



# Agenda Attachments

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November 2021

- ATTACHMENT 7.1.1        MINUTES – ORDINARY COUNCIL MEETING – 19 OCTOBER 2021**
- ATTACHMENT 7.1.2        MINUTES – SPECIAL COUNCIL MEETING – 19 OCTOBER 2021**
- ATTACHMENT 7.2.1        MINUTES - EDNA STEVENSON TRUST COMMITTEE MEETING**
- ATTACHMENT 7.2.2        MINUTES - LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**
  
- ATTACHMENT 8.1.1 -        ACCOUNTS FOR PAYMENT – OCTOBER**
- ATTACHMENT 8.1.2 -        ACCOUNTS FOR PAYMENT – CREDIT CARDS**
- ATTACHMENT 8.1.3 -        MONTHLY FINANCIAL REPORT**
- ATTACHMENT 8.2.1 -        DRAFT CUSTOMER SERVICE CHARTER**
- ATTACHMENT 8.2.2 -        DRAFT ANIMAL WELFARE IN EMERGENCIES PLAN**
- ATTACHMENT 8.2.4 -        CONFIDENTIAL**
- ATTACHMENT 8.3.3 -        CONFIDENTIAL**



# MINUTES

ORDINARY COUNCIL MEETING  
19 October 2021

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

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**1 DECLARATION OF OPENING**

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.06pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated, and paid respect to Elders past and present.

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

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. M A Weguelin

Cr. S L Jacobs

Cr. S C Coppen

Cr. M B Dickinson

Cr. C E Steele

Cr B Fare

Chief Executive Officer

Deputy Chief Executive Officer

Manager of Works and Services

Executive Support Officer

N A Manton

K A Caley

P Burgess

K L Biglin

**APOLOGIES**

NIL

**LEAVE OF ABSENCE**

**3 PUBLIC QUESTION TIME**

NIL

**4 MEMORIALS**

The Shire has been advised that Peter (Tiny) Madgen, Cora McBeath, Robert Paton, Robert Greenlaw, Patrick Connelly and Phillip Trott have passed away since the last meeting.

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

NIL

**6 DECLARATIONS OF INTEREST**

Cr Weguelin declared a Proximity Interest in Item 8.2.9 Development Application as the development proposal is the neighbouring commercial property to his business.

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

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Thursday 16 September 2021 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**(144/2021) Moved: Cr Weguelin      Seconded: Cr Coppen**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Thursday 16 September 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

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

#### **7.2.1 BUSH FIRE ADVISORY COMMITTEE MEETING**

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 October 2021 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**(145/2021) Moved: Cr Coppen      Seconded: Cr Weguelin**

*That the minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 October 2021 be received.*

**Carried 7/0**

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/10/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – September 2021

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of September 2021 are provided as Attachment 8.1.1 – Accounts for Payment - September 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$129.60.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16571 - 16676	\$390,492.23	
	Cheque	020657 - 020667	\$22,863.86	
	Direct Debit	September 2021	\$31,998.16	
	Payroll	September 2021	\$129,029.20	<b>\$574,383.45</b>
Trust	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$0.00</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	September 2021	\$25,494.85	<b>\$25,494.85</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of September 2021</b>				<b>\$599,878.30</b>

### **Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.1 – Accounts for Payment – September 2021, the following information is provided on the last cheque or EFT number used.

<b>Bank Account</b>	<b>Payment Type</b>	<b>Last Number</b>	<b>First Number in report</b>
Municipal, Trust, Edna Stevenson Trust and Licensing	EFT	EFT16570	EFT16571
Municipal	Cheque	020656	020657
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**

*Local Government (Financial Management) Regulations 1996*

### **POLICY IMPLICATIONS**

Policy 2.9 – Purchasing Policy

### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2021 / 2022 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**

<b>Strategic Community Plan</b>		<b>Corporate Business Plan</b>	
<b>Outcome</b>	<b>Strategies</b>	<b>Action No.</b>	<b>Actions</b>
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**

**(146/2021) Moved: Cr Coppen      Seconded: Cr Jacobs**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$599,878.30 have been made during the month of September 2021.*

**Carried 7/0**



## 8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	01/10/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards August 2021

### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 July 2021 to 27 August 2021.

### BACKGROUND

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

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

### COMMENT

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

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

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the *Local Government Act 1995* and associated regulations. The review by the 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 2021/2022 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

**(147/2021) Moved: Cr Weguelin      Seconded: Cr Jacobs**

*That Council in accordance with Attachment 8.1.2 endorse credit card payments for the period 29 July 2021 to 27 August 2021 for \$3,490.94.*

**Carried 7/0**

### 8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 30 September 2021

#### SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 September 2021.

#### 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

September closed with \$449,146 in the municipal fund, \$2.47m in short term investment. The advanced grant funding received prior to the end of financial year is still in reserves as the steady cash flow has meant the Shire haven't had to utilise the funds as yet.

The outstanding rates balance is \$612,384. The opening balance at the start of the financial year was \$149,288, this has been reduced to \$79,404 due to receiving a large payment towards a long outstanding rates debt. Rates collection to date is at 79% compared to 77% in September 2020.

General receivables are high at the end of the month due to claims made to Main Roads for the Regional Road Group funding.

The capital and road program for 21/22 is progressing slowly due to the delay caused by the heavy rainfalls received in July pushing the road program back.

Further information on the September financial position is in the variance report included in the monthly financial reports.

#### 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 2021/22 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

**(148/2021) Moved: Cr Weguelin      Seconded: Cr Jacobs**

*That Council accept the Statement of Financial Activity for the month ending 30 September 2021 as presented, along with notes of any material variances.*

**Carried 7/0**

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 APPOINTMENT OF COUNCILLORS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015, PERSONNEL
Attachment Ref:	NIL

#### SUMMARY

Council is requested to appoint councillors to committees of council following the election on 16 October 2021.

#### BACKGROUND

Following the 2021 elections Council is to appoint members to committees of Council.

Council has already defined the purpose and operations of each committee as detailed below. Any delegation available to a committee is prescribed in respective Instrument of Appointment and Delegation. For all Committees, the Chief Executive Officer and other staff members will provide advice and administrative support to the Committee.

	Committee of Council	Elected Member	Meetings	Approximate duration
1	Audit and Risk Management	All Councillors	Three times per year and additional meetings as required: <ul style="list-style-type: none"><li>• 8 March 2022</li><li>• 14 June 2022</li><li>• 13 Sept 2022</li><li>• 13 Dec 2022</li></ul>	1 hour September meeting to be held pending results of audit.
2	Chief Executive Officer's Performance Review Occasional Committee	All Councillors	Annually <ul style="list-style-type: none"><li>• 8 March 2022</li></ul>	2 hours

#### COMMENT

The tenure of members of Council Committees expires on Local Government Election Day in October 2023.

## STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.38. Annual review of employees' performance

s.5.8. Establishment of committees

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

**\* Absolute majority required.**

s.5.11. Committee membership, tenure of

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

## POLICY IMPLICATIONS

Policy 5.21 Chief Executive Officer Performance Review.

## FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

## 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**

Absolute Majority

**COUNCIL RESOLUTION****(149/2021) Moved: Cr Jacobs      Seconded: Cr Coppen***That Council appoint the following Councillors to Committees of Council:*

	<b>Committee of Council</b>	<b>Elected Member</b>	<b>Meetings</b>
1	<i>Audit and Risk Management</i>	<i>Cr Hickey Cr Weguelin Cr Dickinson Cr Jacobs Cr Coppen Cr Steele Cr Fare</i>	<i>Three times per year and as required:</i> <ul style="list-style-type: none"> <li>• 8 March 2022</li> <li>• 14 June 2022</li> <li>• 13 Sept 2022</li> <li>• 13 Dec 2022</li> </ul>
2	<i>Chief Executive Officer Performance Review Occasional Committee</i>	<i>Cr Hickey Cr Weguelin Cr Dickinson Cr Jacobs Cr Coppen Cr Steele Cr Fare</i>	<i>Annually</i> <ul style="list-style-type: none"> <li>• 8 March 2022</li> </ul>

**Carried by Absolute Majority 7/0**



## **AUDIT AND RISK MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **Instrument of Appointment and Delegation**

#### **1.0 INTRODUCTION**

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the Local Government Act 1995, Local Government Amendment Act 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*;
- b) the development of a process to be used to select and appoint an auditor;
- c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
- d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
- e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;



- f) receiving and verifying the annual Local Government Statutory Compliance Return;
- g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
  - i. risk management;
  - ii. internal control; and
  - iii. legislative compliance;

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

- 4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:
- a) the community;
  - b) the workforce;
  - c) vehicles and plant;
  - d) buildings and similar property;
  - e) revenue streams;
  - f) legal liability;
  - g) electronically stored information;
  - h) environmental impact;
  - i) fraud; and
  - j) reputation.

## **5.0 MEMBERSHIP**

The Committee shall consist of all Councillors. Additionally up to two independent 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 three days prior to each meeting.

7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than five days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.

7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.

7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.

7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.

7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

## **8.0 QUORUM**

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

## **9.0 DELEGATED POWERS**

The Committee has no delegated powers under the *Local Government Act* 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 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.



## **CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE**

### **TERMS OF REFERENCE**

#### **Instrument of Appointment and Delegation**

#### **1.0 NAME**

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

#### **2.0 ROLE OF THE COMMITTEE**

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

#### **3.0 OBJECTIVES OF THE COMMITTEE**

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

#### **4.0 MEMBERSHIP**

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

#### **5.0 PRESIDING MEMBER**

The Shire President is the Presiding Member to chair committee meetings. The Deputy Shire President is the Deputy Presiding Member to chair in the absence of the Presiding Member. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

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

confirmed is to sign the minutes and certify the confirmation. The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President.

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

## **6.0 CONDUCT OF MEETINGS**

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

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

## **7.0 DELEGATED POWERS**

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

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

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

## 8.2.2 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0003, ES.0028, GOV.0021
Attachment Ref:	NIL

### SUMMARY

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

### BACKGROUND

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

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

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

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

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

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

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



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

<b>Advisory Committees</b>	<b>Members</b>	<b>Meetings</b>	<b>Approximate Duration</b>
Local Emergency Management Committee	President Deputy President	Quarterly <ul style="list-style-type: none"> <li>• 7 February 2022</li> <li>• 9 May 2022</li> <li>• 8 August 2022</li> <li>• 7 November 2022</li> </ul>	1 hour
Bush Fire Advisory Committee	President Councillor	Twice annually <ul style="list-style-type: none"> <li>• 24 March 2022</li> <li>• 6 October 2022</li> </ul>	1 hour
Corrigin Recreation and Events Centre Advisory Committee	Councillor	Twice annually <ul style="list-style-type: none"> <li>• 23 February 2022</li> <li>• 26 October 2022</li> </ul>	1 hour
Tourism and Economic Development Advisory Committee	Councillor	Quarterly <ul style="list-style-type: none"> <li>• 24 February 2022</li> <li>• 26 May 2022</li> <li>• 25 August 2022</li> <li>• 24 November 2022</li> </ul>	1 hour

#### **COMMENT**

The tenure of members of Council Advisory Committees expires on Local Government Election Day in 2023.

The advisory group focussing on tourism and economic development was established in 2019 to advise and support Council in achieving the outcomes identified in the Corporate Business Plan and Tourism and Economic Development Strategy. The following community members completed an expression of interest form and joined the committee.

*Tayla Smith*

*John Reynolds*

*Carly Kenny*

*Ruth Owen*

*Robin Campbell*

The Corrigin Community Resource Centre staff hours were increased in 2020 to provide a greater level of service in the tourism area. The Shire of Corrigin is an active member of Roe Tourism Committee and provides administrative support to the group.

The group has not met since 20 August 2020.

The Corrigin Recreation and Events Centre Committee has not met since 28 October 2020 due to a lack of numbers attending. The CEO and Councillors are available to attend meeting of sporting clubs using the CREC as required and/or meetings can be convened as required.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995:*

*s.5.8. Establishment of committees*

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

**\* Absolute majority required.**

s.5.11. Committee membership, tenure of

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

whichever happens first.

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

whichever happens first.

Bush Fires Act 1954

Emergency Management Act 2005

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Budgeted expenditure for cost associated with administering advisory committees.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin 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****(150/2021) Moved: Cr Coppen****Seconded: Cr Dickinson**

That Council appoint the following elected members to Shire of Corrigin Local Emergency Management Advisory Committee in accordance with the Instrument of Appointment and Delegation s 5.10 and 5.11A Local Government Act 1995:

**Carried 7/0**

<b>Advisory Committees</b>	<b>Members</b>	<b>Meetings</b>	<b>Approx Duration</b>
Local Emergency Management Committee	<p>Cr Hickey</p> <p>Cr Weguelin</p> <p>The Officer in Charge of the Corrigin Police. District or delegate(s).</p> <p>The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates.</p> <p>Chief Bush Fire Control Officer.</p> <p>SES Area Manager or delegate.</p> <p>Officer in Charge of the St John Ambulance Corrigin or delegate.</p> <p>Representative from the Corrigin Hospital.</p> <p>Department for Communities Officer</p> <p>Representatives from other agencies as required.</p>	<p>Quarterly</p> <p>Quarterly</p> <ul style="list-style-type: none"> <li>• 7 February 2022</li> <li>• 9 May 2022</li> <li>• 8 August 2022</li> <li>• 7 November 2022</li> </ul>	1 - 2 hours

**COUNCIL RESOLUTION****(151/2021) Moved: Cr Coppen****Seconded: Cr Weguelin**

That Council appoint the following elected members to the Shire of Corrigin Bush Fire Advisory Committee in accordance with the Instrument of Appointment and Delegation s 5.10 and 5.11A Local Government Act 1995:

**Carried 7/0**

Bush Fire Advisory Committee	<p>Cr Hickey</p> <p>Cr Dickinson</p> <p>Chief Bush Fire Control Officer (CBFCO).</p> <p>Deputy Chief Bush Fire Control Officer (DBFCO).</p> <p>Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.</p>	<p>Twice annually</p> <ul style="list-style-type: none"> <li>• 24 March 2022</li> <li>• 6 October 2022</li> </ul>	1 - 2 hours
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**COUNCIL RESOLUTION**

**(152/2021) Moved: Cr Coppen      Seconded: Cr Weguelin**

*That Council appoint the following elected members to Shire of Corrigin Advisory Committees in accordance with the Instrument of Appointment and Delegation s 5.10 and 5.11A Local Government Act 1995:*

**Carried 7/0**

<i>Corrigin Recreation and Events Centre Advisory Committee</i>	<i>Cr Jacobs</i> Representatives from: Corrigin/Babakin Cricket Club; Corrigin Football Club; Corrigin Hockey Club; Corrigin Netball Club; and Corrigin Squash Club.	Twice annually • 23 February 2022 • 26 October 2022	<i>1 hour</i>
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**Note:**

Council elected not to nominate delegates to the Tourism and Economic Development Advisory Committee in its current form. The CEO was requested to revise the Terms of Reference before a decision is made.

Unconfirmed



## **CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **Instrument of Appointment and Delegation**

#### **1.0 NAME**

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

#### **2.0 ROLE OF THE COMMITTEE**

To assist the Local Emergency Coordinators (Officers in Charge of the Corrigin Police District) to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

#### **3.0 OBJECTIVES OF THE COMMITTEE**

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

#### **4.0 MEMBERSHIP**

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

Membership of the Committee shall be:

- President of the Shire of Corrigin
- Deputy Shire President
- Officer in Charge of the Corrigin Police District or delegate(s)
- Officer in Charge of the Fire and Rescue Service in Corrigin or delegate
- Chief Bush Fire Control Officer
- SES Area Manager or delegate
- Officer in Charge of the St John Ambulance Corrigin or delegate
- Representative from the Corrigin Hospital
- Department for Communities
- Representatives from other agencies as required

## **5.0 PRESIDING MEMBER**

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

**Every meeting:**

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

**First quarter:**

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

**Second quarter:**

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

**Third quarter:**

- Identify emergency management projects for possible grant funding.

**Fourth quarter:**

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



## **CORRIGIN BUSH FIRE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **Instrument of Appointment and Delegation**

#### **1.0 NAME**

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

#### **2.0 ROLE OF THE ADVISORY COMMITTEE**

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

#### **3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

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

#### **4.0 MEMBERSHIP**

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

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be the:

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

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

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

#### **5.0 PRESIDING MEMBER**

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

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local



Government Act.

