the IT Disaster Recovery Coordinator. Decisions made by the ITDRRT are to be documented in the form outlined in [Appendix 1: Event Log](#). This document will direct future decisions made by the ITDRRT, based on past actions and outcomes during the crisis.

3. Risk Assessment

3.1. Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business processes. A wide range of potential threats have been considered. Each potential environmental disaster or emergency situation has been examined.

Potential disasters have been assessed and are documented in the Shire of Corrigin's Business Continuity Plan.

3.2. Risk Management Process

The process used to identify and evaluate major risks is based on the Australian/New Zealand Standard AS/NZS 31000:2018, *Risk Management*. This Standard requires the following steps:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Treat the risks
- Monitor and review
- Continual communication and consultation

- Pest or vermin infestations

3.3. Level of Risk

The organisation measures its risk appetite through the following, detailed in [Appendix 2: Shire of Corrigin Risk Matrix](#)

- Measures of Consequence:
 - Measures a range of factors within any given circumstance, with a rating between 1 (Insignificant) and 5 (Extreme). Factors measured include people, interruption to service, reputation (social/community), compliance, property (plant, equipment, buildings) natural environment, financial impact and project (time and cost).
- Measures of Likelihood:
 - Attributes the significance of an event with a numerical system, and the likelihood of a particular event occurring at any given time.
- Risk Matrix:
 - Combines the 'Measure of Likelihood' with the severity of the event, to determine the consequence likelihood and the extremity of the event.

The Shire has defined its tolerance to risk, its risk appetites, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. Organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. Appendix 2 takes its information from the organisation's Policy 3.1 Risk Management and the attachments of the Policy Schedule.

4. Scenario-Specific Checklists

4.1. Scenario 1: Destruction or Severe Damage of Server

Tasks	Who	Done
Contact IT Support (Contractors) to: • Clarify the extent of the damage and any data loss • Identify timeframes for the backup server to be operational and implemented • Identify other staff able to assist the IT Department • Determine restoration target timeframes • Determine potential causes		
Detail strategy and resources for recovery:		
Consider: • Critical activities that rely on this system • Time critical work functions • System requirements • Manual procedures or workarounds to complete critical time-sensitive business functions		

Any risk implications		
Ensure ongoing interaction with ITDRRT for regular updates and feedback		
Invoke the IT Disaster Recovery Plan		
Other:		

Notes:

4.2. Scenario 2: Computer Virus / Hacking

Tasks	Who	Done
Contact IT Support (Contractors) to: - Clarify the extent of the damage and any data loss - Identify IT security measures - Identify timeframes for the backup server to be operational and implemented - Determine restoration target timeframes		
Contact Cybersecurity Authorities to inform them of the security breach:		
Detail strategy and resources for recovery:		
Consider: - What systems have been compromised? - Is personal information and data of employees at risk? - Alternative work system requirements for staff members - Is there an ongoing risk?		
Ensure ongoing interaction with ITDRRT for regular updates and feedback		
Invoke the IT Disaster Recovery Plan		
Other:		

Notes:

4.3. Scenario 3: Accidental Erasure of Data

Tasks	Who	Done
Contact IT Support (Contractors) to: - Clarify the extent of data loss - Identify IT security measures - Identify timeframes for the backup server to be operational and implemented - Determine restoration target timeframes - Determine retrievable data		
Detail strategy and resources for recovery:		
Consider: - The extent of the data loss - How did the data get erased? - What measures can be implemented to avoid the occurrence into the future? - Is there any ongoing risk?		
Ensure ongoing interaction with ITDRRT for regular updates and feedback		
Invoke the IT Disaster Recovery Plan		
Other:		

Notes:

4. Emergency Response

4.1. Emergency Alert, Escalation and DRP Activation

This document has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DRP will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve the technology and business recovery. Suppliers of critical equipment and services will continue to support recovery of business operations as the organisation returns to normal operating mode.

4.1.1 Emergency Alert

The Incident Management Team (IMT), as detailed in the Shire's Incident Management and Business Continuity Response (IMBCR) is responsible for activating the DRP for disasters identified in the IMBCR, as well as in the event of any other occurrence that affects the company's capability to perform normally.

One of the tasks during the early stages of the emergency is to notify the ITDRRT that an emergency has occurred. The notification will request ITDRRT members to assemble at the emergency assembly point, determined by the IMT, and will involve sufficient information to be available to effectively carry out the DRP.

4.1.2 Activation of Emergency Response Team

When an incident occurs the IT Disaster Recovery Coordinator, will co-ordinate and work with the ITDRRT. The IMT will then decide the extent to which the Disaster Recovery Plan must be invoked. Responsibilities of the IMT are to:

- Respond immediately to a potential disaster and contact emergency services.
- Assess the extent of the disaster and its impact on the organisation's business functions and service provisions.
- Decide which elements of the DRP should be activated.
- Establish and manage disaster recovery team to maintain vital services and return to normal operation.
- Ensure employees are notified and allocate responsibilities and activities as required.

4.1.3 IT Disaster Recovery Team

The team will be contacted and assembled by the CEO. The responsibilities of the ITDRRT include:

- Establish facilities for an emergency level of service within 4 business hours.
- Restore key business services within 24 business hours of the incident.
- Recover to 'business as usual' within IT systems within 24 hours after the incident.
- Coordinate activities with the IMT
- Report to the IMT as detailed in the Business Continuity Plan.

If the disaster occurs outside of normal operating hours the Emergency Manager should be contacted.

4.2 Budget Approval

The following personnel have purchasing authority thresholds, which can be utilised in an IT-related disaster:

1. Deputy Chief Executive Officer – Up to \$50,000
2. Chief Executive Officer – Whole Budget

In the instance that the Administration building is lost, and a full relocation is required, the Chief Executive Officer is required to approve the expenditure to procure IT infrastructure to allow staff to work.

The *Local Government Act 1995* section 6.8(1)(c) gives the Shire President the capacity to authorise expenditure from the municipal fund that is not included in the annual budget, in an emergency.

5. DRP Recovery Methodology

In the event of an IT system failure, the Deputy Chief Executive Officer (DCEO) will usually be aware, or quickly notified by Wallis Computer Solutions. From there, Wallis Computer Solutions will make a plan to recover the affected system within the recovery time objective (RTO) as defined in section 6.

If the event is a major outage which affects the building and its ability to service, the DCEO will activate and invoke the DRP.

Key decisions that need to be made by the Executive Management include staff working remotely or the need to relocate to the disaster recovery site. Full details of the escalation process are covered in the main IMBCR).

5.1. Loss of Facility

In the event that the Administration building and or server room assets are non-recoverable (e.g., fire outbreak), operation systems will be resurrected using the cloud-based server located at Cloud Datacentre. Data uploaded or downloaded between the time of the last performed ShadowSnap backup and the event will not be recoverable.

Wallis Computer Solutions will be contacted to ensure the cloud-based backup server is working at full capacity, with the Shire's systems expected to be running within four (4) business hours. Setup of IT infrastructure at an alternative site, such as the Corrigin Recreation and Events Centre, will commence at the coordination of the IT Disaster Recovery Coordinator.

5.2. Loss of Power

As the Administration Office is officially recognised as the primary Incident Control Centre for the organisation, the Shire owns an Olympian Generator Set GEP65-9 located at the Shire Administration Office on Lynch Street for use in the event of a loss of power. The generator has sufficient capacity to power all the normal operations of the Administration Office and Community Resource Centre in the event that traditional power is unavailable.