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

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

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 (LGA) places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

## **6.0 CONDUCT OF MEETINGS**

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

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

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

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



## **CORRIGIN RECREATION AND EVENTS CENTRE ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **Instrument of Appointment and Delegation**

#### **1.0 NAME**

The Committee shall be known as the Corrigin Recreation and Events Centre Advisory Committee (Committee).

#### **2.0 ROLE OF THE ADVISORY COMMITTEE**

- To advise Council on the effective, efficient, economic and equitable means of operating the Corrigin Recreation and Events Centre.
- To provide a forum for the dissemination and consideration of information regarding sport and recreation issues with particular reference to operating the Corrigin Recreation and Events Centre.

#### **3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

- To make recommendations to assist Council in its decision making regarding the Corrigin Recreation and Events Centre.
- To assess proposals and make recommendations to Council in relation to the development, operation and utilisation of the Corrigin Recreation and Events Centre.

#### **4.0 MEMBERSHIP**

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

- One Councillor.

The following representatives of sport and recreation clubs operating within and comprising members based in the Shire of Corrigin:

- Corrigin/Babakin Cricket Club
- Corrigin Football Club;
- Corrigin Hockey Club;
- Corrigin Netball Club; and
- Corrigin Squash Club.

Representatives of sport and recreation clubs are required to have a letter of authorisation from their club, appointing the person as a representative to the committee.

Authorised representatives of sport and recreation clubs who are not appointed to the Committee may attend meetings and participate as a “proxy” at the discretion of the Presiding Member. Club representatives that are acting as a proxy have full voting rights at the meeting. Council staff members will provide advice and administrative support to the Committee.

## **5.0 PRESIDING MEMBER**

The members of the Committee shall elect a Presiding Member to chair committee meetings and also, a Deputy Presiding Member to chair in the absence of the Presiding Member.

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

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

The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

## **6.0 CONDUCT OF MEETINGS**

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

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

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



**CORRIGIN TOURISM AND ECONOMIC DEVELOPMENT  
ADVISORY COMMITTEE  
TERMS OF REFERENCE  
Instrument of Appointment and Delegation**

**1.0 NAME**

The Committee shall be known as the Corrigin Tourism and Economic Development Advisory Committee (Committee).

**2.0 ROLE OF THE ADVISORY COMMITTEE**

To assist the Shire of Corrigin to work towards a future that offers a diverse range of jobs and career opportunities, high standards of services and vibrant community life.

Provide direction for the Shire of Corrigin to become a vibrant regional service hub that attracts and retains skilled and professional workers, residents and visitors to work, live in and visit Corrigin.

Attract investment, create jobs and encourage higher local visitation and spending by building upon its unique strengths.

**3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

- Provide advice and guidance to the Shire and other partners in positioning local businesses and industry to capitalise on global and emerging industry trends that facilitate new markets and investment.
- Assist in the formation of strategic partnerships and communication to facilitate new and developing industry initiatives across sectors to ensure ongoing and sustained economic growth.
- To provide an avenue of communication/consultation between Council and the community.
- To promote the existing attractive tourism and economic development opportunities in Corrigin and the region.
- Assist the Shire of Corrigin to Identify and develop new tourism opportunities based on arts and culture, heritage, nature and physical activity.
- Assist the Shire of Corrigin to monitor, review and implement actions identified in plans including: Strategic Community Plan, Economic and Tourism Development Strategy, and, Aged Friendly Community Plan.
- To assess proposals and make recommendations to Council in relation to tourism and economic development activities, events, programs and initiatives.

**4.0 MEMBERSHIP**

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

Membership of the Advisory Group shall consist of representation from the Local Government and various industries as listed below:

- Councillor x2
- Retail/ Business Representative
- Agriculture Representative
- Tourism Industry Representative
- Community Representative x5

The Chief Executive officer and other shire staff members will provide advice and administrative support to the committee.

#### **5.0 PRESIDING MEMBER**

The members of the Committee shall elect a Presiding Member to chair committee meetings and also, a Deputy Presiding Member to chair in the absence of the Presiding Member.

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

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

The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

#### **6.0 CONDUCT OF MEETINGS**

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the Local Government Act 1995. Meetings are to be held every quarter on a date to be determined by the Presiding Member in consultation with the Advisory Committee Members.

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

Committee members are to declare any interests and are to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chairperson of the Working Group

#### **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## 8.2.3 APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Date:	15/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	Attachment 8.2.3.1 - Roe Regional Health Scheme MOU 2018 Final signed Attachment 8.2.3.2 - RoeROC MOU signed 2018

### SUMMARY

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

### BACKGROUND

Following the 2019 Local Government elections in October 2019 Council appointed members to the following external organisations and committees:

- *WALGA Central Country Zone*
- *Roe Regional Organisation of Councils including Roe Health (2 positions)*
- *Wheatbelt South Regional Road Group (2 positions)*
- *Roe Tourism Association (1 position)*
- *Edna Stevenson Trust (1 position)*
- *Wheatbelt South Aged Housing Alliance (1 position)*
- *Central Agcare Financial and Family Counselling (1 Position)*
- *Corrigin Senior Citizen's Committee*

Some external organisations do not have terms of reference.

Attachment 8.2.3.1

Attachment 8.2.3.2

### COMMENT

The CEO and staff are able to represent the Shire of Corrigin on external committees and councillors may still attend external committee meetings on request. Representatives from community clubs, groups and external committees are to be extended an open invitation to attend Council meetings at any time to address the Council or meet with the CEO as required.

### STATUTORY ENVIRONMENT

NIL

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

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

### COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin 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**

**(153/2021) Moved: Cr Weguelin**

**Seconded: Cr Coppen**

1. That Council appoint Councillors to the following external organisations and committees.

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
WALGA Central Country Zone	Cr Hickey Cr Weguelin	Quarterly	1-2 hours (depending on location of meeting)
Roe Regional Organisation of Councils including Roe Health	Cr Hickey Cr Weguelin	As required	1-2 hours (depending on location of meeting)
Wheatbelt South Regional Road Group inc Wheatbelt Secondary Freight Network	Cr Hickey Cr Jacobs	As required	1-2 hours (depending on location of meeting usually Wickepin)
Wheatbelt South Aged Housing Alliance	Cr Coppen	As required	1-2 hours (depending on location of meeting usually Wickepin) May not be required as project has been completed
Edna Stevenson Trust	Cr Hickey	Quarterly <ul style="list-style-type: none"> <li>• 7 February 2022</li> <li>• 9 May 2022</li> <li>• 8 August 2022</li> <li>• 7 November 2022</li> </ul>	
Roe Tourism Association	Cr Coppen Cr Fare	Quarterly <ul style="list-style-type: none"> <li>• 21 February 2022</li> <li>• 16 May 2022</li> <li>• 15 August 2022</li> <li>• 21 November 2022</li> <li>• 20 February 2023</li> </ul>	1-2 hours (depending on location of meeting)

Central Agcare Financial and Family Counselling	Janeane Mason Cr Steele	Bi-monthly  TBA	1-2 hours (depending on location of meeting)
Corrigin Senior Citizen's	Cr Jacobs	Monthly  TBA	1-2 hours

2. *That the CEO write to external committees inviting clubs and groups to attend Council meetings at any time to make a presentation or request that a Councillor or staff member attend meetings as required.*

**Carried 7/0**

Unconfirmed



## 8.2.4 RETURNING OFFICER REPORT ELECTION 2021

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	NIL

### SUMMARY

Council is asked to consider the Returning Officer report from the 2021 elections after receiving four nominations for four vacant positions to be filled.

### BACKGROUND

Nominations for the 2021 election seeking four candidates for four year terms closed at 4pm on Thursday 9 September 2021. At the close of nominations on 9 September 2021 four (4) nominations were received for four (4) vacancies from the following candidates:

Desmond Hickey  
Claire Steele  
Matthew Dickinson  
Brydon Fare

As the number of candidates equalled the number of vacancies to be filled, the candidates were declared elected unopposed for a term ending 2025. There was therefore no requirement to hold an election on 16 October 2021.

A Councillor Induction Manual was sent to all elected members and an induction session was held on Monday 18 October for new councillors.

Information contained within the Induction Manual contained fact sheets from the Department of Local Government, Sport and Cultural Industries to explain the various aspects of being a council member including:

- [An introduction to local government](#)
- [The role of a council member](#)
- [Council members' responsibilities and rights](#)
- [What happens when you become a council member](#)

### COMMENT

The candidates who were declared elected unopposed were sworn in at a ceremony on Tuesday 19 October 2021 prior to the Council meeting.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

Cost of administering the 2021 election including advertising and staff time was included in the 2020/21 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**

**(154/2021) Moved: Cr Steele**

**Seconded: Cr Jacobs**

*That Council note the Returning Officer Report for the 2021 Local Government Elections.*

**Carried 7/0**

Unconfirmed

## 8.2.5 MEMBER NOMINATION – WHEATBELT JOINT DEVELOPMENT ASSESSMENT PANEL

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	DBC.0002
Attachment Ref:	Attachment 8.2.5 - Development assessment Panels – Frequently Asked Questions

### SUMMARY

Council is requested to confirm the appointment of two (2) members and two (2) alternate/proxy members for the Wheatbelt Development Assessment Panel (DAP) for a term expiring on 26 January 2024.

### BACKGROUND

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government representatives. The purpose of the DAP is to determine applications for large scale developments.

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

Each panel consists of five members, comprising three specialist members and two local government councillors. Members are appointed by the Minister for Planning and a pool of additional members are available to substitute if required. In April 2020, Presiding Members, Deputy Presiding Members and Specialist Members were permanently appointed for each of the five panels, for a term of two years.

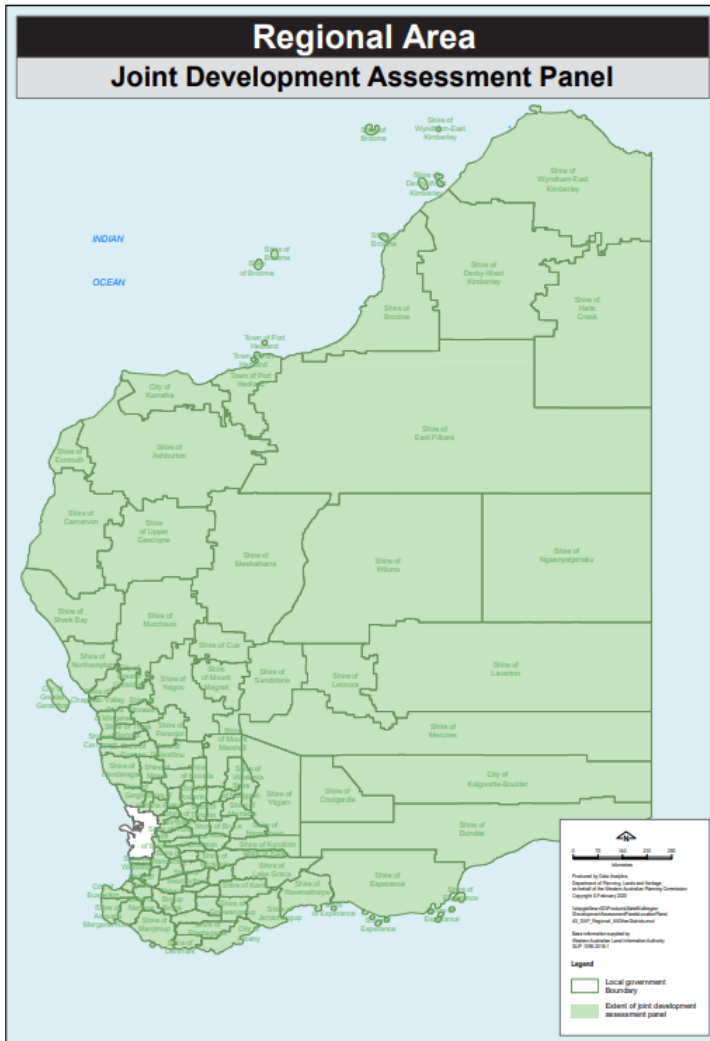
The role of panels are to determine development applications of a certain type and value threshold through consistent, accountable, and professional decision-making.

Operating under Development Assessment Panel Regulations, each panel determines development applications as if it were the responsible planning authority, against the relevant local or region planning scheme.

Development applications outside the City of Perth with an estimated development cost of \$10 million or more must be determined by the Regional DAP as per the requirements of the *Planning and Development (Development Assessment Panels) Regulations 2011*. These are referred to as mandatory DAP applications.

Development applications outside the City of Perth with an estimated development cost of \$2 million or more and less than \$10 million can be determined by the relevant local government or the Regional DAP. These are referred to as optional DAP applications.

The Shire of Corrigin is a member of the Regional Joint Development Assessment Panel as shown on the map below.



In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Development Assessment Panels) Regulations, 2011*, the following Councillors were nominated by Council in December 2019 and were appointed as Wheatbelt DAP members by the Minister for Planning for a term expiring on 26 January 2022:

**Members**

1. **Cr D Hickey**
2. **Cr J Mason**

**Alternate Members**

1. **Cr M Dickinson**
2. **Cr M Weguelin**

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* the Shire of Corrigin is required to nominate four council members to sit as DAP members as soon as possible following the elections on 16 October 2021.

Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

Members of the DAP will be expected to prepare for, attend and participate in every DAP meeting held in relation to Shire of Corrigin DAP applications and abide by the panel protocols and specified rules of conduct.

## COMMENT

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

The nominated members are required to attend training and professional development on the administration of the DAP.

## STATUTORY ENVIRONMENT

*Part 11A of the Planning and Development Act, 2005*

*Planning and Development (Development Assessment Panels) Regulations, 2011.*

## POLICY IMPLICATIONS

8.7 Training and Professional Development – Elected Members

## FINANCIAL IMPLICATIONS

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

### Objective: Economic

**A strong, diverse economy supporting agriculture, local business and attracting new industry**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION

**(155/2021) Moved: Cr Coppen      Seconded: Cr Steele**

*That Council:*

1. *Endorse the following Councillors as local members on the Regional Area Joint Development Assessment Panel (DAP), for the term expiring on 26 January 2024:*

*Cr Dickinson and  
Cr Weguelin.*

2. *Endorse the following Councillors as alternate (deputy) members on the Regional Area Joint Development Assessment Panel (DAP) in the event that a local member is unavailable for a meeting, for the term expiring on 26 January 2024:*

*Cr Coppen; and  
Cr Fare.*

**Carried 7/0**

## 8.2.6 REGISTER OF POLICIES REVIEW

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.6– Register of Policies – Review 2021

### SUMMARY

This report relates to the review of Council's existing register of policies that was last reviewed and adopted by Council in October 2020.

### BACKGROUND

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

### COMMENT

The objectives of the register of policies are:

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

Attachment 8.2.6 shows track changes throughout the document to draw attention to any minor amendments that have been made to policies. The policies that have been highlighted in yellow have either had significant changes or are new policies.

## STATUTORY ENVIRONMENT

Council's role to determine the Local Government's policies is defined in the *Local Government Act, Section 2.7(2) (b)*:

*Local Government Act 1995 – Section 2.7 Role of council*

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

## POLICY IMPLICATIONS

Review of Council's register of policies. Some minor and some significant changes will be made to the document.

## 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

Absolute Majority

## COUNCIL RESOLUTION

**(156/2021) Moved: Cr Jacobs                      Seconded: Cr Dickinson**

*That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995 adopt the amendments to policies as provided in Attachment 8.2.6 – Register of Policies – Review 2021 to become the new Shire of Corrigin Register of Policies.*

***Carried by Absolute Majority 7/0***

## 8.2.7 NATIVE TITLE SETTLEMENT CONSULTATION

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0060
Attachment Ref:	NIL

### SUMMARY

Council is requested to provide comment to the Department of Planning, Lands and Heritage regarding the land parcel within the Shire of Corrigin for potential transfer to the Noongar Boodja Trust as part of the South West Native Title Settlement.

### BACKGROUND

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups.

The six Indigenous Land Use Agreements (ILUAs) were registered and the Settlement commenced on 25 February 2021. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate which will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of future generations.

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

The Shire of Corrigin is invited to provide comments on the land parcel below in relation to the following:

- Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
- Does the Shire have any interest in the land?
- Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
- Is the land parcel subject to any mandatory connection to services?
- Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?



- Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
- Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
- Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
- Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Lot 9417 Bilbarin Quairading Road Adamsville



Lot 21219 Nambadilling Road Kurrenkutten



## COMMENT

The two properties identified in the Shire of Corrigin are subject to a Management Order to Water and Rivers for the purpose of water with the power to lease.

The following key points are made in response to the land identified for potential transfer to the Noongar Booja Trust as part of the South West Native Title Settlement:

1. The reserve land is classified Rural zone;
2. There are no proposals to amend the current Rural zoning applicable to the land under the Shire's current Local Planning Scheme No.2 in the short to medium-term futures;
3. Reserve DP85522 Lot 21219 is not designated by the Fire and Emergency Services Commissioner of WA as being in a bushfire prone area.
4. Reserve DP92443 Lot 9417 is not designated by the Fire and Emergency Services Commissioner of WA as being in a bushfire prone area.

More information on the Settlement is available from the Department of the Premier and Cabinet website: <https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/south-west-native-title-settlement>

## STATUTORY ENVIRONMENT

*Land Administration (South West Native Title Settlement) Act 2016*

## 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

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

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

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION

**(157/2021) Moved: Cr Weguelin Seconded: Cr Steele**

*That Council authorises the Chief Executive Officer to prepare a submission to the Department of Planning Lands and Heritage, relating to Lot 9417 and Lot 21219 in the Shire of Corrigin.*

**Carried 7/0**

## 8.2.8 VARIATION OF CONTRACT TO SUPPLY AND LAY BITUMEN

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0241
Attachment Ref:	NIL

### SUMMARY

Council is requested to authorise a variation to the contract to supply and lay bitumen for the period 2020-2023 to include additional quantities for the Rabbit Proof Fence Road as authorised in the 2021-2022 budget.

### BACKGROUND

The budgeted value for the supply and application of bitumen to be completed by external contractors for the period 2020-2023 exceeded the \$250,000 expenditure threshold and therefore it was necessary to call for tenders. The Shire of Corrigin Purchasing Policy provides an exemption to publicly invite tenders where the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program.

The WALGA Vendor Panel platform was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers of bitumen services for the 2020- 2021 to 2022- 2023 financial years.

The Request for Quote (RFQ) was sent to 32 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel and responses were received in the form of a Schedule of Rates from the following companies:

- Bitutek
- Boral
- Downer
- Fulton Hogan and
- Kee Surfacing.

The evaluation report included calculations for the indicative road program over the three year period using the schedule of rates.

At the Ordinary Council meeting on 20 October 2020 Council passed the following resolution.

Council Resolution (177/2020)

*That Council:*

*1. Accepts the price submitted by Bitutek Pty Ltd for the Supply and Lay of Bitumen Products including Aggregate 2020/21 to 2022/23 at a total cost of \$1,522,950, excluding GST, based on the indicative Shire of Corrigin works program and subject to final seal design and spray rates.*

*2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.*

After the contract was awarded to Bitutek last year the Shire of Corrigin was awarded additional funding to reconstruct and seal the Rabbit Proof Fence Road as part of the Wheatbelt Secondary Freight Project.

## **COMMENT**

The budget for the additional bitumen requirements for the Rabbit Proof Fence was approved as part of the adoption of the 2021-2022 budget in July 2021.

The CEO has delegated authority to vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.

As the value of the additional bitumen requirements due to the inclusion of the Rabbit Proof Fence Road is greater than 10% of the contract value Council is asked to approve the variation to the existing contract with Bitutek Pty Ltd.

The recommendation also seeks Council authority for the CEO to negotiate future variations to the contract to accommodate any additional funding that may be awarded over the life of the contract.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

## **POLICY IMPLICATIONS**

### **2.7 Purchasing Policy**

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 4.5 of this policy is not deemed to be suitable.

### **4.5 Tendering Exemptions**

An exemption to publicly invite tenders may apply in the following instances:  
the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

### **4.11 Contract Renewals, Extensions and Variations**

A decision to approve a contract variation must be made by Council resolution, unless within the Functions and General Regulations 20 and / or 21A delegated authority of the CEO.

## **FINANCIAL IMPLICATIONS**

The value of the 2021-2022 bitumen sealing program is expected to be \$570,000 subject to rise and fall provisions for pricing.

## 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

**(158/2021) Moved: Cr Jacobs**

**Seconded: Cr Coppen**

*That Council*

- 1. endorse the variation to the contract with Bitutek Pty Ltd to supply and lay bitumen for the period 2020-2023 to include the additional expenditure for the Rabbit Proof Fence Road as authorised in the 2021-2022 adopted budget.*
- 2. authorise the CEO to negotiate future variations to the contract during the life of the contract over and above the limitations set out in the Shire of Corrigin Purchasing Policy and Delegated Authority where there is an adopted budget for the goods and services, and the variation request does not change the scope of contracted requirements.*

**Carried 7/0**

Cr Weguelin declared a Proximity Interest in Item 8.2.9 and left the room at 3.55pm.

### **8.2.9 DEVELOPMENT APPLICATION – PROPOSED MODIFICATIONS AND ADDITIONS TO AN EXISTING COMMERCIAL BUILDING ON LOT 328 (NO.4) CAMPBELL STREET, CORRIGIN**

Applicant:	Office of Regional Architecture Pty Ltd
Landowners:	GW & ML Hooper
Location:	Lot 328 (No.4) Campbell Street, Corrigin
Date:	12/10/2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Number:	PA 08-2021
Attachment Reference:	Attachment 8.2.9 – Development Application – Corrigin Pharmacy

#### **SUMMARY**

This report recommends that Council grant conditional approval to a development application received from Office of Regional Architecture Pty Ltd on behalf of GW & ML Hooper for a number of minor modifications and additions to an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin.

#### **BACKGROUND**

The applicant is seeking Council's development approval to construct a new 12.54m<sup>2</sup> addition at the rear of an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin to create a new universal access toilet and associated airlock for general access and storage purposes. An existing 8.86m<sup>2</sup> storeroom and 11.97m<sup>2</sup> kitchenette and lunch room will also be reconfigured and upgraded as part of the proposed works, all of which are being undertaken to provide contemporary amenities for people employed on the property.

Council should note the proposed development will also require removal of an existing shared toilet block at the rear of Lot 328 that has been constructed over the boundary of Lot 510 (No.2) Campbell Street, being Crown Reserve 46364 located immediately east which is vested in the Shire of Corrigin for community purposes. Whilst these proposed demolition works are exempt from the need for Council's development approval, it should be noted they have been the subject of ongoing discussion with the Shire given its current interests in Reserve 46364.

Full details of the application are provided in Attachment 8.2.9.

Lot 328 is located centrally in the Corrigin townsite in the town's designated commercial precinct and comprises a total area of approximately 405m<sup>2</sup>. The land is square in shape with a 20.12 metre frontage to Campbell Street and has been extensively developed and used for commercial purposes.

Lot 328 has direct frontage and access to Campbell Street along its front boundary and a public-right-of-way along its western boundary, both of which are sealed and drained local roads under the care, control and management of the Shire of Corrigin.

The existing single storey commercial building on the land was constructed around 2000 and has been used for commercial purposes ever since. The building is currently being used for the purposes of a pharmacy which is defined as a 'shop' in the Shire of Corrigin Local Planning Scheme No.2 and listed as a permitted use on any land classified 'Commercial' zone.



The existing building on Lot 328 has not been:

- a) identified as having any cultural heritage significance;
- b) listed as being of State heritage significance; and
- c) included in the Shire's new Heritage List.

As such, there are no statutory controls in place to provide for the protection of its cultural heritage significance under the Shire of Corrigin's Local Planning Scheme No.2 or the *Heritage Act 2018*. The property and commercial building thereon do however form part of the Corrigin Main Street Retail Precinct and are subject to the provisions of Development Guidelines that were adopted by Council in March 2020.



Location & Lot Configuration Plan (Source: Landgate)

#### COMMENT

Lot 328 is classified 'Commercial' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Council's stated objectives for the development and/or use of any land classified 'Commercial' zone are as follows:

- i) To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;
- ii) To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;
- iii) To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and
- iv) To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.

Assessment of the development application for Lot 328 in the context of the various standards and requirements prescribed in LPS2 as well as all relevant matters prescribed in the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Development Guidelines for the Corrigin Main Street Retail Precinct has confirmed it is generally compliant. The proposed improvements, which are all located at the rear of the existing commercial building on the land, have been designed to integrate with and complement the existing building, ensure compliance with all relevant health and building requirements and provide much needed, improved amenities for the benefit of staff. As such, it is contended the proposed development is consistent with the land's current zoning objectives and will have no impact on the local streetscape.

Notwithstanding the above conclusion, Council should note the proposed development does not comply with the rear setback requirements of LPS2 as they apply specifically to the use class 'shop'. Under the terms of LPS2 the minimum required rear setback for any 'shop' type development on land classified 'Commercial' zone is 7.5 metres. Under the terms of the application received the proposed setback of the new universal access toilet and associated airlock will be 1.2 metres which is consistent with the approved setback of the existing commercial building on the land.

It is concluded, following detailed assessment of the application by the reporting officer, that the proposed rear boundary setback variation outlined above may be supported and approved by Council for the following reasons:

- i) The proposed addition will not have any adverse impact on the amenity of the local streetscape or the adjoining property immediately south in terms of its location, bulk, scale and external appearance;
- ii) The proposed addition will not compromise the ability to provide adequate direct sun and ventilation to the existing building on the subject land or the adjoining property immediately south;
- iii) The proposed addition will not give rise to any overlooking and resultant loss of privacy on the adjoining property immediately south;
- iv) The proposed addition will have a setback to the rear boundary that is consistent with the setback of the existing building on the land previously approved by Council;
- v) All storm water will be directed to the Campbell Street road reserve area using existing infrastructure on the land for discharge into the local drainage system;
- vi) The reduced rear setback will not compromise the ability to obtain access to an existing sewer line at the rear of the property for general maintenance and repair purposes; and
- vii) The potential fire risk is considered low given the construction materials proposed to be used (i.e. steel framing and cladding), the need to demonstrate compliance with the fire safety requirements of the Building Code of Australia during the building permit application stage of the approval process and the proposed addition's adequate separation distance to all existing buildings on the adjoining properties immediately east and south.

In light of the above findings and conclusions, it is recommended Council exercise its discretion and approve the application subject to a range of conditions and advice notes to ensure the development proceeds in a proper and orderly manner.

## **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*

*Land Administration Act 1996*



## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and will be partially offset by the development application paid by the applicant/landowners. All costs associated with the proposed development will be met by the current owners of the subject land.

It is significant to note that should the applicant/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 IMPLICATIONS

The proposal for Lot 328 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2021-2031:

### Objective: Economic

***A strong, diverse economy supporting agriculture, local business and attracting new industry***

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.5	Support local business development initiatives where possible

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION

**(159/2021) Moved: Cr Coppen      Seconded: Cr Dickinson**

*That Council **APPROVE** the development application received from Office of Regional Architecture Pty Ltd on behalf of GW & ML Hooper for a number of minor modifications and additions to an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin 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 dated 9 September 2021 subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
- 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 Council.*
- 3. All stormwater collected from the roof of the proposed addition shall be managed and disposed of to the specifications and satisfaction of the Shire's Chief Executive Officer. No stormwater is permitted to be discharged from the development to the adjoining property immediately east and south.*
- 4. The proposed development shall be connected to the existing reticulated sewerage*

*disposal infrastructure servicing the land prior to its occupation and use.*

- 5. All waste generated during the demolition and construction process shall either be recycled or disposed of at an approved landfill facility. The stockpiling of any waste generated by the proposed works is not permitted on the land for any extended period of time (i.e. greater than 7 days) unless otherwise approved by the Shire's Chief Executive Officer.*

*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 Shire 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 Shire'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 must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, earthworks or construction on the land. For further advice and guidance in this regard please contact Mr Peter Hulme on 9257 9941 or [peter.hulme@kalamunda.wa.gov.au](mailto:peter.hulme@kalamunda.wa.gov.au).*
- 4. The proposed development 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 the building permit application.*
- 5. 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.*
- 6. If the applicant/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 6/0**

Cr Weguelin re-entered the room at 3.58pm.

## 8.2.10 DUAL FIRE CONTROL OFFICERS 2021/22

Applicant:	Shire of Pingelly
Date:	13/10/2021
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.10– Appointment letters of Dual Fire Control Officers 2021/22

### SUMMARY

The Shire's of Wickepin and Kulin have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2021/2022 bush fire season.

### BACKGROUND

The Shire of Corrigin have received correspondence from the Shire's of Wickepin and Kulin requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 bush fire season:

Shire of Wickepin:

- Mr David Stacey
- Mr Jim Hamilton

Shire of Kulin

- Mr Donald Bradford
- Mr David Lewis

### COMMENT

Fire Control Officers who adjoin neighbouring shires require the adjoining shires approval to act as a Dual Fire Control Officers.

## STATUTORY ENVIRONMENT

*Bush Fires Act 1954*

## 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: Social

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.5	Support emergency services planning, risk mitigation, response and recovery	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response
		1.5.2	Scenario planning and training

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION

**(160/2021) Moved: Cr Steele      Seconded: Cr Coppen**

*That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:*

### *Shire of Wickepin:*

- *Mr David Stacey*
- *Mr Jim Hamilton*

### *Shire of Kulin*

- *Mr Donald Bradford*
- *Mr David Lewis*

**Carried 7/0**

## **9 CHIEF EXECUTIVE OFFICER REPORT**

The CEO took annual leave during the past month and came back with some options for future arts and cultural events.

## **10 PRESIDENT'S REPORT**

The President welcomed new councillors Brydon Fare and Claire Steele to the shire chambers for their first term on Council and is looking forward to working with them over the next four years.

There is a lot of new leadership within the Roe ROC Committee and the President looks forward to seeing where this new leadership takes the committee.

On 8 October 2021 the President attended the Rose Bowl in Merredin along with Mrs Manton, Cr Coppen and staff from the outside works team. It was great getting to know a few members of the works team and hearing a bit more about the great work they are achieving around town and with the road program.

Thank you to the Manager of Works and his team for maintaining the heavy workload.

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

Cr Coppen noted the petition that is currently circulating about a gym in Corrigin.

Cr Jacobs thanked the Shire for organising the councillor's attendance at the WALGA Convention and found the speakers that she attended to be excellent.

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

## **13 INFORMATION BULLETIN**

## **14 WALGA AND CENTRAL ZONE MOTIONS**

## **15 NEXT MEETING**

Ordinary Council meeting on Tuesday 16 November 2021 at 3.00pm.

## **16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.14pm.

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



# MINUTES

SPECIAL COUNCIL MEETING  
19 October 2021

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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*

**SWEARING-IN OF NEW COUNCILLORS PRIOR TO THE MEETING**

Prior to the meeting, Mrs Natalie Manton, CEO and Justice of the Peace, swore in the new councillors, who made the following declaration:

**Declaration by elected member**

I,.....

of <sup>1</sup>.....

.....,  
having been elected to the office of councillor of the Shire of Corrigin declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the *Local Government (Rules of Conduct) Regulations 2007*.

Declared at .....

on.....

By .....

Before me: .....

---

<sup>1</sup> Insert residential address.



## **1 DECLARATION OF OPENING**

The CEO, Natalie Manton opened the meeting at 11.32am in accordance with the provisions of the *Local Government Act 1995* and presided at the meeting until the office of the President was filled.

## **2 ATTENDANCE/APOLOGIES**

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

K A Caley

K L Biglin

Cr. D L Hickey

Cr. M A Weguelin

Cr. S L Jacobs

Cr. S C Coppen

Cr. C E Steele

Cr. B Fare

### **APOLOGIES**

Cr. M B Dickinson

### 3 ELECTION OF PRESIDENT

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	NIL

#### SUMMARY

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

#### BACKGROUND

The Local Government Act 1995 clause 4 of Division 1 of Schedule 2.3 notes that the Council is required to appoint a President at its first meeting following an election day. The Chief Executive Officer (CEO) is to preside at the meeting until the office is filled and the election is to be conducted by the CEO in accordance with the procedure prescribed in the Act. Accordingly, the CEO will call for Councillors to nominate as candidates at the meeting. All Councillors, including newly elected Councillors, are eligible to nominate.