Normal operations can be defined as: operating all computers; lighting; communications; heating and cooling; all of which is required to maintain the facility as an Incident Control Centre.

[Generator Operation](#) procedures are available for the generator and provide detailed instructions on how to operate the generator located at the Administration office.

6. Recovery Plan

The below table identifies time-critical IT functions (Recovery Time Objective) and the given timeframe to complete this.

Recovery Time Objective: < 4 Hours
The Shire's email uses Office 365, which will be active within the first four (4) hours and can be used to communicate via email. This can be setup on staff members' mobile phones. The CEO, Deputy Chief Executive Officer and Manager of Works & Services mobile phones run through the Telstra network. This network will be active within the first four (4) hours of a disaster, provided the telecommunications network has not been affected by the disaster. The Shire's telephone system is not backed up. The Shire's website is hosted by Market Creations, and will be active within the timeframe, allowing the organisation's external stakeholders, such as ratepayers, to remain updated on the event and to find contact details to communicate any work requests to the Shire.

Recovery Time Objective: 10 Hours
The Shire of Corrigin staff workstations, including desktops and laptops, can be set up within the designated premises specified within the IMBCR). The Shire of Corrigin has got a 2 active internet services at the admin office, an ADSL and a 4G connection. Those services are bonded and working in active-active mode. If one connection fails, the system will automatically failover to the other connection. If both services fail at the same time this will affect the connectivity of the Shire Depot and Community Resource Centre due to each location utilising the same internet connection through a wireless link. Should this occur, external internet connectivity can be setup through Telstra Wi-Fi dongles, or through mobile hot spot. Department of Transport Licensing Services are running independently of the Shire network and can be accessed by calling Department of Transport IT Support 1800 354 928

Recovery Time Objective: 1 Day
All vital systems, such as telecommunications, website, and workstations to be fully functional by this stage. The IMBCR specifies the maintenance and support of IT infrastructure to be operational within one (1) day of any disaster.

7. IT System Information

7.1. Onsite Server

The onsite server is located in the copy room in the Administration building of the Shire.

The onsite server undergoes the backup process daily. Incremental backups occur every hour between 8Aam to 6pm and a single backup captured on the weekend. Last successful backup of the day will be sync'd to a datacentre in Sydney.

7.2. Offsite Server

There is NO dedicated offsite server for Shire of Corrigin. In case of hardware failure, natural disaster or unexpected long outages, Shire of Corrigin management can contact Wallis Computer Solutions to start the Disaster Recovery Solution in the Cloud Datacentre.

7.3. Backup Hard drives

Shire of Corrigin has a Datto IBC appliance onsite to retain backups onsite, offsite data syncs to the Cloud Datacentre every night. The Shire data is not replicated to an external drive onsite.

7.4. Internet Connectivity

The Shire has two internet services. An ADSL connection and Telstra & Optus 4G connection are bonded using Fusion broadband to provide reliable internet connection for the staff. Internet speed varies based on external factors and network congestion.

7.5. Emails

The organisation uses the Office 365 for its email system, which is hosted externally by Microsoft. Emails undergo backup regularly by Microsoft and can be accessible immediately following a disaster that affects the organisation.

7.6. Phone System

The organisation currently uses a basic telephone system. The Shire's phone system is independent from the network, however, is dependent on external power.

7.7. Desktop PCs & Laptops

Office-bound staff members are provided either with laptops or desktop PCs to carry out their daily operational requirements. In the event of a disaster, this equipment can be moved to an alternative location decided upon by the Emergency Managers.

7.8. Printers / Scanners

The organisation holds Konica Minolta copiers supplied and managed by Best Office Systems and are configured to work on the existing network. Should the network be affected by the disaster, network capabilities will be set up in the alternative location decided upon by the Emergency Managers.

7.9. SynergySoft Information

SynergySoft Enterprise Resource Planning (ERP) is hosted locally in the Shire of Corrigin's server and supported by IT Vision. SynergySoft is the system used by the organisation to carry out its business functions daily, which includes numerous modules for separate areas of practice (e.g., payroll, rates, records management).

7.10. Office 365

Office 365 is a subscription service provided by Microsoft. The organisation is using Microsoft Office 365 for email services, which is hosted in the cloud.

The Business Premium licences for email exchange enables Shire staff to download and install the Office365 Suite (Outlook, Word, Excel, PowerPoint, OneNote, MS Teams) onto their desktops and the ability to access emails through any internet browser portal. Each user is provided with 50GB of mailbox size and 1TB of OneDrive for Business cloud storage space.

7.11. Passwords and Access

Wallis Computer Solutions utilises the ITGlue document store, which contains the Shire's passwords for the server, network, Office 365, backup passwords. WCS Wallis Computer Solutions and staff use their individual logins to access information, each staff member protecting their account using multi-factor authentication to prevent unauthorised access to the system.

7.12 Equipment Requirements.

The cumulative quantities of office equipment, is based on the figures from the Shire's Business Continuity Plan, shown below:

Shire of Corrigin	Cumulative quantities required within ..				
	1 day	3 days	5 days	10 days	20 days
Office Equipment:					
Workstations / Laptops	12	12	12	12	12
Phones / Mobiles	6	6	6	6	6

8. Reviewing the Disaster Recovery Plan

This Disaster Recovery Plan should be reviewed and updated on a biennial basis due to the likelihood of change to risks and the dynamics of this plan over time.

Subsequent to the occurrence of an actual disaster event it will be necessary to document the disaster in a formal report for management. A report is also needed to support an insurance claim by the Shire of Corrigin which can either be prepared as a separate document or the expenses incurred in the recovery efforts can be included as an appendix to this report.

A review undertaken following an actual disaster event should include an analysis of the following:

- A description of the disaster event including an explanation of how the disaster happened and whether it was preventable.
- The effectiveness of the existing counter-disaster measures.
- A summary of how the Shire of Corrigin responded to the disaster and an assessment of the effectiveness of this response.
- An assessment of the impact of the disaster on the Shire of Corrigin IT systems.
- A description of any damage to buildings and equipment.
- As assessment of the effectiveness of supplies and hired equipment used in the recovery effort.
- An outline of any difficulties that were encountered during the recovery efforts.
- An assessment of the standard of cooperation and communication between all offices involved in the response to the disaster and of the ability of staff to perform their respective functions.
- An outline of occupational safety and health issues; and
- An assessment of the performance of outside agencies and consultants if they were involved.

Appendices should include photographs of the disaster and a detailed list of all expenses incurred in recovery operations (for insurance purposes).

Appendix 1: Event Log

Use the 'Event Log' to record information, decisions and actions.

[illegible]

Appendix 2: Shire of Corrigin Risk Matrix

Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances.	More than once per year.
4	Likely	The event will probably occur in most circumstances.	At least once per year.
3	Possible	The event should occur at some time.	At least once in 3 years.
2	Unlikely	The event could occur at some time.	At least once in 10 years.
1	Rare	The event may only occur in exceptional circumstances.	At least once in 15 years.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Measures of Consequence

Rating	People	Interruption to Service	Reputation (Social / Community)	Compliance	Property (Plant, Equipment, Buildings)	Natural Environment	Financial Impact	Project	
								Time	Cost
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated localised low impact on community trust, low profile or no media item	No noticeable or regulatory statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,001 - \$25,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / lost time injury >10 days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
Major (4)	Lost time injury >30 days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage to requiring internal & external resources to rectify	Uncontained, reversible impact management by a coordinated response from external agencies	\$100,001 - \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread media profile, third party actions	Non-compliance results in litigation, criminal charges, or significant damages or penalties to Shire/Officer	Extensive damage required prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%

Roe Regional Environmental Health Services Scheme – renewal of the MOU

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an environmental health service that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2023 and expiring on the 30 June 2028. The MOU can be extended by the Member Councils in writing.