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

#### 2.8 Role of mayor or president

- (1) The mayor or president —
  - (a) presides at meetings in accordance with this Act; and
  - (b) provides leadership and guidance to the community in the district; and
  - (c) carries out civic and ceremonial duties on behalf of the local government; and
  - (d) speaks on behalf of the local government; and
  - (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
  - (f) liaises with the CEO on the local government's affairs and the performance of its functions.

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

#### 4. How mayor or president is elected

- (1) The council is to elect a councillor to fill the office.
- (2) The election is to be conducted by the CEO in accordance with the procedure prescribed.
- (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

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

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

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

*Oaths, Affidavits and Statutory Declarations Act 2005*

*Local Government Act 1995:*

*Local Government (Elections) Regulations 1997*

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

#### **DECLARATON OF RESULT**

Cr Hickey was elected to the role of President for a term of two years.

Having been elected as President, Cr Hickey, took over the role of chair at 11.37am from the Chief Executive Officer and presided over the rest of the meeting.

#### 4 ELECTION OF DEPUTY PRESIDENT

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	NIL

#### SUMMARY

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

#### BACKGROUND

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

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

#### 2.9 Role of the deputy mayor or deputy president

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

Section 5.34 states:

#### 5.34. When deputy mayors and deputy presidents can act

If —

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

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

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

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

#### 8. How deputy mayor or deputy president is elected

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

(6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.

(7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

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

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

**COMMENT**

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

**STATUTORY ENVIRONMENT**

*Oaths, Affidavits and Statutory Declarations Act 2005*

*Local Government Act 1995:*

*Local Government (Elections) Regulations 1997*

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

**DECLARATON OF RESULT**

Cr Weguelin was elected to the role of Deputy President for a term of two years.

## 5 ALLOCATION OF SEATING OF COUNCILLORS

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	NIL

### SUMMARY

The seating arrangements for councillors is to be allocated at the meeting.

### BACKGROUND

Clause 11.4.1 of the Shire of Corrigin Local Laws Relating to Standing Orders (Standing Orders) provides the method of allocating seating positions to elected members as follows:

*At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.*

### COMMENT

In accordance with the Standing Orders, seating will be allocated at the discretion of the Chief Executive Officer and Councillors advised prior to the meeting.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Shire of Corrigin Local Laws Relating to Standing Orders*

### POLICY IMPLICATIONS

NIL

## 6 COPIES OF LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS TO COUNCILLORS

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	Available on Shire of Corrigin website

### SUMMARY

Copies of relevant legislation and local laws are to be provided to councillors

### BACKGROUND

Clause 21.1 of the Shire of Corrigin Local Laws Relating to Standing Orders (Standing Orders) states that:

*21.1 Copies of Act and Standing Orders and papers to Councillors of the Council.*

*The Chief Executive Officer shall provide to each Councillor as soon as convenient after being elected to office, a copy of the Act and local laws regulating and governing the administration of the local government.*

The reference to the Act in the Standing Orders is the Local Government Act 1995. A copy of the Standing Orders are included as Attachment 8.

To ensure a manageable size of the Agenda, the following links provide with web based access to the Act and local government local laws:

#### **Local Government Act 1995**

[Local Government Act 1995](#)

#### **Local Government Local Laws**

[Register of Local Laws](#)

A printed copy of the Act and local laws can be provided to Councillors upon request.

#### **All other Western Australian Acts and Regulations**

[State Law Publisher Legislation](#)

### COMMENT

The Shire staff will also provide all new Councillors with an induction and information pack addressing the roles, responsibilities and general information on the operations of the Shire. A copy of the most recent Strategic Community Plan, Corporate Business Plan and other informing plans is available on the Shire of Corrigin website.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Shire of Corrigin Local Laws Relating to Standing Orders*

**POLICY IMPLICATIONS**

NIL

**MEETING CLOSURE**

The President closed the meeting at 11.43am.

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





# Stevenson Trust Fund Trustees Meeting

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## Minutes

Monday 8 November 2021

**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.

## 1. DECLARATION OF OPENING

The Chairperson Cr Des Hickey, opened the meeting at 12.30pm.

## 2. ATTENDANCE AND APOLOGIES

President – Shire of Corrigin	Cr D Hickey
Principal – Corrigin District High School	H Prance
Sergeant – Corrigin Police Station	S Mayne

### Staff

Chief Executive Officer – Shire of Corrigin	N Manton
Executive Support Officer – Shire of Corrigin	K Biglin

### Apologies

Chairperson – Board Corrigin District High School	J MacGregor
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## 3. CONFIRMATION OF PREVIOUS MINUTES

**Moved: S Mayne      Seconded: H Prance**

*Minutes of the Stevenson Trust Fund Trustees meeting held on Monday 9 August 2021 be confirmed as true and accurate.*

*Carried*

## 4. GENERAL BUSINESS

### 4.1 FINANCIAL REPORT

**Moved: S Mayne      Seconded: H Prance**

*Financial report for period ending 31 October 2021 be confirmed as true and accurate.*

*Carried*

## 4.2 SCHOLARSHIP STATUS REPORT

2010 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Joshua Ludlow	\$ 1,000.00	\$ -	-\$ 1,000.00	\$ -	No Receipts / or claim made. Scholarship withdrawn
Mikayla Dayman	\$ 2,200.00	\$ 2,200.00		\$ -	Scholarship finalised
Kaitlyn Dayman	\$ 2,300.00	\$ 2,300.00		\$ -	Scholarship finalised
Deanna Weguelin	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
2011 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Mikayla Dayman	\$ 3,200.00	\$ 3,046.89	-\$ 153.11		Scholarship finalised
Kaitlyn Dayman	\$ 3,200.00	\$ 3,167.22	-\$ 32.78		Scholarship finalised
2012 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Kiah Crombie	\$ 2,000.00	\$ -	-\$ 2,000.00	\$ -	No Receipts / or claim made. Scholarship withdrawn
2013 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
2014 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Mikayla Dayman	\$ 1,100.00	\$ 1,068.75	-\$ 31.25	\$ -	Scholarship finalised
Marilyn Frith	\$ 2,000.00	\$ 557.90	-\$ 1,442.10		Scholarship finalised
Rochelle Keillor	\$ 2,000.00		-\$ 2,000.00		No Receipts / or claim made. Scholarship withdrawn
Indiah Lavers	\$ 2,000.00		-\$ 2,000.00		No Receipts / or claim made. Scholarship withdrawn
2015 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Mikayla Dayman	\$ 3,000.00	\$ 2,649.94	-\$ 350.06	\$ -	Scholarship finalised
Marilyn Frith	\$ 2,000.00		-\$ 2,000.00	\$ -	No Receipts / or claim made. Scholarship withdrawn
Kimberly Fajardo	\$ 1,000.00	\$ 718.00	-\$ 282.00	\$ -	Scholarship finalised
2016 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Mikayla Dayman	\$ 3,000.00	\$ 1,635.42	-\$ 1,364.58	\$ -	Scholarship finalised
Dayna Di Fulvio	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
2017 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Kaitlyn Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Mikayla Dayman	\$ 5,000.00	\$ 1,402.10	-\$ 3,597.90	\$ -	Scholarship finalised
Tessa Dyer	\$ 5,000.00	\$ 709.20	-\$ 4,290.80	\$ -	Scholarship finalised
2018 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Tessa Dyer	\$ 5,000.00	\$ 461.95	-\$ 4,538.05	\$ -	\$4,538.05 unclaimed. Withdrawn.
Mikayla Dayman	\$ 5,000.00	\$ 5,000.00		\$ -	Scholarship finalised
Amanda Pritchard	\$ 5,000.00		-\$ 5,000.00	\$ -	\$5000.00 unclaimed. Withdrawn.
2019 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Marion Lewis	\$ 5,000.00			\$ 5,000.00	Receipts received, under assessment
Chloe Baxter	\$ 5,000.00	\$ 3,589.00	\$ 1,411.00	\$ 2,822.00	Some payments made. Scholarship finalised.
2020 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Levi Ebsary	\$5,000.00	\$5,000.00			Scholarship finalised.
Chloe Baxter	\$5,000.00	3,589.00	\$1,761.47	-	\$1761.47 unclaimed. Withdrawn Scholarship finalised
2021 Academic year:					
	Awarded	Claimed	Withdrawn	Remaining	Comments
Darcy Smith	\$5,000.00	\$626.08		\$4,373.92	Agreement received.
Tahlia Baxter	\$5,000.00			\$5,000	Agreement received. No payment made to date.

#### 4.3 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 5 November 2021, one (1) scholarship application (Attachment 2) was received:

Applicant	Education Institution	Amount requested
Trevor Lewis	Cunderdin Agricultural College	\$5,000

**Moved: H Prance**

**Seconded: S Mayne**

*The Trustees grant Trevor Lewis a scholarship of up to \$5,000 for the 2022 calendar year pending further financial information and course enrolment details.*

*Carried*

#### 5. OTHER MATTERS

NIL

#### 6. MEETINGS

The meeting schedule for 2022 will be as follows:

- 7 February 2022
- 9 May 2022
- 8 August 2022
- 7 November 2022

#### 7. MEETING CLOSURE

The Chairperson, Cr Des Hickey, closed the meeting at 12.50pm.



# Local Emergency Management Committee Meeting

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## Minutes

Monday 8 November 2021

## **1.0 NAME**

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

## **2.0 ROLE OF THE COMMITTEE**

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

## **3.0 OBJECTIVES OF THE COMMITTEE**

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

## **4.0 MEMBERSHIP**

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

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The 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

## **5.0 PRESIDING MEMBER**

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

### **Every meeting:**

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

### **First quarter:**

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

### **Second quarter:**

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

### **Third quarter:**

- Identify emergency management projects for possible grant funding.

### **Fourth quarter:**

- National and State funding nominations.

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

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



## 1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.06pm

## 2. ATTENDANCE AND APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Deputy Shire President/ Recovery Officer	Cr. M Weguelin
Deputy Recovery Officer	L Baker
Chief Executive Officer, Shire of Corrigin	N Manton
Sergeant, Corrigin Police	S Mayne
Principal, Corrigin District High School	H Prance
Executive Support Officer, Shire of Corrigin	K Biglin
District Emergency Service Officer, Dept of Communities	J Spadaccini
Community Paramedic, St John Ambulance	T Dixon
Manager, Dept of Primary Industries & Regional Development	A Lacey (telephone)

### Apologies

Chair, St John Ambulance	G Dawson
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### Guest

Principal, Babakin Primary School	R Hough
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## 3. MINUTES OF PREVIOUS MEETING

**Moved: Cr Weguelin**      **Seconded: S Mayne**

*Minutes of the LEMC meeting held on 9 August 2021 be confirmed as a true and correct record.*

*Carried*

## 4. REVIEW OF LEMC DOCUMENTS

Changes to Local Emergency Welfare Plan – Jo Spadaccini to update and send out.

## 5. REVIEW OF INCIDENTS AND EXERCISES

### 5.1 Incidents

Road traffic incident.

- S Mayne praised the volunteers and services who responded to the incident. The incident was quickly and effectively managed with a positive result in the end.

## 6. DEVELOPMENT OF FUTURE EXERCISES

- Repeat of radio communications exercise
- RFDS Patient transfer if large fire in Corrigin Reserve or if lights were to fail on the airstrip.
- Interruption to critical water supplies

J Carrall to conduct desktop exercise at next meeting.

## 7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

## 8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

### 8.1 Generator for CREC

N Manton researching new projects and funding.

## 9. FUNDING

- Identify funding application for a generator for the CREC
- Airstrip lights

## 10. OTHER MATTERS

### 10.1 Meeting dates for 2022

- 7 February 2022
- 9 May 2022
- 8 August 2022
- 7 November 2022

### 10.2 Animal Welfare in Emergencies Plan (Attachment 2)

The Animal Welfare in Emergencies Plan was developed as part of a joint project between the Shires of Kondinin, Kulin, Corrigin and Narembeen during 2021 with funding from the Animal Welfare in Emergencies Grant Program.

The purpose of the grant was to improve the capacity of Local Governments, and their communities, to manage the impacts of emergency situations on animal welfare. The project aims to work toward the following outcomes:

- Local Government and their communities are prepared for and can respond to emergency situations that impact animal welfare.
- Enhanced capacity for Local Governments and their communities to prepare for, respond to and recover from the impacts of emergency situations on animal welfare.
- Roles and responsibilities of Local Government and community stakeholders are clear regarding animal welfare during and after emergency situations.
- Emergency management principles of shared responsibility and building resilience are promoted.

### Recommendation

**Moved: L Baker      Seconded: A Lacey**

*The LEMC Committee recommend to Council that the Animal Welfare in Emergencies Plan be endorsed subject to minor amendments.*

*Carried*

## 11. REPORTS

Reports from LEMC members and stakeholders

### Department of Communities

- Trailer based in Northam with 70 beds.
- Extra bedding at Recreation Centre in Narrogin.

### Corrigin Police

- 1 Major incident
- Focusing on heavy vehicle safety, rights and responsibilities.
- Multi-force planned heavy vehicle inspections will occur over the harvest season in Corrigin to ensure the highest level of safety is occurring on roads.
- Emergency Services Simulation training is occurring tonight. There will be an emergency simulation set up to help prepare and improve volunteers' capabilities at a real-life scene.

### **St John Ambulance**

- 2 new Paramedics in Narrogin and 2 paramedics in Merredin.
- Lots of snakes around and snake bites occurring
- Always looking for new volunteers

### **Corrigin District High School**

- Idea of commencing an extracurricular program such as a Cadetship so by the time students finish year 10 they are qualified for entry level volunteering for a bush fire brigade or to join St Johns. H Prance will explore some options and revise the idea before the next meeting.

### **Department of Primary Industries and Regional Development**

- Alison has accepted a secondment to a different position so this will be her last LEMC meeting.
- Mouse activity has recently declined in most areas, after the short surge in the Geraldton and Ravensthorpe areas.

### **Shire of Corrigin**

- 51 firebreak reminder letters sent out. Ranger will be conducting further inspections this week.
- Bushfire Risk Mitigation Plan – following up to get this moving along
- Attended a meeting with Hon John Carey MLA, Minister for Housing, Local Government to further discuss the regulations for the procurement requirements of general practice medical services by local governments in regional areas. Also discussed housing for local government employees, nurses and teachers.

## **12. NEXT MEETING**

The next meeting will be Monday 7 February 2022 at 1.00pm.

## **13. MEETING CLOSURE**

The Shire President, Cr Des Hickey closed the meeting at 2.02pm.