Member Councils are asked to consider the extension of the MOU.

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2023

BETWEEN:

the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;

the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;

the SHIRE OF KULIN of Johnston Street, KULIN, WA;

the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and

the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.

collectively known as the **(Member Councils)**

BACKGROUND

- A. Each of the Member Councils are local government authorities established under the *Local Government Act 1995*.
- B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the *Health Act 1911*.
- C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. (the Scheme).
- D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS)**. The Scheme will operate under the shortened title of **Roe Health**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this MOU in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

AND THE MEMBER COUNCILS AGREE:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

- 1.1.1 **Act** means the Local Government Act 1995;
- 1.1.2 **Scheme Costs** means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 **Billing Period** means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 **Costs Schedule** means Schedule 1 attached to this Memorandum;
- 1.1.5 **Host Council** means the **Shire of Corrigin**;
- 1.1.6 **Environmental Health Services** means the services outlined in Schedule 1 attached to this Memorandum;
- 1.1.7 **Committee** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.8 **Scheme** means the Roe Regional Environmental Health Services Scheme;
- 1.1.9 **Memorandum** means this Memorandum of Understanding;
- 1.1.10 **Operating Guidelines** means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;
- 1.1.11 **Other Member Councils** means the Member Councils that are not the Host Council.

1.2 Interpretation

Unless the contrary intention appears:

- 1.2.1 Words noting the singular shall include the plural and vice versa.
- 1.2.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. **TERM**

- 2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2023 and expiring on the 30 June 2028, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. **NEGOTIATE IN GOOD FAITH**

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. **THE MEMBER COUNCILS OBLIGATIONS**

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme**.

4.1 **Host Council**

On behalf of the Other Member Councils, the Host Council agrees **with the following arrangements:**

4.1.1 Administration

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme.

4.1.2 Membership of the Committee

- 4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee.
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme.
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.1.3 Finances

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network.

4.1.4 Environmental Health Officers

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement (EA) or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate.
- 4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any).

- 4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be provided to enable the Environmental Health Officers to effectively carry out their duties.
- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;
 - (a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and
 - ~~(b)~~ supervise the conduct of and compliance of Environmental Health Officers. ~~Administrator with the EA;~~
- 4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, approval means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote.

4.2 The Other Member Councils

The Other Member Councils agree;

4.2.1 Finance

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 Membership of the Committee

- 4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;
- 4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;
- 4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 All Member Councils

The Member Councils agree:

4.3.1 Reporting

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

5. SCHEME COMMITTEE

5.1 The Member Councils agree to establish a Committee for the purposes specified below.

5.1.1 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;

5.1.2 considering the strategic direction of the Scheme;

5.1.3 considering any major policy issues in relation to the Scheme; and

5.1.4 reviewing, discussing and preparing budgets for the Scheme.

5.2 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.

5.3 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.

5.4 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.

5.5 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.

5.6 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

6. OPERATIONAL GUIDELINES

6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.

- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. **VARIATION**

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. **WITHDRAWAL**

- 8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the Notice Period) to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.
- 8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. **ADDITIONAL MEMBERS**

- 9.1.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
- 9.1.2 to be bound by the terms and conditions of this Memorandum;
- 9.1.3 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. **NO PARTNERSHIP**

This Memorandum does not create or evidence a partnership between the Member Councils.

11. **ACKNOWLEDGEMENT**

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

12. WINDING UP

- 12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:
 - 12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and
 - 12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.
- 12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

13. DISPUTES BETWEEN MEMBER COUNCILS

- 13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.
- 13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.
- 13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.
- 13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

President _____

Chief Executive Officer

THE COMMON SEAL of SHIRE OF LAKE GRACE)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

SCHEDULE 1

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH) OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of Roe Health.

Role of the Scheme

Governance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

Environmental Health Services
Undertake the effective delivery of environmental health services to Councils within the Roe Region including: • General health application enquiries; • Caravan park and camping grounds compliance and licensing; • Effluent disposal applications; • Food premises inspections, enforcement and general enquiries; • Hairdressing premises compliance; • Liquor licencing compliance in relation to environmental health requirements; • Investigation of notifiable diseases; • Pest control licencing and enforcement; • Public building inspections and enforcement; • Boarding house licenses; • Tobacco products compliance; • Unauthorised discharge issues; • Waste management coordination; • Wastewater reuse scheme compliance; • Water sampling; • Pool fence inspections • Compliance and enforcement of Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016 and subsidiary legislation; • Training of administrative staff in Environmental Health administration; and • Any other services broadly consistent with Environmental Health Services.
Implement and maintain environmental health programs within Council policies and guidelines.
Ensure a customer focused quality service is provided to the community in relation to all environmental health matters.
Undertake submission of statutory and statistical reports as required.
Council Support
Prepare reports and summaries of activities in a written format for presentation to Council in the monthly Council meeting agenda as required.
Attend Committee and Council Meetings as required.
Develop and maintain strong relationships with key stakeholders.
Bendering Landfill Site
Oversee waste contract for Bendering Landfill site.

Ensure annual waste received at facility is collated.
Report to Roe ROC on management of Bendering Landfill site.
Liaise with Local Government staff, contractors and community members regarding access to the Bendering Landfill site, waste permits and waste volumes.

Visitation Schedule

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	23.08%	3
Shire of Kulin	15.38%	2
Shire of Kondinin	23.08%	3
Shire of Lake Grace	23.08%	3
Shire of Narembeen	15.38%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme Equipment and Resources

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO

Service Delivery

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

Access to Information Technology Networks

Member Councils will provide reasonable access for Environmental Health Officers to Information technology networks and the internet.

Record Keeping

Member Councils will establish appropriate records management systems for environmental health related records.

Administrative Support

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison Person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Scheme Committee Meetings; and
- c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council**Financial records and reporting**

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

Human Resource Management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record Keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

July 2023 to June 2028

CONTENTS

AGREEMENT.....	2
OPERATIVE PART	3
1 NAME.....	3
2 REGIONAL PURPOSES.....	3
3 OBJECTIVES.....	3
4 DEFINITIONS	3
5 THE ORGANISATION	4
5.1 Appointment of members	4
5.2 Tenure of members of ROEROC	4
5.3 Election of Chairperson and Deputy Chairperson	4
5.4 Tenure of Chairperson and Deputy Chairperson.....	4
5.5 Role of Chairperson	4
5.6 Role of Deputy Chairperson.....	4
5.7 Role of Members of Roe Regional Organisation of Council	5
6 FINANCIAL CONTRIBUTIONS.....	5
6.1 Annual or Capital Contributions.....	5
6.2 Manner of Payment.....	5
7 PROJECTS OR SERVICES.....	5
7.1 Requirements.....	5
7.2 Project Plan to be Prepared	5
7.3 Contents of a Project Plan.....	5
7.4 Member Councils to be Given Project Plan.....	6
7.5 Election to Participate in Project.....	6
7.6 Project Member Councils	6
7.7 Review of Project Plan	6
7.8 Project Member Councils to be Bound	6
7.9 Winding Up of Project or Service	7
7.10 Division of Assets.....	7
7.11 Division of Liabilities.....	7
7.12 Indemnification by Project Member Councils of the RoeROC	7
7.13 Current Projects	7
8 TERM AND TERMINATION.....	7
8.1 Term of Agreement	7
8.2 Winding up by Agreement.....	7
8.3 Division of Assets.....	7
8.4 Division of Liabilities.....	7
9 WITHDRAWAL OF A MEMBER COUNCIL.....	7
9.1 Withdrawal	7
9.2 When Withdrawal to Take Effect.....	8
9.3 Entitlement or Liability of Withdrawing Member Council	8
9.4 Member Councils May be Required to Pay Distribution	8
10 ADMITTING NEW MEMBERS	8
11 DISPUTE RESOLUTION	8
11.1 Dispute.....	8
11.2 Arbitration.....	8
11.3 Legal Representation	9
12 INTERPRETATION.....	9
12.1 Interpretation	9
12.2 Headings and Footnotes	10
12.3 Time	10
13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING	10
Schedule 1 – Execution.....	11
Schedule 2 – Regional Purposes	12
Schedule 3 – Existing Projects and Services	14