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT16677	07/10/2021	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY FOR OCTOBER 2021	\$ 317.75	TRUST
EFT16678	07/10/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR AUGUST TO SEPTEMBER 2021	\$ 45.51	TRUST
EFT16679	07/10/2021	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSION FOR AUGUST TO SEPTEMBER 2021	\$ 15.09	TRUST
20668	5/10/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 377.50	MUNI
20669	7/10/2021	SYNERGY	ELECTRICITY CHARGES	\$ 11,614.40	MUNI
20670	7/10/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 205.00	MUNI
20671	13/10/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 362.20	MUNI
20672	13/10/2021	WATER CORPORATION OF WA	WATER CHARGES	\$ 2,578.11	MUNI
20673	18/10/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 311.00	MUNI
20674	21/10/2021	ELDERS REAL ESTATE	BOND REFUND	\$ 100.00	MUNI
20675	21/10/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 205.00	MUNI
20676	27/10/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 355.90	MUNI
20677	28/10/2021	SYNERGY	ELECTRICITY CHARGES	\$ 7,597.80	MUNI
EFT16680	07/10/2021	ARM SECURITY	ALARM MONITORING SERVICES OCTOBER 2021 TO DECEMBER 2021	\$ 156.00	MUNI
EFT16681	07/10/2021	BEST OFFICE SYSTEMS	REPAIRS TO CRC PHOTOCOPIER	\$ 77.00	MUNI
EFT16682	07/10/2021	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 10 LAWTON WAY, CORRIGIN MEDICAL CENTRE	\$ 1,029.38	MUNI
EFT16683	07/10/2021	CORRIGIN CAFE	REFRESHMENTS AND CATERING	\$ 320.00	MUNI
EFT16684	07/10/2021	CORRIGIN COMBINED WINTER SPORTS COMMITTEE	BOND REFUND	\$ 150.00	MUNI
EFT16685	07/10/2021	CORRIGIN DISTRICT HIGH SCHOOL	BOND REFUND	\$ 100.00	MUNI
EFT16686	07/10/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 28.40	MUNI
EFT16687	07/10/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 242.00	MUNI
EFT16688	07/10/2021	CORRIGIN TYREPOWER	PLANT REPAIRS - HOLDEN UTE	\$ 1,390.00	MUNI
EFT16689	07/10/2021	CUBY AGRICULTURAL WINDSCREENS	PLANT REPAIRS - ISUZU UTE	\$ 330.00	MUNI
EFT16690	07/10/2021	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR SEPTEMBER 2021	\$ 218.31	MUNI
EFT16691	07/10/2021	ENVIRONMENTAL HEALTH AUSTRALIA	AFSA INSPECTION PADS	\$ 388.20	MUNI
EFT16692	07/10/2021	HARRIS ZUGLIAN ELECTRICS	POOL PLANT REPAIRS	\$ 121.00	MUNI
EFT16693	07/10/2021	HAWK CONCRETE FLOOR COATINGS	FINAL PAYMENT- INSTALLATION OF FLOORING AT CORRIGIN POOL, FLOOR CLEANER	\$ 25,371.60	MUNI
EFT16694	07/10/2021	ISWEEP TOWN & COUNTRY	STREET SWEEPING IN CORRIGIN TOWNSITE, SELECTED SUMP CLEAN OUTS	\$ 3,192.75	MUNI
EFT16695	07/10/2021	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 988.90	MUNI
EFT16696	07/10/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS - TIPPER TRUCK	\$ 9.90	MUNI
EFT16697	07/10/2021	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 65.00	MUNI
EFT16698	07/10/2021	RACHEL BAIRSTOW	STAFF REIMBURSEMENT	\$ 159.00	MUNI
EFT16699	07/10/2021	SITE SKILLS TRAINING	STAFF TRAINING - BASIC SCAFFOLDING COURSE	\$ 765.00	MUNI
EFT16700	07/10/2021	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 724.32	MUNI
EFT16701	07/10/2021	TELSTRA	TELEPHONE CHARGES	\$ 1,496.77	MUNI
EFT16702	07/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT16703	07/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 50.31	MUNI
EFT16704	07/10/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16705	13/10/2021	AC ELECTRICS WA	CONNECT POWER TO CONTAINERS FOR CHANGE SHED	\$ 5,362.95	MUNI
EFT16706	13/10/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 334.38	MUNI
EFT16707	13/10/2021	ARROW BRONZE	CEMETERY NICHE WALL PLAQUES	\$ 894.74	MUNI
EFT16708	13/10/2021	ASTRO ALLOYS	HAND CLEANING PRODUCTS	\$ 755.65	MUNI
EFT16709	13/10/2021	AUSTRALIA POST	POSTAGE CHARGES FOR SEPTEMBER 2021	\$ 268.75	MUNI
EFT16710	13/10/2021	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR AUGUST 2021	\$ 4,475.00	MUNI
EFT16711	13/10/2021	BEST OFFICE SYSTEMS	NEW PHOTOCOPIER FOR WORKS DEPOT, PHOTOCOPYING - CRC & ADMIN OFFICE	\$ 4,431.26	MUNI
EFT16712	13/10/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	2,000 LITRES OF EMULSION	\$ 1,980.00	MUNI
EFT16713	13/10/2021	BRANDWORX	STAFF UNIFORM	\$ 225.24	MUNI
EFT16714	13/10/2021	CLINIPATH PATHOLOGY	PRE-EMPLOYMENT DRUG SCREENING	\$ 40.00	MUNI
EFT16715	13/10/2021	CORRIGIN ENGINEERING PTY LTD	METAL SUPPORT POSTS FOR FENCE AT 2 SPANNEY STREET	\$ 2,187.47	MUNI
EFT16716	13/10/2021	CORRIGIN FOOTBALL CLUB	BOND REFUND	\$ 700.00	MUNI
EFT16717	13/10/2021	CORRIGIN MEDICAL CENTRE	EMPLOYEE MEDICAL EXAMINATION FOR MC LICENCE	\$ 168.50	MUNI
EFT16718	13/10/2021	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR AUGUST 2021	\$ 257.35	MUNI
EFT16719	13/10/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 367.70	MUNI
EFT16720	13/10/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 132.00	MUNI
EFT16721	13/10/2021	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER, TORO GROUNDMASTER	\$ 243.00	MUNI
EFT16722	13/10/2021	DEPARTMENT OF PREMIER AND CABINET	GAZETTE NOTICE - 2021 / 2022 FIREBREAK ORDER	\$ 410.40	MUNI
EFT16723	13/10/2021	ELDERS RURAL SERVICES LTD	10 BULKA BAGS OF CEMENT	\$ 3,410.00	MUNI
EFT16724	13/10/2021	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR SEPTEMBER 2021	\$ 1,712.66	MUNI
EFT16725	13/10/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR SEPTEMBER 2021	\$ 3,278.75	MUNI
EFT16726	13/10/2021	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	PROGRESS CLAIM FOR OVAL LIGHTING UPGRADE PROJECT	\$ 22,872.34	MUNI
EFT16727	13/10/2021	HAULMORE TRAILER RENTALS	PLANT HIRE	\$ 1,430.00	MUNI
EFT16728	13/10/2021	HUTTON AND NORTHEY SALES	ELECTRICITY CHARGES - METER READING AT 5 WALTON STREET	\$ 437.26	MUNI
EFT16729	13/10/2021	LANDGATE	GROSS RENTAL VALUATIONS AND RURAL UV'S CHARGEABLE SCHEDULES	\$ 244.28	MUNI
EFT16730	13/10/2021	MELBOURNE BBQ CENTRE	2 NEW ELECTRIC BUILT IN BBQ'S FOR MISS B'S PARK	\$ 7,139.00	MUNI
EFT16731	13/10/2021	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 650.00	MUNI
EFT16732	13/10/2021	MARKETFORCE	ADVERTISING - RFT 05/2021 - DISPOSAL OF ABANDONED VEHICLE	\$ 524.08	MUNI
EFT16733	13/10/2021	MOORE AUSTRALIA W A PTY LTD	PROGRESSIVE ACCOUNT - LONG TERM FINANCIAL PLANNING SERVICES	\$ 1,650.00	MUNI
EFT16734	13/10/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS - HOLDEN UTE, TIPPER TRUCK	\$ 59.35	MUNI
EFT16735	13/10/2021	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES - WELLNESS CENTRE REDEVELOPMENT	\$ 13,068.00	MUNI
EFT16736	13/10/2021	QC ULTIMATE CLEAN	CARPET AND VINYL CLEANING IN THE CREC FUNCTION ROOM	\$ 1,233.11	MUNI
EFT16737	13/10/2021	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE	\$ 5,969.70	MUNI
EFT16738	13/10/2021	S & J BOZANICH EARTHMOVING PTY LTD	PUSH UP APPROXIMATELY 20,000 CUBIC METRES OF GRAVEL	\$ 30,000.00	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT16739	13/10/2021	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - NETBALL COURTS	\$ 660.00	MUNI
EFT16740	13/10/2021	ST JOHN AMBULANCE WA LTD	DEFIBRILLATOR CABINET FOR CARAVAN PARK	\$ 275.00	MUNI
EFT16741	13/10/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 11.01	MUNI
EFT16742	13/10/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 654.50	MUNI
EFT16743	13/10/2021	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	CEO & COUNCILLOR REGISTRATIONS FOR 2021 LOCAL GOVERNMENT CONVENTION	\$ 11,940.00	MUNI
EFT16744	13/10/2021	WALLIS COMPUTER SOLUTIONS	MANAGED SERVICES AGREEMENT (DEPOT), OPTUS TELTONIKA INTERNET SERVICE	\$ 2,314.40	MUNI
EFT16745	21/10/2021	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 36 CAMM STREET	\$ 1,229.80	MUNI
EFT16746	21/10/2021	CLEANAWAY CO PTY LTD	DISPOSAL OF WASTE KEROSENE AND WASTE OILS	\$ 6,239.07	MUNI
EFT16747	21/10/2021	CORRIGIN NETBALL CLUB	BOND REFUND	\$ 550.00	MUNI
EFT16748	21/10/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 19.15	MUNI
EFT16749	21/10/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 310.00	MUNI
EFT16750	21/10/2021	CRAIG BRIAN FULWOOD	STAFF REIMBURSEMENT	\$ 49.15	MUNI
EFT16751	21/10/2021	DANE PIERRE BINGHAM	CUSTOMER REFUND	\$ 125.92	MUNI
EFT16752	21/10/2021	DEPT OF FIRE & EMERGENCY SERVICES	2021 / 2022 EMERGENCY SERVICES LEVY PAYMENTS	\$ 6,253.48	MUNI
EFT16753	21/10/2021	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT	\$ 15,760.25	MUNI
EFT16754	21/10/2021	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR OCTOBER 2021	\$ 11,880.00	MUNI
EFT16755	21/10/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR SEPTEMBER 2021	\$ 18,029.04	MUNI
EFT16756	21/10/2021	ISAAC STOKES	PAYMENT CANCELLED - INCORRECT BANK DETAILS SUPPLIED	\$ -	MUNI
EFT16757	21/10/2021	KIDSAFE WA	STAFF TRAINING - PLAYGROUND SAFETY AND MAINTENANCE WORKSHOP	\$ 600.00	MUNI
EFT16758	21/10/2021	LGISWA	2021 / 2022 INSURANCE PREMIUMS - SECOND INSTALMENTS	\$ 83,542.50	MUNI
EFT16759	21/10/2021	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 584.58	MUNI
EFT16760	21/10/2021	MCMILES INDUSTRIES PTY LTD	REPAIR TO BROKEN PIPE ON BULLARING SOAK	\$ 550.00	MUNI
EFT16761	21/10/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS - SIDE TIPPER TRAILER	\$ 12.49	MUNI
EFT16762	21/10/2021	SOURCE MY PARTS PTY LTD	PLANT PARTS - LOADER, GRADER	\$ 1,691.55	MUNI
EFT16763	21/10/2021	TELSTRA	TELEPHONE CHARGES	\$ 260.70	MUNI
EFT16764	21/10/2021	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 20.43	MUNI
EFT16765	21/10/2021	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	ADVERTISING FOR 2021 COUNCIL ELECTION	\$ 1,375.00	MUNI
EFT16766	21/10/2021	WALLIS COMPUTER SOLUTIONS	NEW LAPTOP FOR ROE EHO, BUSINESS BASIC LICENCE FEE (CHAMBERS LAPTOP)	\$ 2,749.87	MUNI
EFT16767	21/10/2021	ISAAC STOKES	CUSTOMER REFUND	\$ 125.00	MUNI
EFT16768	21/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI
EFT16769	21/10/2021	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT16770	21/10/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16771	21/10/2021	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 110.00	MUNI
EFT16772	28/10/2021	150 SQUARE	INTEGRATED PLANNING AND REPORTING REVIEW	\$ 10,791.00	MUNI
EFT16773	28/10/2021	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES FOR SWIMMING POOL	\$ 342.42	MUNI
EFT16774	28/10/2021	ATOM SAFETY	HAND CLEANER FOR ROADS AND DEPOT CREW	\$ 337.57	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT16775	28/10/2021	ACCWEST PTY LTD	L & B REVALUATION, CHECKING OF ANNUAL FINANCIAL STATEMENTS	\$ 2,772.00	MUNI
EFT16776	28/10/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 3.41	MUNI
EFT16777	28/10/2021	AQUATIC SERVICES WA PTY LTD	ANNUAL SERVICE OF POOL PLANT ROOM	\$ 1,650.00	MUNI
EFT16778	28/10/2021	AVON WASTE	4 WEEKS RUBBISH COLLECTION - SEPTEMBER 2021	\$ 18,216.29	MUNI
EFT16779	28/10/2021	BOC LIMITED	CONTAINER SERVICE FEE FOR POOL - MEDICAL OXYGEN	\$ 12.14	MUNI
EFT16780	28/10/2021	BRANDWORX	STAFF UNIFORM	\$ 813.01	MUNI
EFT16781	28/10/2021	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - WELLNESS CENTRE, 36B JOSE STREET	\$ 1,334.74	MUNI
EFT16782	28/10/2021	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING SERVICES AT CORRIGIN RESOURCE CENTRE	\$ 20,810.00	MUNI
EFT16783	28/10/2021	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 79.50	MUNI
EFT16784	28/10/2021	CONNELLY IMAGES	NO SMOKING WITHIN 10 METRES OF THE BUILDING' STICKERS	\$ 39.60	MUNI
EFT16785	28/10/2021	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 2,673.20	MUNI
EFT16786	28/10/2021	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 107.98	MUNI
EFT16787	28/10/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 166.70	MUNI
EFT16788	28/10/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 12.00	MUNI
EFT16789	28/10/2021	CORRIGIN TYREPOWER	2 NEW TYRES FOR NISSAN X-TRAIL	\$ 732.00	MUNI
EFT16790	28/10/2021	CROWN PERTH	CEO AND COUNCILLOR ACCOMMODATION FOR LOCAL GOVERNMENT WEEK	\$ 6,073.00	MUNI
EFT16791	28/10/2021	HARRIS ZUGLIAN ELECTRICS	INSTALLATION OF NEW ANTENNA'S AT 36 JOSE STREET	\$ 533.97	MUNI
EFT16792	28/10/2021	HEATHER VICTORIA TALBOT	STAFF REIMBURSEMENT	\$ 140.00	MUNI
EFT16793	28/10/2021	HIMAC ATTACHMENTS	6 FOOT HEAVY DUTY SLASHER FOR SKID STEER	\$ 8,158.70	MUNI
EFT16794	28/10/2021	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 749.34	MUNI
EFT16795	28/10/2021	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 419.20	MUNI
EFT16796	28/10/2021	KIRSTEN BIGLIN	STAFF REIMBURSEMENT	\$ 211.40	MUNI
EFT16797	28/10/2021	LIWA AQUATICS	LIWA MEMBERSHIP 2021 TO 2024	\$ 396.00	MUNI
EFT16798	28/10/2021	LANDGATE	MINING TENEMENTS CHARGEABLE SCHEDULE	\$ 41.30	MUNI
EFT16799	28/10/2021	MOMA SOLAR	16 MOMA SOLAR BOLLARDS FOR CORRIGIN MAIN STREET	\$ 6,586.10	MUNI
EFT16800	28/10/2021	NARROGIN SMASH REPAIRS	PLANT REPAIRS - TOYOTA PRADO	\$ 500.00	MUNI
EFT16801	28/10/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - PRIME MOVER, BUS, ROLLER, HOLDEN UTE, TORO	\$ 1,301.97	MUNI
EFT16802	28/10/2021	ORIGINAL KIT CO	POLO SHIRTS FOR STAFF AND COUNCILLORS	\$ 1,409.29	MUNI
EFT16803	28/10/2021	PERTH BREATHALYSER SALES AND SERVICE	ORAL FLUID DRUG TESTING KITS	\$ 968.00	MUNI
EFT16804	28/10/2021	REAC SYSTEMS	SERVICE OF POOL HEATER AND AIRCONDITIONING SYSTEM	\$ 1,443.81	MUNI
EFT16805	28/10/2021	SIGMA CHEMICALS	POOL CHEMICALS, SERVICE OF POOL TESTING UNIT	\$ 1,527.68	MUNI
EFT16806	28/10/2021	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 59.57	MUNI
EFT16807	28/10/2021	TELSTRA	TELEPHONE CHARGES	\$ 1,520.08	MUNI
EFT16808	28/10/2021	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 109.98	MUNI
EFT16809	28/10/2021	TOTAL UNDERCAR	WHEEL ALIGNMENT ON ISUZU MU-X	\$ 104.50	MUNI
EFT16810	28/10/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 748.00	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT16811	28/10/2021	WESFARMERS KLEENHEAT GAS PTY LTD	CREC ANNUAL BULK TANK FEE	\$ 770.55	MUNI
EFT16812	28/10/2021	WEST COAST COMMERCIAL INDUSTRIES	BATHROOM STALL REPLACEMENT ITEMS FOR SWIMMING POOL	\$ 1,287.17	MUNI
DD13468.1	1/10/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD13469.1	1/10/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD13557.1	4/10/2021	NATIONAL AUSTRAILA BANK	CREDIT CARD PAYMENTS	\$ 6,418.16	MUNI
DD13481.1	6/10/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,193.58	MUNI
DD13481.2	6/10/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD13481.3	6/10/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 611.22	MUNI
DD13481.4	6/10/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,559.98	MUNI
DD13481.5	6/10/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13481.6	6/10/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13481.7	6/10/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 673.20	MUNI
DD13481.8	6/10/2021	CBUS SUPER INCOME STREAM	SUPERANNUATION CONTRIBUTIONS	\$ 55.92	MUNI
DD13481.9	6/10/2021	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 264.52	MUNI
DD13542.1	19/10/2021	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE	\$ 237.60	MUNI
DD13531.1	20/10/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,491.21	MUNI
DD13531.2	20/10/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD13531.3	20/10/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 586.78	MUNI
DD13531.4	20/10/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,539.51	MUNI
DD13531.5	20/10/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13531.6	20/10/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13531.7	20/10/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 673.20	MUNI
DD13531.8	20/10/2021	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 205.35	MUNI
DD13518.1	21/10/2021	TELSTRA	TELEPHONE CHARGES	\$ 558.56	MUNI
DD13473.1	1/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 945.85	LIC
DD13475.1	4/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,161.20	LIC
DD13477.1	5/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 391.75	LIC
DD13479.1	6/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 94.05	LIC
DD13487.1	7/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 321.35	LIC
DD13489.1	8/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,132.25	LIC
DD13491.1	11/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,227.05	LIC
DD13502.1	12/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 968.25	LIC
DD13507.1	13/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 697.55	LIC
DD13509.1	14/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,001.25	LIC
DD13516.1	15/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,333.20	LIC
DD13520.1	18/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,965.90	LIC



**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2021**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD13524.1	19/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 718.75	LIC
DD13528.1	20/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,667.70	LIC
DD13535.1	21/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,975.60	LIC
DD13537.1	22/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,159.10	LIC
DD13541.1	25/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,189.45	LIC
DD13545.1	26/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 901.40	LIC
DD13550.1	27/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 275.80	LIC
DD13554.1	28/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 103.40	LIC
DD13556.1	29/10/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,524.40	LIC
DD13547.1	27/10/2021	SHIRE OF CORRIGIN - MUNICIPAL	ADMINISTRATION FEE FOR 2019, 2020 AND 2021	\$ 13,200.00	ES TRUST
JNL	7/10/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 06/10/2021	\$ 63,113.13	MUNI
JNL	21/10/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 20/10/2021	\$ 62,986.13	MUNI
				<b><u>\$ 645,208.02</u></b>	

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 603,874.42</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 378.35</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 27,755.25</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ 13,200.00</b>
	<b>\$ 645,208.02</b>



**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 28 AUGUST 2021 TO 28 SEPTEMBER 2021**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
11/09/2021	St John WA Corrigin	First Aid kit for CEO vehicle	\$ 89.95
13/09/2021	Water Corporation	Infrastructure and waste water isolation fee - Rotary Park	\$ 5,105.50
21/09/2021	The Merrywell Crown Perth	Meals for CEO and Councillors at WALGA Convention	\$ 129.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 5,324.45</b>
<b>CARD NUMBER 4557-XXXX-XXXX-0935</b>			
30/08/2021	Kitchen Warehouse	Knife set for admin kitchen (grant funded)	\$ 109.95
31/08/2021	Trinity	Deposit for CSO accommodation for Report Course	\$ 110.00
8/09/2021	Corrigin Shire - Licensing	New vehicle registration for CEO vehicle	\$ 457.90
13/09/2021	Big W	Plastic bowls for CRC school holiday activity	\$ 6.00
13/09/2021	Officeworks	Internet dongles for MWS and Leading Hand	\$ 63.95
21/09/2021	Officeworks	Glider planes for CRC school holiday activity	\$ 62.56
21/09/2021	Equifax	REVS check on abandoned vehicle	\$ 25.00
24/09/2021	Telstra	Telephone / internet connection at 36 Camm Street	\$ 188.35
24/09/2021	Made by Lemony	Flowers for staff member	\$ 70.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 1,093.71</b>
		<b>BILLING ACCOUNT</b>	<b>\$ -</b>
		<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 6,418.16</b>

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 ;

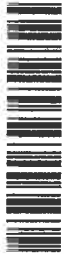
- all transactions are expenses incurred by the Shire of Corrigin;
- all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the any corporate credit card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

Kylie Caley *Kylie Caley 25/10 /2021*

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 *NM 1/11 /2021*



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: 28 August 2021 to 28 September 2021

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 Sep 2021	\$89.95 ✓	SQ *ST JOHN WA CORRIGI CORRIGIN	First Aid kit for CEO car				74375881254
14 Sep 2021	\$5,105.50 ✓	WATER CORPORATION BALCATTA	INFRASTRUCTURE + WASTE				74940521256
21 Sep 2021	\$129.00	CROWN PERTH THE MERRYW BURSWOOD 7	MEALS FOR CEO + COUNCIL LOBS AT WALLA CONVENTION				74940521263
<b>Total for this period</b>	<b>\$5,324.45</b>		<i>receipt is missing.</i> Totals				

**Employee declaration**

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

Cardholder signature: *N.A.M.*

Date: 13/10/21



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: 28 August 2021 to 28 September 2021  
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
31 Aug 2021	\$110.00 ✓	TRINITY CRAWLEY	DEPOSIT FOR STAFF TRAINING ACTION				74940521242
1 Sep 2021	\$109.95 ✓	Kitchen Warehouse Bibra Lake	KNIFE SET FOR ADMIN (GRANT FUNDED)				74564451243
8 Sep 2021	\$457.90 ✓	CGN SHIRE LIC CORRIGIN	NEW VEHICLE REGISTRATION CRI (CED)				03134966603
13 Sep 2021	\$6.00 ✓	BIGW ONLINE BELLA VISTA	CRC KIDS PROGRAM				74278241256
13 Sep 2021	\$63.95 ✓	OFFICEWORKS BENTLEIGH EAS	DONALES FOR MWS + LEADING HAND				74940521253
21 Sep 2021	\$62.56 ✓	OFFICEWORKS BENTLEIGH EAS	CRC KIDS HOLIDAY PROGRAM				74940521263
22 Sep 2021	\$25.00 ✓	VEDA ISS AUTO NORTH SYDNEY	REVS CHECK ON HEAVY DUTY VEHICLE				74564721264
24 Sep 2021	\$188.35 ✓	TELSTRA BILL PAYMNT MELBOURNE	PHONE/INTERNET CONNECTION - MWS				05134331236
27 Sep 2021	\$70.00 ✓	SQ *MADE BY LEMONY Inmaloo	FLOWERS FOR STAFF MEMBER				74375881267
<b>Total for this period</b>	<b>\$1,093.71</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: *Kylie Caley*

Date: 7.10.21



## SHIRE OF CORRIGIN

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 October 2021

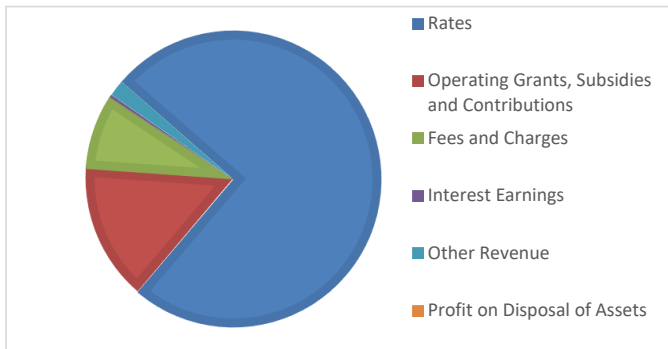
*LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)  
REGULATIONS 1996*

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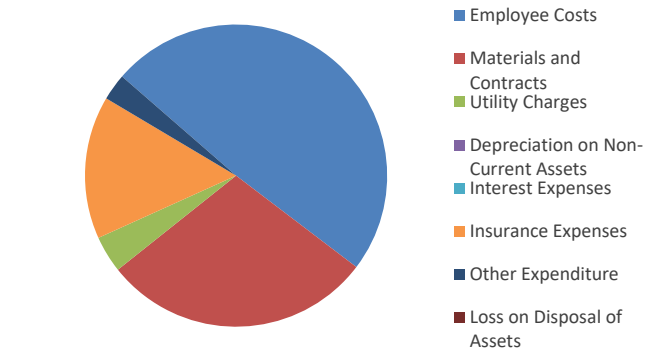
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OPERATING ACTIVITIES

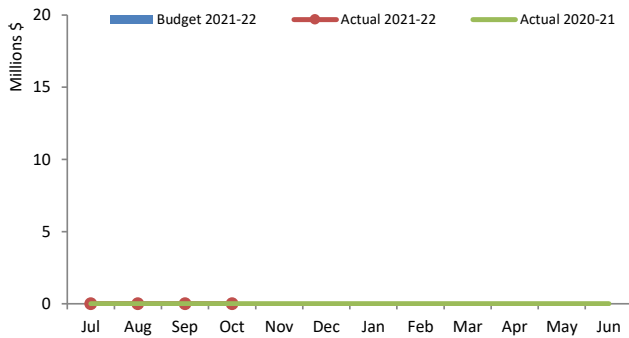
OPERATING REVENUE



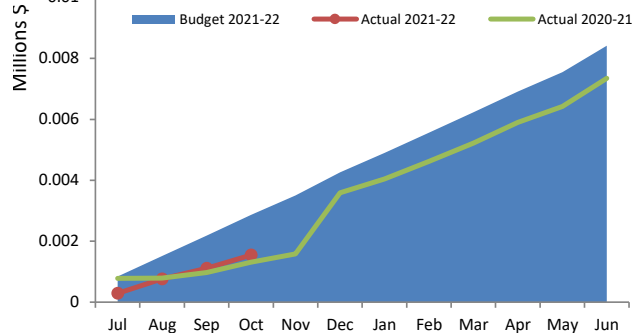
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

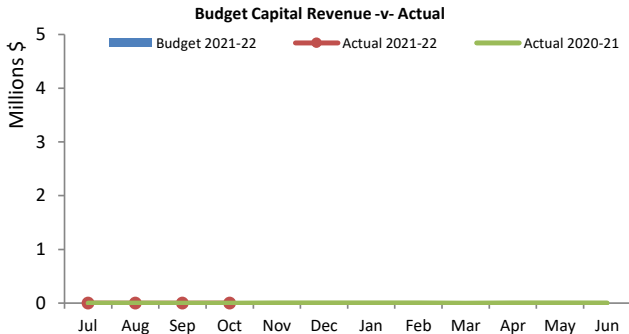


Budget Operating Expenses -v- YTD Actual

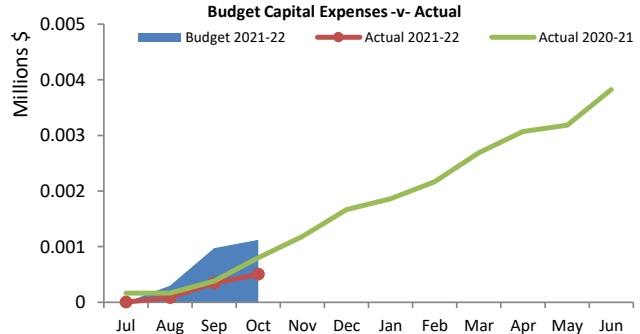


INVESTING ACTIVITIES

CAPITAL REVENUE



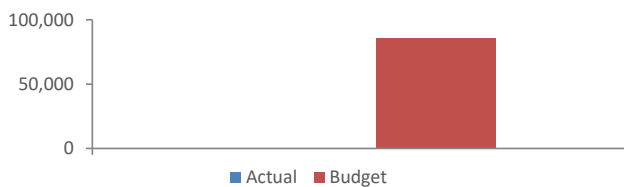
CAPITAL EXPENSES



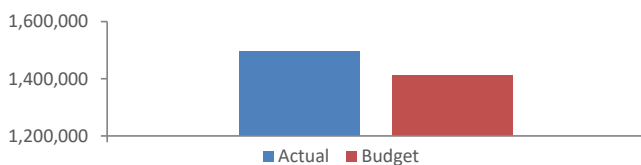
FINANCING ACTIVITIES

BORROWINGS

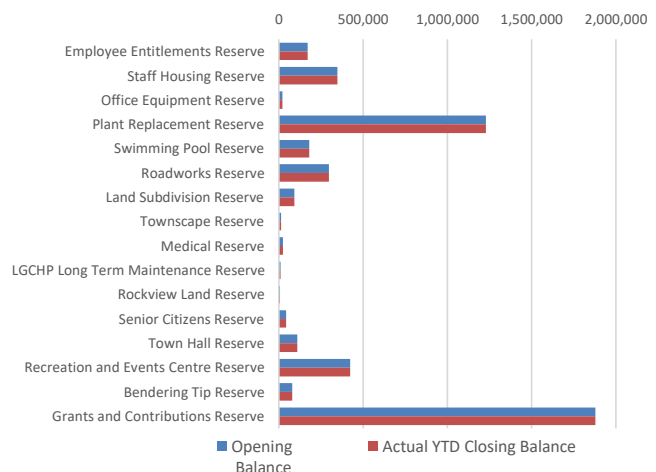
Principal Repayments



Principal Outstanding



RESERVES



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	\$0.60 M	\$0.60 M	\$0.88 M	\$0.28 M
Closing	\$0.00 M	\$3.56 M	\$3.40 M	(\$0.17 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.68 M	% of total
Unrestricted Cash	\$2.75 M	35.8%
Restricted Cash	\$4.93 M	64.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.16 M	% Outstanding
Trade Payables	\$0.05 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$1.36 M	% Collected
Rates Receivable	\$0.52 M	82.1%
Trade Receivable	\$0.84 M	% Outstanding
30 to 90 Days		0.8%
Over 90 Days		0%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	\$1.84 M	\$2.10 M	\$0.26 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.73 M	% Variance
YTD Budget	\$2.73 M	0.1%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.54 M	% Variance
YTD Budget	\$0.53 M	3.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.25 M	18.5%

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)
(\$2.54 M)	\$1.12 M	\$0.42 M	(\$0.70 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Adopted Budget	\$0.35 M	(88.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.50 M	% Spent
Adopted Budget	\$7.23 M	(93.0%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.88 M	% Received
Adopted Budget	\$4.34 M	(79.7%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.85 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.50 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.93 M
Interest earned	\$0.00 M

Refer to Note 10 - 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 OCTOBER 2021**

**STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Adminisration and operation of facilities and services to members of Council; other costs that relate to the task of assiting elected members and ratepayers on matters on matters which do not concern specific Council services
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, noise control and waste disposal compliance. Administration of the RoeRochealth Scheme and provision of various medical facilities
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child care centre, playgroups senior citizen centre and aged care Provision of services provided by the Community Resource Centre
HOUSING	To provide and maintain staff and rental housing.	Provision and maintenance of staff, aged, rental and joint venture housing
COMMUNITY AMENITIES	To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens reserves and playgrounds. Operation of library, and the support of other heritage and cultural facilities
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	To help promote the Shire and its economic wellbeing.	Tourism and area promotion including the Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
OTHER PROPERTY AND SERVICES	To monitor and control Shire overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	597,236	597,236	<b>876,917</b>	279,681	46.83%	▲
<b>Revenue from operating activities</b>							
Governance		1,500	375	<b>477</b>	102	27.20%	
General purpose funding - general rates	6	2,730,415	2,730,415	<b>2,733,086</b>	2,671	0.10%	
General purpose funding - other		977,107	280,080	<b>314,928</b>	34,848	12.44%	
Law, order and public safety		56,623	26,704	<b>37,499</b>	10,795	40.42%	
Health		220,389	60,397	<b>45,396</b>	(15,001)	(24.84%)	
Education and welfare		154,819	69,120	<b>82,136</b>	13,016	18.83%	
Housing		134,890	44,437	<b>46,713</b>	2,276	5.12%	
Community amenities		307,071	102,340	<b>128,835</b>	26,495	25.89%	
Recreation and culture		56,510	13,102	<b>18,644</b>	5,542	42.30%	
Transport		275,760	187,238	<b>187,049</b>	(189)	(0.10%)	
Economic services		81,834	27,260	<b>24,825</b>	(2,435)	(8.93%)	
Other property and services		82,095	27,352	<b>33,355</b>	6,003	21.95%	
		<b>5,079,013</b>	<b>3,568,820</b>	<b>3,652,943</b>	84,123		
<b>Expenditure from operating activities</b>							
Governance		(836,098)	(250,541)	<b>(225,990)</b>	24,551	9.80%	
General purpose funding		(76,649)	(21,148)	<b>(15,415)</b>	5,733	27.11%	
Law, order and public safety		(228,699)	(61,316)	<b>(38,727)</b>	22,589	36.84%	▲
Health		(664,802)	(224,293)	<b>(161,136)</b>	63,157	28.16%	▲
Education and welfare		(383,027)	(134,555)	<b>(100,759)</b>	33,796	25.12%	▲
Housing		(164,313)	(61,424)	<b>(30,741)</b>	30,683	49.95%	▲
Community amenities		(693,600)	(232,018)	<b>(187,165)</b>	44,853	19.33%	▲
Recreation and culture		(1,712,776)	(574,889)	<b>(248,491)</b>	326,398	56.78%	▲
Transport		(3,043,437)	(1,014,726)	<b>(456,470)</b>	558,256	55.02%	▲
Economic services		(470,995)	(155,362)	<b>(79,650)</b>	75,712	48.73%	▲
Other property and services		(142,084)	(123,907)	<b>(238)</b>	123,669	99.81%	▲
		<b>(8,416,480)</b>	<b>(2,854,179)</b>	<b>(1,544,782)</b>	1,309,397		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	1,129,540	<b>(5,636)</b>	(1,135,176)	(100.50%)	▼
<b>Amount attributable to operating activities</b>		<b>89,891</b>	<b>1,844,181</b>	<b>2,102,525</b>	258,344		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	1,123,340	<b>880,052</b>	(243,288)	(21.66%)	▼
Proceeds from disposal of assets	7	351,400	0	<b>41,818</b>	41,818	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(7,229,755)	0	<b>(502,895)</b>	(502,895)	0.00%	▼
		<b>(2,535,209)</b>	<b>1,123,340</b>	<b>418,975</b>	(704,365)		
Non-cash amounts excluded from investing activities		0	0	<b>0</b>	0	0.00%	
<b>Amount attributable to investing activities</b>		<b>(2,535,209)</b>	<b>1,123,340</b>	<b>418,975</b>	(704,365)		
<b>Financing Activities</b>							
Transfer from reserves	10	2,099,103	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(86,121)	0	<b>0</b>	0	0.00%	
Transfer to reserves	10	(164,900)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,848,082</b>	<b>0</b>	<b>0</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>3,564,757</b>	<b>3,398,417</b>			

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 OCTOBER 2021

#### 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. Exclude 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, 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 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.

##### 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 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 associate 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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, ETC.)

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.

##### 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 OCTOBER 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening funding surplus / (deficit)</b>	1(c)	597,236	597,236	<b>876,917</b>	279,681	46.83%	▲
<b>Revenue from operating activities</b>							
Rates	6	2,730,415	2,730,415	<b>2,733,086</b>	2,671	0.10%	
Specified area rates	6	0	0	<b>0</b>	0	0.00%	
Operating grants, subsidies and contributions	12	1,409,081	528,705	<b>544,532</b>	15,827	2.99%	
Fees and charges		694,792	251,663	<b>298,173</b>	46,510	18.48%	▲
Service charges		0	0	<b>0</b>	0	0.00%	
Interest earnings		41,660	13,876	<b>12,439</b>	(1,437)	(10.36%)	
Other revenue		114,766	37,861	<b>64,713</b>	26,852	70.92%	▲
Profit on disposal of assets	7	88,304	6,300	<b>0</b>	(6,300)	(100.00%)	
		<b>5,079,018</b>	<b>3,568,820</b>	<b>3,652,943</b>	84,123		
<b>Expenditure from operating activities</b>							
Employee costs		(2,332,392)	(777,264)	<b>(756,197)</b>	21,067	2.71%	
Materials and contracts		(1,867,137)	(597,536)	<b>(447,323)</b>	150,213	25.14%	▲
Utility charges		(288,875)	(88,177)	<b>(60,924)</b>	27,253	30.91%	▲
Depreciation on non-current assets		(3,398,229)	(1,132,556)	<b>0</b>	1,132,556	100.00%	▲
Interest expenses		(68,432)	0	<b>0</b>	0	0.00%	
Insurance expenses		(235,165)	(219,146)	<b>(236,313)</b>	(17,167)	(7.83%)	
Other expenditure		(159,278)	(36,216)	<b>(44,025)</b>	(7,809)	(21.56%)	
Loss on disposal of assets	7	(66,977)	(3,284)	<b>0</b>	3,284	100.00%	
		<b>(8,416,485)</b>	<b>(2,854,179)</b>	<b>(1,544,782)</b>	1,309,397		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	1,129,540	<b>(5,636)</b>	(1,135,176)	(100.50%)	▼
<b>Amount attributable to operating activities</b>		<b>89,891</b>	<b>1,844,181</b>	<b>2,102,525</b>	258,344		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	1,123,340	<b>880,052</b>	(243,288)	(21.66%)	▼
Proceeds from disposal of assets	7	351,400	0	<b>41,818</b>	41,818	0.00%	▲
Payments for property, plant and equipment	8	(7,229,755)	0	<b>(502,895)</b>	(502,895)	0.00%	▼
		<b>(2,535,209)</b>	<b>1,123,340</b>	<b>418,975</b>	(704,365)		
<b>Amount attributable to investing activities</b>		<b>(2,535,209)</b>	<b>1,123,340</b>	<b>418,975</b>	(704,365)		
<b>Financing Activities</b>							
Transfer from reserves	10	2,099,103	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(86,121)	0	<b>0</b>	0	0.00%	
Transfer to reserves	10	(164,900)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,848,082</b>	<b>0</b>	<b>0</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>3,564,757</b>	<b>3,398,417</b>			

**KEY INFORMATION**

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

Refer to Note 15 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. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 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 that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **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 00 January 1900

(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	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(88,304)	(6,300)	0
Movement in Other Accruals		0	0	(5,636)
Movement in employee benefit provisions (non-current)		50,456		
Add: Loss on asset disposals	7	66,977	3,284	0
Add: Depreciation on assets		3,398,229	1,132,556	0
<b>Total non-cash items excluded from operating activities</b>		<b>3,427,358</b>	<b>1,129,540</b>	<b>(5,636)</b>

(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.

		Last Year Closing 30 June 2021	This Time Last Year 31 October 2020	Year to Date 31 October 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(4,930,126)	(2,600,855)	(4,930,126)
Less: Land Held for Resale - Current		(80,000)	(60,000)	(80,000)
Add: Borrowings	9	86,121	82,260	86,121
Add: Provisions - employee	11	302,829	345,627	302,829
<b>Total adjustments to net current assets</b>		<b>(4,621,176)</b>	<b>(2,232,968)</b>	<b>(4,621,176)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	3,187,210	2,622,584	2,750,001
Financial assets at amortised cost	2	3,053,498	2,600,855	4,930,126
Rates receivables	3	149,288	3,029,407	522,190
Receivables	3	52,981	320,761	838,157
Other current assets	4	154,894	139,506	144,771
<b>Less: Current liabilities</b>				
Payables	5	(223,982)	(278,257)	(159,582)
Borrowings	9	(86,121)	(82,260)	(86,121)
Contract liabilities	11	(486,846)	(403,330)	(617,120)
Provisions	11	(302,829)	(345,627)	(302,829)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(4,621,176)</b>	<b>(2,232,969)</b>	<b>(4,621,176)</b>
<b>Closing funding surplus / (deficit)</b>		<b>876,917</b>	<b>5,370,670</b>	<b>3,398,417</b>

**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 OCTOBER 2021**

**NOTE 1**

**STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(b) Adjusted Net Current Assets**

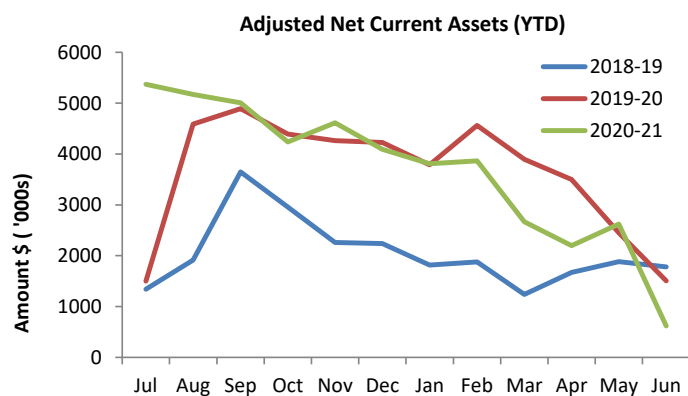
<b>Adjusted Net Current Assets</b>	<b>Ref Note</b>	<b>Last Years Closing 30 June 2021</b>	<b>This Time Last Year 31 October 2020</b>	<b>Year to Date Actual 31 October 2021</b>
		\$	\$	\$
<b>Current Assets</b>				
Short term Investment	2	1,067,143	1,931,244	2,467,695
Cash Unrestricted	2	243,439	691,340	282,306
Cash Restricted	2	4,930,126	2,600,855	4,930,126
Receivables - Rates	3	149,288	3,029,407	522,190
Receivables - Other	3	51,953	239,437	801,422
Accrued Income		(13,381)	0	0
Interest / ATO Receivable		1,028	81,324	36,735
Inventories		88,275	79,506	64,771
Land held for resale - current		80,000	60,000	80,000
		<b>6,597,873</b>	<b>8,713,113</b>	<b>9,185,244</b>
<b>Less: Current Liabilities</b>				
Payables	5	(710,830)	(681,588)	(776,701)
Provisions - employee	11	(302,829)	(345,627)	(302,829)
Long term borrowings	9	(86,121)	(82,260)	(86,121)
		<b>(1,099,781)</b>	<b>(1,109,475)</b>	<b>(1,165,652)</b>
<b>Unadjusted Net Current Assets</b>		<b>5,498,092</b>	<b>7,603,638</b>	<b>8,019,592</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	10	(4,930,126)	(2,600,855)	(4,930,126)
Less: Land held for resale		(80,000)	(60,000)	(80,000)
Add: Provisions - employee	11	302,829	345,627	302,829
Add: Long term borrowings	11	86,121	82,260	86,121
<b>Adjusted Net Current Assets</b>		<b>876,917</b>	<b>5,370,670</b>	<b>3,398,417</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



<b>This Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$3.4 M</b>
<b>Last Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$5.37 M</b>

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	1,100		1,100				
		0						
<b>At Call Deposits</b>								
Municipal Fund	Cash and cash equivalents	281,206		281,206		NAB		At Call
Trust Fund	Cash and cash equivalents	0		0	67,763	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0		0	889,716	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	4,270	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	2,467,695	1,876,628	4,344,323		WATC	0.20%	At Call
		0						
<b>Term Deposits</b>								
Reserve Fund	Financial assets at amortised cost	0	3,053,498	3,053,498		NAB	0.29%	22/03/2022
		0						
<b>Total</b>		<b>2,750,001</b>	<b>4,930,126</b>	<b>7,680,126</b>	<b>961,749</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,750,001	1,876,628	4,626,628	961,749			
Financial assets at amortised cost		0	3,053,498	3,053,498	0			
		<b>2,750,001</b>	<b>4,930,126</b>	<b>7,680,126</b>	<b>961,749</b>			

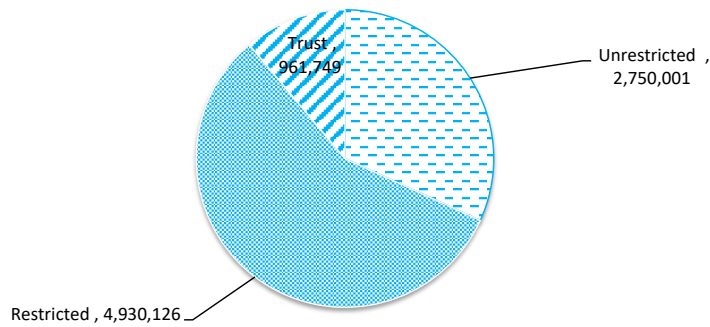
**KEY INFORMATION**

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

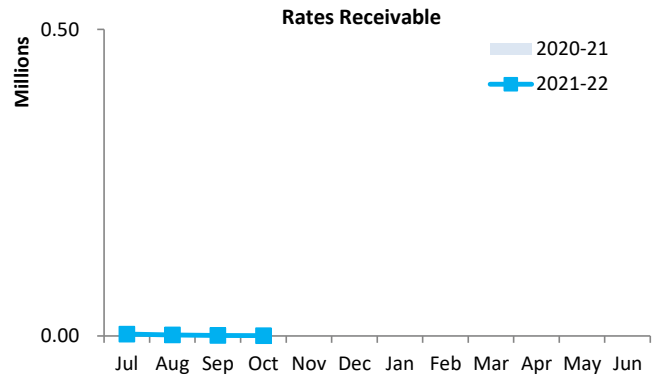
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 Jun 2021	31 Oct 2021
	\$	\$
Opening arrears previous years	155,860	149,288
Levied this year	2,658,045	2,774,214
Less - collections to date	(2,664,617)	(2,401,312)
Equals current outstanding	<b>149,288</b>	<b>522,190</b>
<b>Net rates collectable</b>	<b>149,288</b>	<b>522,190</b>
% Collected	94.7%	82.1%

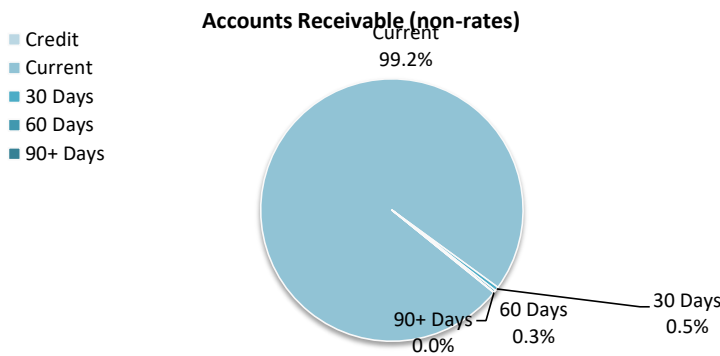


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	792,459	3,798	2,245	378	798,878
Percentage	0.0%	99.2%	0.5%	0.3%	0%	
<b>Balance per trial balance</b>						
Sundry receivable						798,878
GST receivable						36,735
Staff Salary Sacrifice Arrangements						2,544
<b>Total receivables general outstanding</b>						<b>838,157</b>

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.