AGREEMENT

This Memorandum of Understanding (MOU) dated 1 July 2028 between

the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and

the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and

the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and

the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

(the Member Councils)

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 REGIONAL PURPOSES

The regional purposes for which RoeROC is established are to:

- a) Undertake the activities defined as projects and services in accordance with Clause 7:
- b) Provide a means for the Member Councils, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
 - (i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;
 - (ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2;
 - (iii) Promote productive effectiveness and financial benefit to the Member Councils where there are common and shared community of interest linkages;

3 OBJECTIVES

The objectives of RoeROC shall be:

- a) To carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region,
- b) To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,
- c) To encourage cooperation and resource sharing on a regional basis
- d) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

4 DEFINITIONS

In this MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

Project means the undertaking of any activity for a Regional Purpose described in clause 2(b);

Proposal means the proposal to undertake a Project;

Region means the districts of the Member Councils;

Regional Purposes means any regional purpose referred to in clause 2.

RoeROC means the Roe Regional Organisation of Councils;

Secretariat means an employee of the host Member Council who provides secretarial support to the RoeROC.

5 THE ORGANISATION

5.1 Appointment of members

- a) The President and Chief Executive Officer of a Member Council are members of RoeROC.
- b) A Member Council may appoint one elected member and one Officer as a deputy from the Council of the Member Council who are able to attend the RoeROC meetings.
- c) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 5.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings.

5.2 Tenure of members of RoeROC

A member of RoeROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Member Council or
- b) The member is removed by the Member Council.

5.3 Election of Chairperson and Deputy Chairperson

- (1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat on a rotational basis as decided by Member Councils following the bi-annual local government elections.

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

5.4 Tenure of Chairperson and Deputy Chairperson

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 5.3 (1).
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 5.3 (1)

5.5 Role of Chairperson

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC; and
- d) Liaises with the Secretariat on RoeROC's affairs and the performance of its functions.

5.6 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
 - a) The office of Chairperson is vacant; or
 - b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson,

5.7 Role of Members of Roe Regional Organisation of Council

A member of RoeROC:

- a) Represents the interests of the electors and residents of the Region;
- b) Facilitates communication between the community of the Region and RoeROC;
- c) Participates in the RoeROC's decision-making processes at meetings of the RoeROC and its committees; and
- d) Performs such other functions as are given to the member.

6 FINANCIAL CONTRIBUTIONS

6.1 Annual or Capital Contributions

Member Councils are required to make an annual financial contribution towards the operations of RoeROC as determined by RoeROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of RoeROC.

6.2 Manner of Payment

The contributions referred to in clauses 6.1 shall be paid by each Member Council to RoeROC in the manner determined by RoeROC.

7 PROJECTS OR SERVICES

7.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) RoeROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note:

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.

Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

7.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

7.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;

- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

7.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

7.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

7.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

7.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 7.7(b).

7.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

7.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

7.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

7.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

7.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7.13 Current Projects

All current projects and services are listed in schedule 3 as updated from time to time

8 TERM AND TERMINATION

8.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2028.

8.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

8.3 Division of Assets

If the RoeROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of RoeROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Member Councils in the same proportions as the contributions of a particular Member Council to RoeROC.

8.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

9 WITHDRAWAL OF A MEMBER COUNCIL

9.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

9.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 9.1 is given.

9.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

- a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds which would have been payable if RoeROC was wound up; or
- b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

9.4 Member Councils May be Required to Pay Distribution

If the RoeROC is unable to meet the distribution referred to in clause 9.3(a) from funds on hand then, unless the RoeROC decides otherwise, the Member Council (other than the Member Council that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the RoeROC.

10 ADMITTING NEW MEMBERS

- (1) Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.
- (2) Prospective new members may be admitted and shall be required to;
 - a) Submit a project plan to RoeROC that responds to the guidelines described in section 7.3 – Contents of a Project Plan
 - b) On entry a new member shall be required to contribute to RoeROC a sum that is described in the project plan as the entry sum and in addition a sum equal to the current year's contribution schedule as described in section 6.1 or a discretionary sum agreed to by the RoeROC.

note:

1. Part 3 Division 4 Section 3.65 (2) of the *Local Government Act 1995* describes the process of amending the Establishment Agreement.

11 DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this MOU, then a Member Councils or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (Dispute Notice) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon

receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

11.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

12 INTERPRETATION

12.1 Interpretation

In this MOU unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this MOU include its schedules.

12.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

12.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) The Member Councils may amend this MOU by unanimous agreement of the Member Councils.
- (2) This MOU can be amended to include another local government as a party to the amending agreement.

Schedule 2 – Regional Purposes

1. Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

2. Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

3. Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blue print for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.
- Develop the capacity as a group to tender for and undertake major and minor works.

4. Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

5. Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

6. Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

7. Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

8. Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

Schedule 3 – Existing Projects and Services

Regional waste site agreement (Bendering Tip)
Licence to use land
Regional Environmental Health Services Scheme

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Matters outstanding from prior years			
1. Bank Reconciliations		✓	

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. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed 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.

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Matters outstanding from prior years

1. BANK RECONCILIATIONS

Finding 2022

From our review of the June 2022 municipal bank reconciliation, we identified the following:

- Transactions were entered after the completion of the bank reconciliation; and
- The Business Activity Statement ("BAS") refund due was entered as an unrepresented item rather than as an Australian Taxation Office ("ATO") receivable.

Finding Status 2023

Our sample testing of bank reconciliations identified a variance of \$27,309.80 between the 31 March 2023 bank reconciliations for the reserve and short term accounts as recorded in the general ledger, and the statements for the Overnight Cash Deposit Facility and the two NAB term deposits.

Rating: Moderate (2022: Moderate)

Implication

Without correct bank reconciliation cut off and review procedures, there is an increased risk of error or fraudulent transactions not being identified on a timely basis.

Recommendation

We recommend bank reconciliations for the reserve and short-term general ledger accounts correctly reconcile to the bank account statements.

Management Comment – 2023

Management have identified the imbalance on the reserve account as being unprocessed interest earned. Issue has been rectified and bank reconciliation is now in balance.

Responsible Officer: *Karen Wilkinson, Senior Finance Officer & Kylie Caley, DCEO*

Completion Date: *Complete*

Management Comment – 2022

The Shire accepts the recommendation and as at 1 July 2022 had already corrected the process by entering any refunds as a sundry debtor.

Responsible Officer: *Karen Wilkinson*

Completion Date: *Complete*



Our Ref: 8288

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Dear Ms Manton

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2023**

We have completed the interim audit for the year ending 30 June 2023. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President of the Shire. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7552 if you would like to discuss these matters further.

Yours sincerely

Cait McGowan
Assistant Director
Financial Audit
2 June 2023

Attach



Risk Management Framework

Version 3.1 for review by Audit and Risk Management Committee and Council

– Adopted by Council June 2023 (review every 18 months)

Table of Contents

Introduction	3
Governance	4
Framework Review	4
Operating Model	4
First Line of Defence	4
Second Line of Defence	4
Third Line of Defence	5
Governance Structure	5
Roles and Responsibilities	6
Council	6
Audit and Risk Management Committee	6
CEO / Senior Management Team	6
Executive Support Officer	6
Managers/ Work Areas	6
Document Structure (Framework)	7
Risk Management Procedures	8
A: Scope, Context, Criteria	9
Organisational Criteria	9
Scope and Context	9
B: Risk Identification	9
C: Risk Analysis	10
Step 1 - Consider the effectiveness of key controls	10
Step 2 – Determine the Residual Risk rating	11
D: Risk Evaluation	12
E: Risk Treatment	12
F: Communication and Consultation	12
G: Monitoring and Review	12
H: Recording and Reporting	13
Key Indicators	14
Identification	14
Validity of Source	14
Tolerances	14
Monitor and Review	14
Risk Acceptance	15
Appendix A – Risk Assessment and Acceptance Criteria	16
Appendix B – Risk Profile Template (for use in Risk Matrix report)	19
Appendix C – Risk Theme Definitions (for use in Risk Matrix report)	20

Introduction

The Shire of Corrigin's (Shire) Risk Management Policy in conjunction with the components of this document encompasses the Shire's Risk Management Framework. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2018 Risk management - Guidelines.

It is essential that all areas of the Shire adopt these procedures to ensure:

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

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.

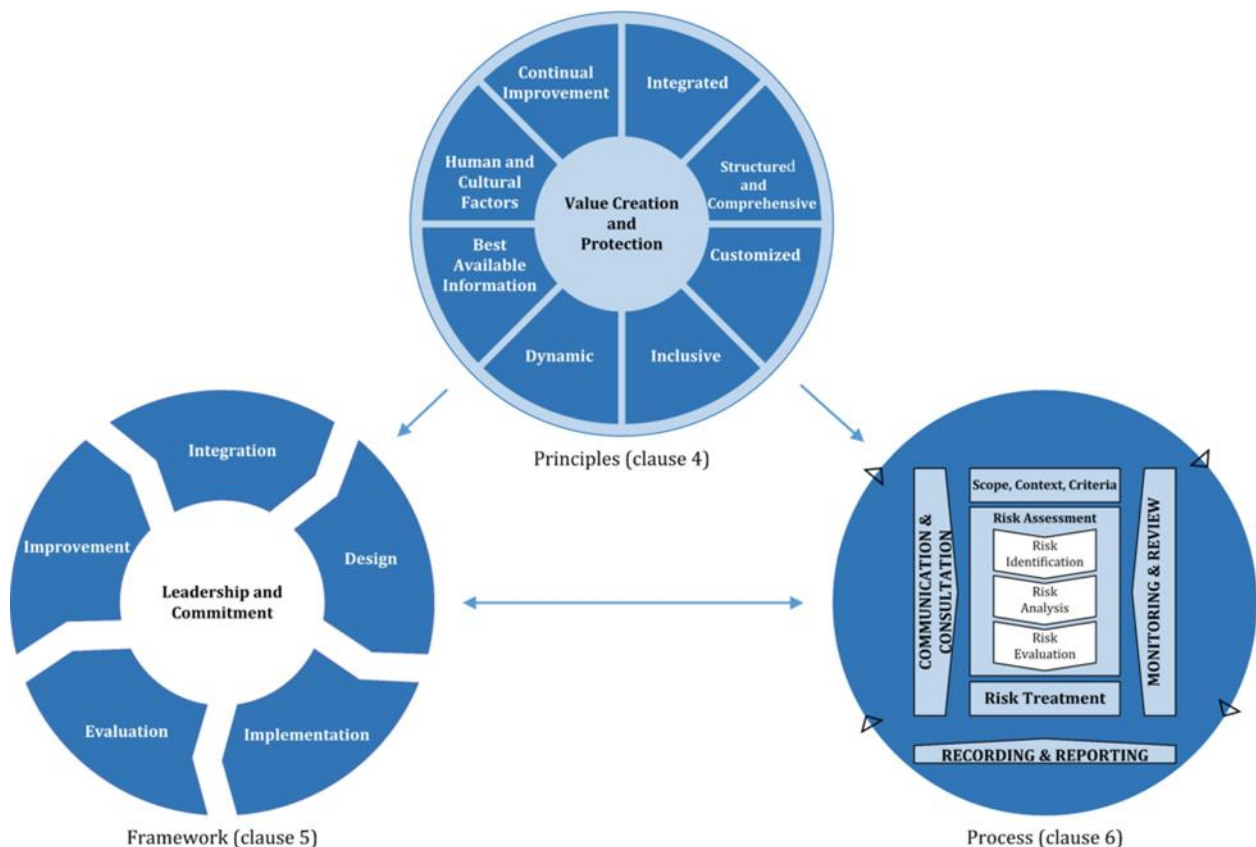


Figure 1: Relationship between the risk management principles, framework and process (Source: ISO 31000:2018)

Governance

Appropriate governance of risk management within the Shire provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every 18 months.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support delivery of the Shire’s Strategic, Corporate and Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the risk decision-making process.
- Prepare risk acceptance proposals where necessary, based on the level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Executive Support Officer acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st and 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO and Senior Management Team and the Audit and Risk Management Committee.

Third Line of Defence

Internal and External Audits are the third line of defence, providing independent assurance to the Council, Audit and Risk Management Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st and 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit and Risk Management Committee.

External Audit – Appointed by Council on the recommendation of the Audit and Risk Management Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.

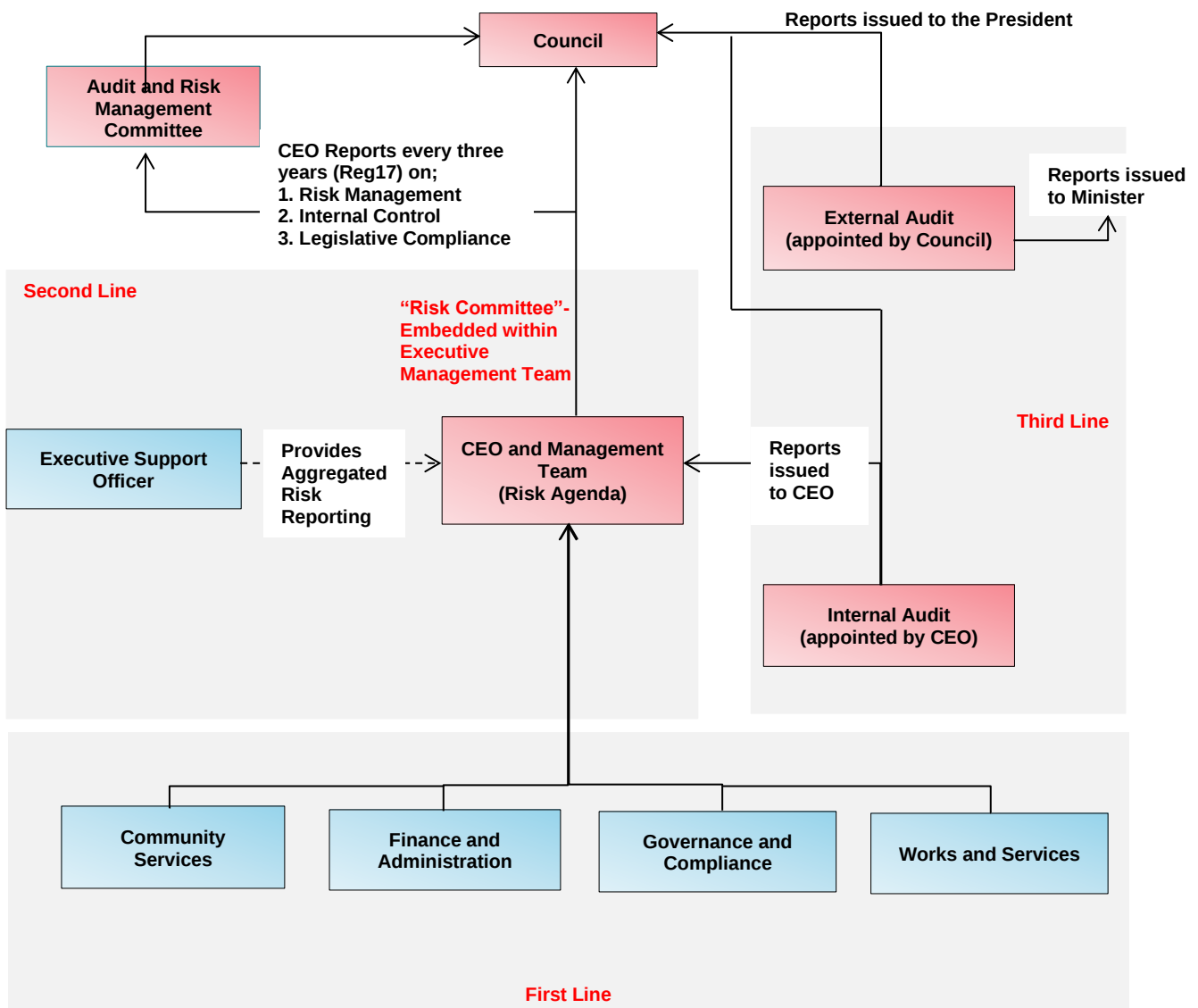


Figure 2: Operating Model

Roles and Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Appoint / Engage external Auditors to report on financial statements annually.
- Establish and maintain an Audit and Risk Management Committee in terms of the Local Government Act.

Audit and Risk Management Committee

- Regular review of the appropriateness and effectiveness of the Framework.
- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.

CEO / Senior Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Executive Support Officer

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Managers/ Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk and Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate Risk Management into Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.

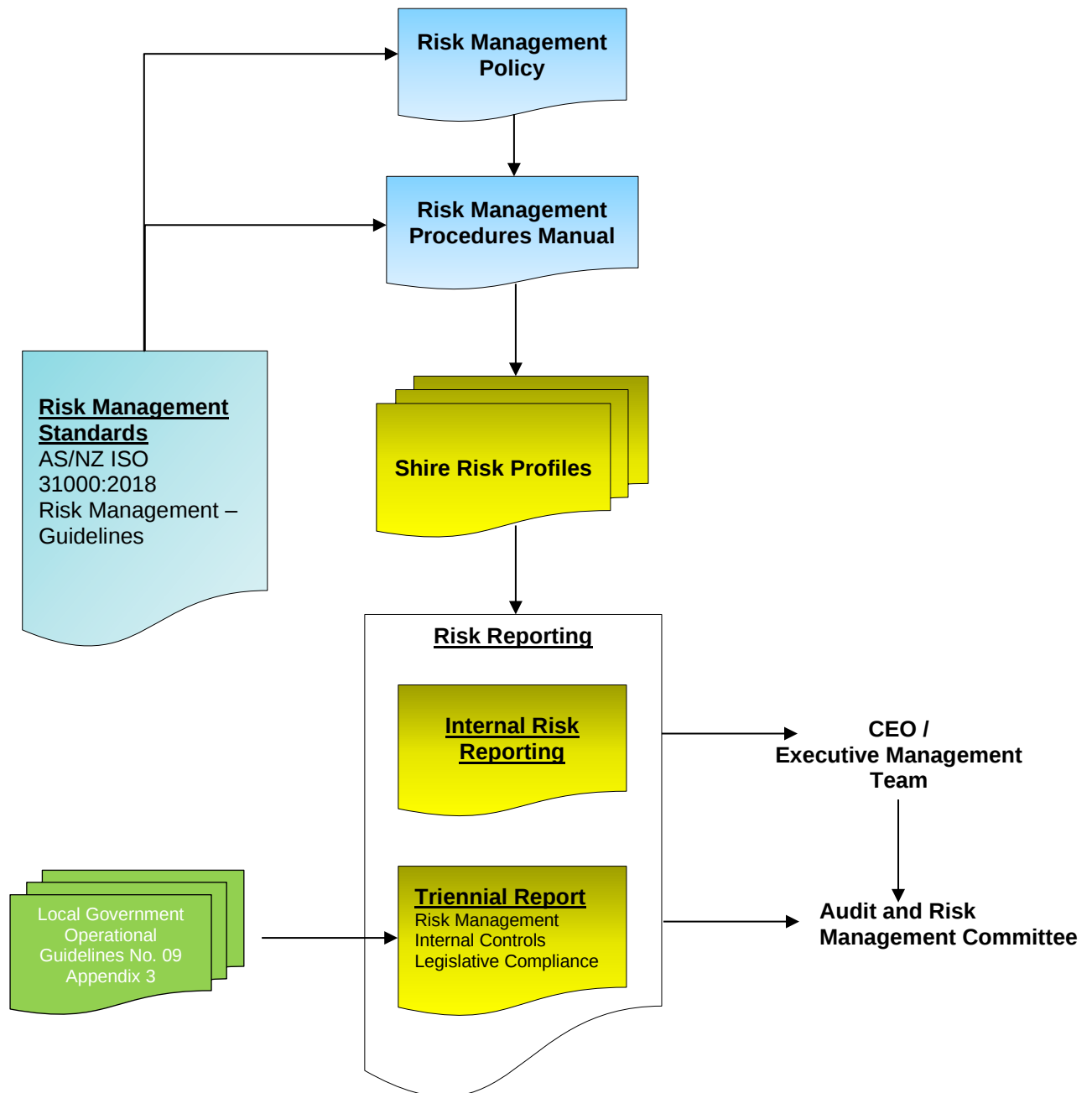


Figure 3: Document Structure

Risk Management Procedures

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the Executive Support Officer is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least an 18 month rotation, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

The risk management process is standardised across all areas of the Shire. The following diagram outlines that process with the following commentary providing broad descriptions of each step.

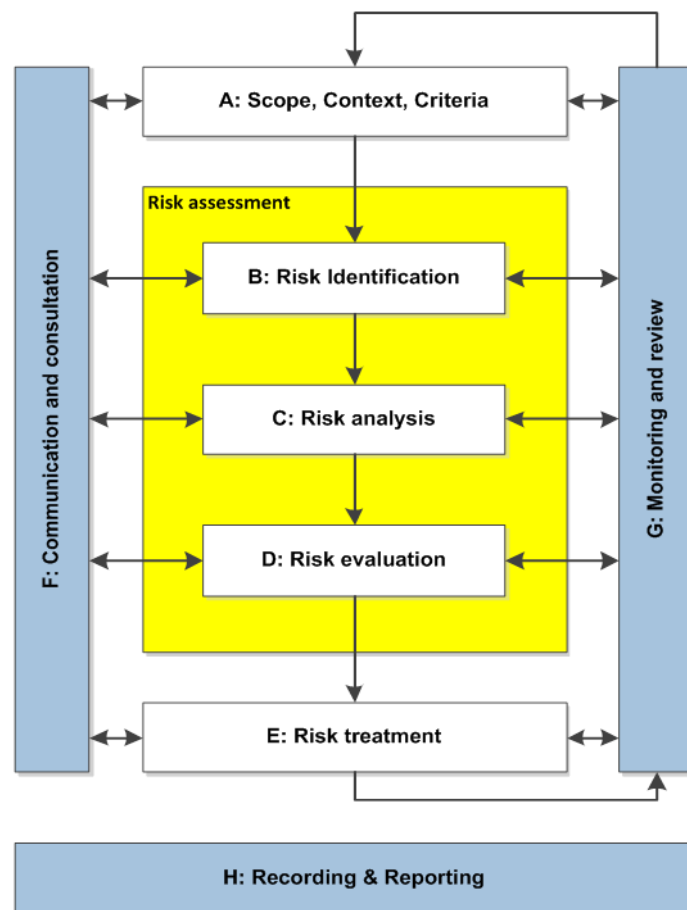


Figure 4: Risk Management Process ISO 31000:2018

A: Scope, Context, Criteria

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Criteria

This includes the Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Scope and Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. Risk sources can be internal or external.

For specific risk assessment purposes the Shire has three levels of risk assessment context:

Strategic Context

These risks are associated with achieving the organisation's long term objectives. Inputs to establishing the strategic risk assessment context may include;

- Organisational Values / Vision
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Strategies / Objectives / Goals (Integrated Planning and Reporting)

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its key activities i.e. what is it aiming to achieve? In addition, existing Risk Profiles are to be utilised where possible to assist in the identification of related risks.

These Risk Profiles are expected to change over time. In order to ensure consistency, any amendments must be approved by the Executive Management Group.

Project Context

Project Risk has two main components:

- Direct refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems), which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B: Risk Identification

Once the context has been determined, the next step is to identify risks. This is the process of finding, recognising and describing risks. Risks are described as the point along an event sequence where control has been lost. An event sequence is shown below:

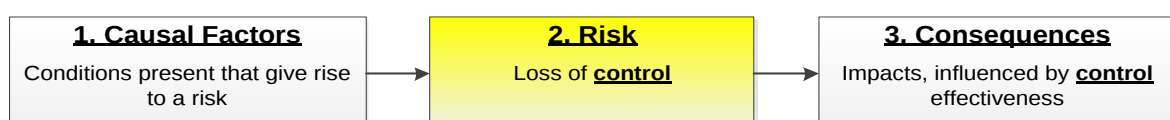


Figure 5: Event (risk) sequence

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, raise the questions listed below and then capture and review the information within each defined Risk Profile. The objective is to identify potential risks that could stop the Shire from achieving its goals. This step is also where opportunities for enhancement or gain across the organisation can be found.

These questions / considerations should be used only as a guide, as unidentified risks can cause major losses through missed opportunities or adverse events occurring. Additional analysis may be required.

Risks can also be identified through other business operations including policy and procedure development, internal and external audits, customer complaints, incidents and systems analysis.

'Brainstorming' will always produce a broad range of ideas and all things should be considered as potential risks. Relevant stakeholders are considered to be the subject experts when considering potential risks to the objectives of the work environment and should be included in all risk assessments being undertaken. Key risks can then be identified and captured within the Risk Profiles.

- What can go wrong? / What are areas of uncertainty? (**Risk Description**)
- How may this risk eventuate? (**Potential Causes**)
- What are the current measurable activities that mitigate this risk from eventuating? (**Controls**)
- What are the potential consequential outcomes of the risk eventuating? (**Consequences**)

Risk Description – describe what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event.

Potential Causes – are the conditions that may present or the failures that may lead to the event, or point in time when control is lost (risk).

Controls – are measures that modify risk. At this point in the process only existing controls should be considered. They must meet the following three tests to be considered as controls:

1. Is it an object, technological system and / or human action?
2. Does it, by itself, arrest or mitigate an unwanted sequence?
3. Is the required performance specifiable, measureable and auditable?

Consequences – need to be impacts to the Shire. These can be staff, visitor or contractor injuries; financial; interruption to services; non-compliance; damage to reputation or assets or the environment. There is no need to determine the level of impact at this stage.

C: Risk Analysis

To analyse identified risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is now applied.

Step 1 - Consider the effectiveness of key controls

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.

Design Effectiveness

This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any 'operating' influences. Controls that have inadequate designs will never be effective, no matter if it is performed perfectly every time.

There are four components to be considered in reviewing existing controls or developing new ones:

1. Completeness – The ability to ensure the process is completed once. How does the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. Accuracy – The ability to ensure the process is completed accurately, that no errors are made or components of the process missed.
3. Timeliness – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. Theft or Fraud – The ability to protect against internal misconduct or external theft / fraudulent activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a Risk Profile. It is imperative that all controls are considered so that the above components can be met across a number of controls.

Operating Effectiveness

This process reviews how well the control design is being applied. Similar to above, the best designed control will have no impact if it is not applied correctly.

As this generally relates to the human element of control application there are four main approaches that can be employed by management or the risk function to assist in determining the operating effectiveness and / or performance management.

- Re-perform – this is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
- Inspect – review the outcome of the task or process to provide assurance that the desired outcome was achieved.
- Observe – physically watch the task or process being performed.
- Inquire – through discussions with individuals / groups determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

Overall Effectiveness

This is the value of the combined controls in mitigating the risk. All factors as detailed above are to be taken into account so that a considered qualitative value can be applied to the 'control' component of risk analysis.

The criterion for applying a value to the overall control is the same as for individual controls and can be found in Appendix A under 'Existing Control Ratings'.

Step 2 – Determine the Residual Risk rating

There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst case scenario but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)
2. Determine how likely it is that the 'probable worst consequence' will eventuate with existing controls in place. (Likelihood)
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

D: Risk Evaluation

Risk evaluation takes the residual risk rating and applies it to the Shire's Risk Acceptance Criteria (Appendix A) to determine whether the risk is within acceptable levels to the Shire.

The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme.

It will also determine through the use of the Risk Acceptance Criteria, what (if any) high level actions or treatments need to be implemented.

Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or of a systemic nature.

E: Risk Treatment

There are generally two requirements following the evaluation of risks.

1. In all cases, regardless of the residual risk rating; controls that are rated 'Inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'Adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
 - a. Reduce the consequence of the risk materialising.
 - b. Reduce the likelihood of occurrence.

(Note: these should have the desired effect of reducing the risk rating to at least moderate)

- c. Improve the effectiveness of the overall controls to 'Effective' and obtain delegated approval to accept the risk as per the Risk Acceptance Criteria.

Once a treatment has been fully implemented, the Executive Support Officer is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

F: Communication and Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment / action options are selected or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.

G: Monitoring and Review

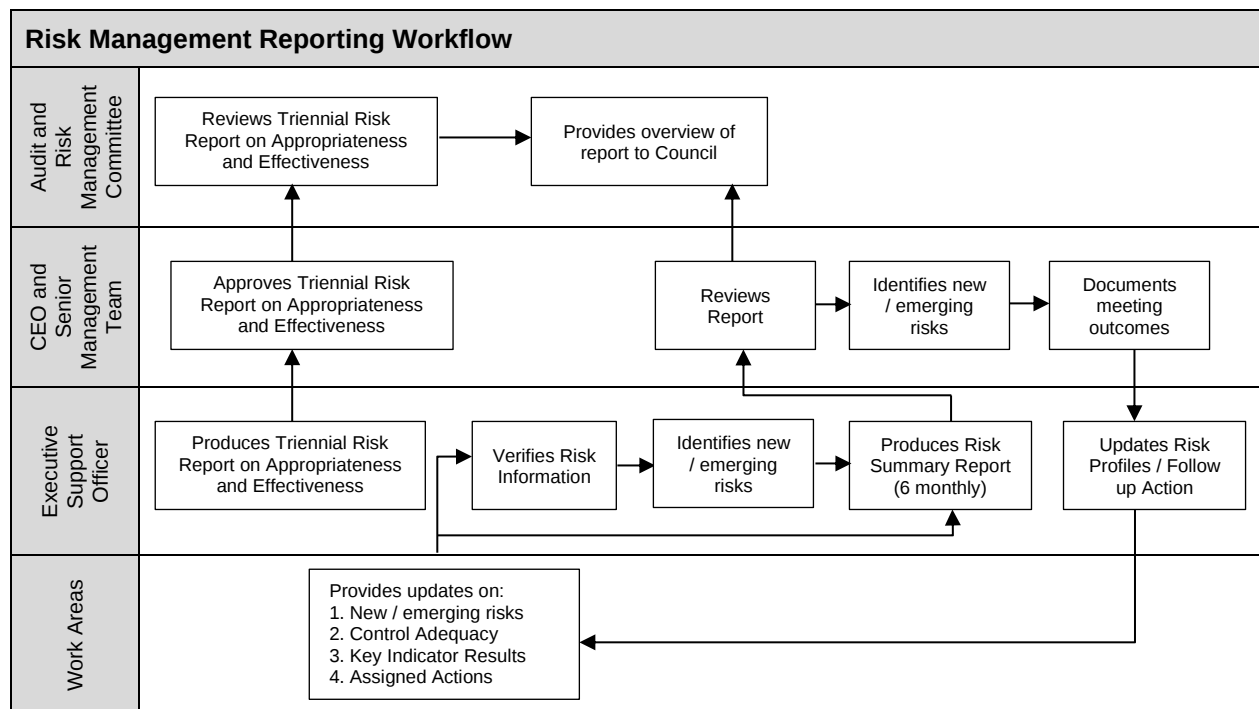
It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment / action options selected, we can determine if the organisation's resources are being put to the best use possible.

During the biannual reporting process (Risk Matrix report to go to the Audit and Risk Management Committee every six months), management are required to review any risks within their area and follow up on controls and treatments / action mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also apply to any actions / treatments to originate from an internal audit. The audit report will provide recommendations that effectively are treatments for risks that have been tested during an internal review.

H: Recording and Reporting

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Executive Support Officer.
- Work through assigned actions and provide relevant updates to the Executive Support Officer.
- Risks / Issues reported to the CEO and Senior Management Team are reflective of the current risk and control environment.

The Executive Support Officer is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on an 18 month rotation or earlier when there has been a material restructure, change in risk ownership or change in the external environment.
- 6 monthly Risk Reporting for the CEO and Senior Management Team – Contains an overview of the Risk Summary for the Shire. (Risk Matrix to Audit and Risk Management Committee)

Key Indicators

Key Indicators may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of Key Indicators:

- Identification
- Validity of Source
- Tolerances
- Monitor and Review

Identification

The following represent the minimum standards when identifying appropriate Key Indicators:

- The risk description and casual factors are fully understood
- The Key Indicator is fully relevant to the risk or control
- Predictive Key Indicators are adopted wherever possible
- Key Indicators provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the Key Indicator data is relevant to the risk or control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Key Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Key Indicator, the data is required to be revalidated to ensure reporting of the Key Indicator against a consistent baseline.

Tolerances

Tolerances are based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the Key Indicators must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the Key Indicator must be escalated to the CEO and Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor and Review

All active Key Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Key Indicators, the overall trend must be considered over a longer timeframe than that of individual data movements only. The trend of the Key Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment and Acceptance Criteria).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager, copied to the CEO, and include:

- A description of the risk and the reasons for holding a risk outside appetite
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Corrigin Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$20,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$20,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal and external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Director/ CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO and Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

Appendix B – Risk Profile Template (for use in Risk Matrix report)

Risk Theme		Date
<u>(What could go right / wrong?)</u> <i>Definition of Theme</i>		
<u>Potential causes (What could cause it to go right / wrong?)</u> <i>List of potential causes</i>		
Controls (What we have in place to prevent it going wrong)	Type	Date
<i>List of Controls</i>	Detective	
	Preventative	
	Recovery	
Overall Control Ratings:		
Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		
Consequence Category	Risk Ratings	Rating
	Consequence:	
	Likelihood:	
Overall Risk Ratings:		
Indicators (These would 'indicate' to us that something has gone right / wrong)	Type	Benchmark / Tolerance
<i>List of Indicators</i>	Leading	
	Lagging	
<u>Comments</u> <i>Rationale for all above ratings</i>		

Appendix C – Risk Theme Definitions (for use in Risk Matrix report)

1. Asset Sustainability practices

- Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;
 - Inadequate design (not fit for purpose)
 - Ineffective usage (down time)
 - Outputs not meeting expectations
 - Inadequate maintenance activities.
 - Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer "Misconduct".

2. Business and Community disruption

- Failure to adequately prepare and respond to events that cause disruption to the local community and /or normal Shire business activities. The event may result in damage to buildings, property, plant and equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (including vandalism). This includes;
 - Lack of (or inadequate) emergency response / business continuity plans.
 - Lack of training to specific individuals or availability of appropriate emergency response.
 - Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
 - Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT and communication systems and infrastructure".

3. Failure to fulfil Compliance requirements

- Failures to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes.

This does not include Occupational Safety and Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

4. Document Management Processes

- Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:
 - Contact lists.
 - Procedural documents.
 - 'Application' proposals/documents.
 - Contracts.
 - Forms, requests or other documents.

5. Employment practices

- Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not

having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding Occupational Health and Safety)
- Discrimination, Harassment and Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

6. Engagement practices

- Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members. This invariably includes activities where communication, feedback and/or consultation is required and where it is in the best interests to do so. For example;
 - Following up on any access and inclusion issues.
 - Infrastructure Projects.
 - Regional or District Committee attendance.
 - Local Planning initiatives.
 - Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and/or Bus/Transport services.

7. Environment management.

- Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill/transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping/Illegal clearing/Illegal land use.

8. Errors, Omissions, Delays

- Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;
 - Human errors, incorrect or incomplete processing
 - Inaccurate recording, maintenance, testing and/or reconciliation of data.
 - Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate/incomplete procedural documentation - refer "Inadequate Document Management Processes".

9. External theft and fraud (including Cyber Crime)

- Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;
 - Fraud – benefit or gain by deceit
 - Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
 - Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

10. Management of Facilities/Venues/Events

➤ Failure to effectively manage the day to day operations of facilities and/or venues.

This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers/users
- Oversight/provision of peripheral services (e.g. cleaning/maintenance)

11. IT and Communications Systems and Infrastructure

➤ Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware and/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management and Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project/Change Management".

12. Misconduct

➤ Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and/or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee.
- Collusion between Internal and External parties.

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice/Information.

13. Project/Change Management

➤ Inadequate analysis, design, delivery and/or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems.
- Failures of IT Project Vendors/Contractors.

14. Safety and Security practices

➤ Non-compliance with the Occupation Safety and Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).

- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant and equipment.

15. Supplier/Contract Management

- Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management and monitoring processes. This also includes:
 - Concentration issues.
 - Vendor sustainability.