	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 October 2021
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Fuel & Materials	88,275		(23,504)	64,771
<b>Land held for resale</b>				
Cost of acquisition	80,000			80,000
<b>Other current assets</b>				
Accrued income	(13,381)		13,381	0
<b>Total other current assets</b>	<b>154,894</b>	<b>0</b>	<b>(10,123)</b>	<b>144,771</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### 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

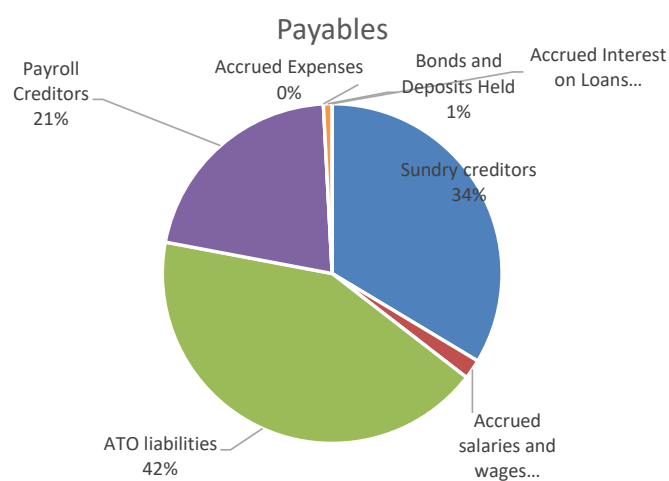
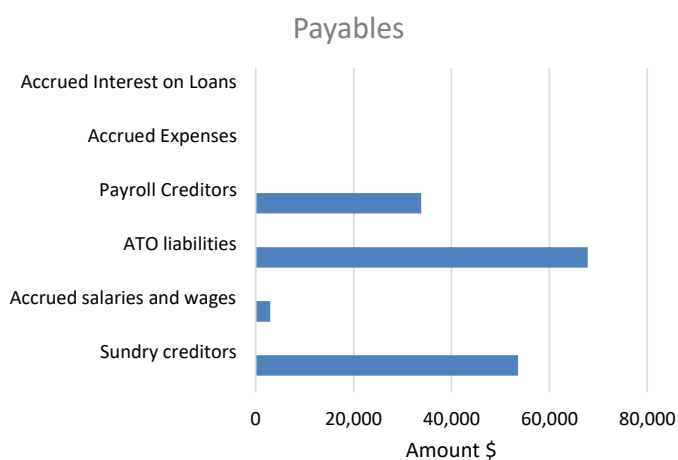
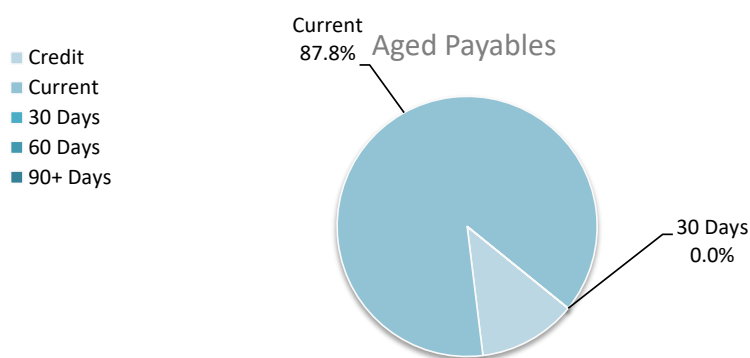
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(130)	930	0	0	0	801
Payables - ESL liability	0	0	52,828	0	0	52,828
Percentage	-16.2%	116.2%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						53,629
Accrued salaries and wages						2,982
ATO liabilities						67,813
Payroll Creditors						33,838
Accrued Expenses						0
Bonds and Deposits Held						1,320
Accrued Interest on Loans						0
<b>Total payables general outstanding</b>						<b>159,582</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



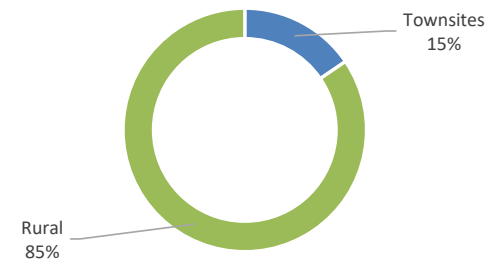
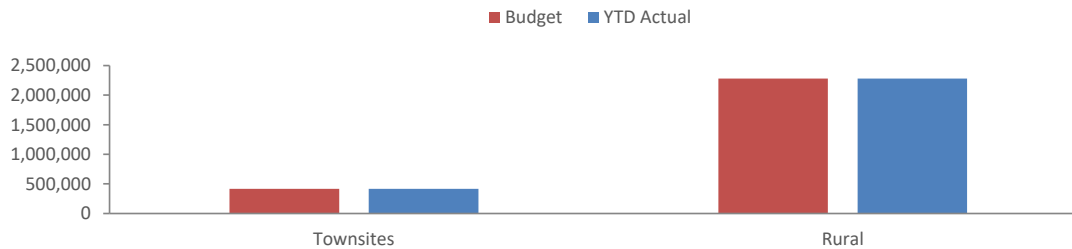
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

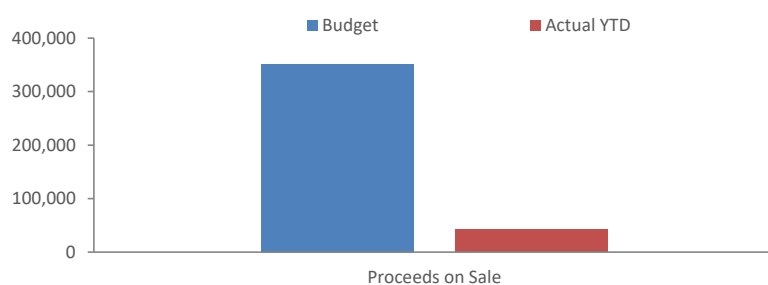
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Townsites	0.09395	410	4,421,914	415,426	0	0	415,426	415,426	2,516	0	417,942
<b>Unimproved value</b>											
Rural	0.01278	344	178,401,735	2,279,439	0	0	2,279,439	2,279,439	155	0	2,279,594
<b>Sub-Total</b>		<b>754</b>	<b>182,823,649</b>	<b>2,694,865</b>	<b>0</b>	<b>0</b>	<b>2,694,865</b>	<b>2,694,865</b>	<b>2,671</b>	<b>0</b>	<b>2,697,536</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
Townsites	450	55	102,259	24,750	0	0	24,750	24,750	0	0	24,750
<b>Unimproved value</b>											
Rural	450	24	293,598	10,800	0	0	10,800	10,800	0	0	10,800
<b>Sub-total</b>		<b>79</b>	<b>395,857</b>	<b>35,550</b>	<b>0</b>	<b>0</b>	<b>35,550</b>	<b>35,550</b>	<b>0</b>	<b>0</b>	<b>35,550</b>
<b>Amount from general rates</b>							<b>2,730,415</b>				<b>2,733,086</b>
Ex-gratia rates							41,128				41,128
<b>Total general rates</b>							<b>2,771,543</b>				<b>2,774,214</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



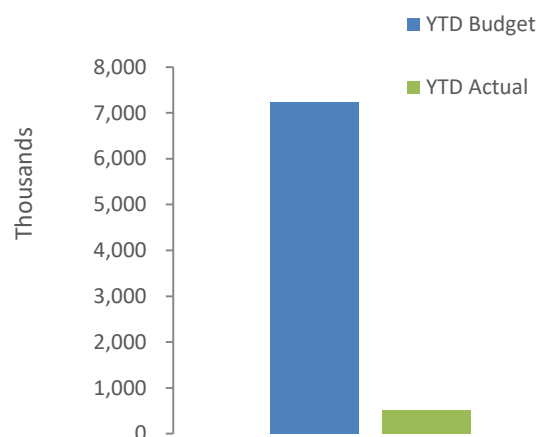
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land and Buildings</b>								
	Bulyee Toilet Block	0		0	0	0	0	0	0
	Granite Rise Blocks	60,000	78,900	18,900	0	0	0	0	0
	<b>Plant and equipment</b>								
	<b>Law, order, public safety</b>								
	1COH392 Central Brigade Fire Truck	44,620	0	0	(44,620)	0	0	0	0
	<b>Health</b>								
	4CR 2021 Isuzu MUX	32,500	25,000	0	(7,500)	0	0	0	0
	CR1000 2018 Toyota Kluger	44,857	35,000	0	(9,857)	0	0	0	0
	<b>Transport</b>								
	CR7 2011 Iveco Powerstar Prime Mover	85,596	100,000	14,404	0	0	0	0	0
	CR23 2005 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	0	0	0
	2008 Spreader Horward Bagshaw or Bredrock	0	5,000	5,000	0	0	0	0	0
	<b>Other property and services</b>								
	1CR 2021 Toyota Prado	62,500	57,500	0	(5,000)	0	0	0	0
	1CR Mazda Asaki (Carryover 20/21)	0	0	0	0	40,397	41,818	1,421	0
		<b>330,073</b>	<b>351,400</b>	<b>88,304</b>	<b>(66,977)</b>	<b>40,397</b>	<b>41,818</b>	<b>1,421</b>	<b>0</b>



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	777,821	0	16,139	16,139
Plant and equipment	1,325,000	0	78,219	78,219
Infrastructure - roads	3,156,759	0	286,682	286,682
Infrastructure - Footpaths	1,970,175	0	121,856	121,856
<b>Payments for Capital Acquisitions</b>	<b>7,229,755</b>	<b>0</b>	<b>502,895</b>	<b>502,895</b>
Right of use assets	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>7,229,755</b>	<b>0</b>	<b>502,895</b>	<b>502,895</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	4,343,146	1,123,340	880,052	(243,288)
Other (disposals & C/Fwd)	351,400	0	41,818	41,818
Cash backed reserves				
Recreation and Events Centre Reserve	220,000	0	0	0
Grants and Contributions Reserve	1,879,103	0	0	0
Contribution - operations	436,106	(1,123,340)	(418,974)	704,366
<b>Capital funding total</b>	<b>7,229,755</b>	<b>0</b>	<b>502,895</b>	<b>502,895</b>

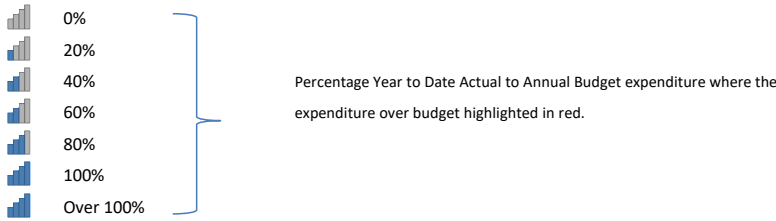
#### SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Capital expenditure total

Level of completion indicators



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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
<b>Land and Buildings</b>					
8411	Retention of Final Payment for Aged Housing	51,153	0	1,059	(1,059)
13282	Retention of Final Payment for Caravan Park Ablutions	3,908	0	0	0
7780	Wellness Centre Refurbishment	207,760	0	15,080	(15,080)
11186	Bullaring Hall Asbestos Removal	80,000	0	0	0
11187	Bulyee Toilet Block	60,000	0	0	0
11370	Gorge Rock Toilet Block	50,000	0	0	0
11180	Town Hall Painting & Improvements - Exterior	50,000	0	0	0
11185	Roads Board Conservation Works	275,000	0	0	0
<b>Plant &amp; Equipment</b>					
14582	Purchase and Disposal of 1CR Toyota Prado	65,000	0	0	0
14582	Purchase and Disposal of 1CR Mazda Asaki (C/Over 20/21)	0	0	70,802	(70,802)
7480	Purchase and Disposal of 4CR Isuzu MUX	35,000	0	0	0
7781	Purchase and Disposal of CR1000 Toyota Kluger	45,000	0	0	0
12381	Purchase and Disposal of Iveco Prime Mover	200,000	0	0	0
12377	Purchase and Disposal of Hino Dutro	500,000	0	0	0
15181	New BFB Truck - Central Brigade	450,000	0	0	0
14287	Major Repair to Horward Bagshaw Spreader	10,000	0	0	0
14287	Purchase and Disposal of Small Plant	20,000	0	7,417	(7,417)
<b>Infrastructure - Roads</b>					
RG172	Corrigin Quairading Road	552,034	0	33,367	(33,367)
WFN007	Rabbit Proof Fence Road	1,539,771	0	224,473	(224,473)
RR003	Bullaring Pingelly Road	56,000	0	0	0
RR001	Bendering Road	144,500	0	0	0
RR004	Bullaring Gorge Rock Road	517,000	0	28,842	(28,842)
MR010	Yealering Kulin Road	40,760	0	0	0
MR126	Adam Street	70,000	0	0	0
MR018	Lomos South Road	72,994	0	0	0
CR011	Bilbarin Quairading Road	129,700	0	0	0
CR131	Hill Street	21,000	0	0	0
CR142	Connelly Parade	13,000	0	0	0
<b>Infrastructure - Other</b>					
12281	Footpath Upgrade	84,336	0	0	0
13285	Rotary Park Upgrade	1,436,599	0	4,950	(4,950)
10185	Waste Oil Facility	25,000	0	0	0
11390	Upgrade to Oval Lighting	374,240	0	60,126	(60,126)
11293	Non Slip Coating to Pool facility & Replace Filter in Hydro Pool	50,000	0	56,780	(56,780)
		<b>7,229,755</b>	<b>0</b>	<b>502,895</b>	<b>(502,895)</b>

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>								
Community Recreation & Events Centre	102	1,496,092	0	86,121	1,496,092	1,409,971	0	68,432
<b>Total</b>		1,496,092	0	86,121	1,496,092	1,409,971	0	68,432
Current borrowings		86,121			86,121			
Non-current borrowings		1,409,971			1,409,971			
		1,496,092			1,496,092			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES**

**NOTE 10**

**CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Employee Entitlements Reserve	171,090	0		0	0	0	171,090	171,090
Staff Housing Reserve	347,261	0	20,000	0	0	0	367,261	347,261
Office Equipment Reserve	21,609	0	10,000	0	0	0	31,609	21,609
Plant Replacement Reserve	1,229,600	0	0	0	0	0	1,229,600	1,229,600
Swimming Pool Reserve	181,112	0	30,000	0	0	0	211,112	181,112
Roadworks Reserve	297,539	0	0	0	0	0	297,539	297,539
Land Subdivision Reserve	91,617	0	18,900	0	0	0	110,517	91,617
Townscape Reserve	12,738	0	5,000	0	0	0	17,738	12,738
Medical Reserve	24,870	0	10,000	0	0	0	34,870	24,870
LGCHP Long Term Maintenance Reserve	10,269	0	0	0	0	0	10,269	10,269
Rockview Land Reserve	6,924	0	1,000	0	0	0	7,924	6,924
Senior Citizens Reserve	43,549	0	0	0	0	0	43,549	43,549
Town Hall Reserve	109,823	0	0	0	0	0	109,823	109,823
Recreation and Events Centre Reserve	423,726	0	60,000	0	(220,000)	0	263,726	423,726
Bendering Tip Reserve	79,296	0	10,000	0	0	0	89,296	79,296
Grants and Contributions Reserve	1,879,103	0	0	0	(1,879,103)	0	0	1,879,103
	<b>4,930,126</b>	<b>0</b>	<b>164,900</b>	<b>0</b>	<b>(2,099,103)</b>	<b>0</b>	<b>2,995,923</b>	<b>4,930,126</b>

**KEY INFORMATION**



	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2021
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		468,633	0	0	0	468,633
- Rubbish Service - Inc Rec'd in Advance		0	0	208,306	(69,436)	138,871
- Excess Rates - Inc Rec'd in Advance		18,213			(8,595)	9,617
<b>Total other liabilities</b>		486,846	0	208,306	(78,031)	617,121
<b>Provisions</b>						
Provision for annual leave		186,391	0	0	0	186,391
Provision for long service leave		116,438	0	0	0	116,438
<b>Total Provisions</b>		302,829	0	0	0	302,829
<b>Total other current liabilities</b>		<b>789,675</b>	<b>0</b>	<b>208,306</b>	<b>(78,031)</b>	<b>919,950</b>
<b>Amounts shown above include GST (where applicable)</b>						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

#### 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 benefits

###### 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 provisions in the statement of financial position.

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. 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	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Operating grants and subsidies</b>			
<b>General purpose funding</b>			
Federal Assistance Grant - General Purpose	566,882	141,721	167,952
Federal Assistance Grant - Roads	309,437	77,359	87,524
<b>Law, order, public safety</b>			
DFES Grant	47,023	23,512	31,104
<b>Education and welfare</b>			
DPIRD CRC Grant	106,237	53,118	48,730
Resource Centre Grant - Miscellaneous	5,000	1,666	1,765
<b>Recreation and culture</b>			
Thank a Volunteer Grant	855	0	0
Healthways Grant (Park Party)	3,500	6,000	0
<b>Transport</b>			
Main Roads Direct Grant	178,056	178,056	178,056
	<b>1,216,990</b>	<b>481,432</b>	<b>515,130</b>
<b>Operating contributions</b>			
<b>Health</b>			
ROEROC Scheme Reimbursement Income	189,091	47,273	29,402
<b>Education and welfare</b>			
CRC Conference Reimbursement	500	0	0
<b>Recreation and culture</b>			
Community Donations (Park Party)	2,500	0	0
	<b>192,091</b>	<b>47,273</b>	<b>29,402</b>
<b>TOTALS</b>	<b>1,409,081</b>	<b>528,705</b>	<b>544,532</b>

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Non-operating grants and subsidies</b>			
<b>Law, order, public safety</b>			
FESA Capital Grant - New Truck	450,000	0	0
<b>Recreation and culture</b>			
Local Community Infrastructure & Road Program - Town Hall	50,000	0	0
Local Community Infrastructure & Road Program - Roads Board	274,115	108,036	0
<b>Transport</b>			
Regional Road Group	368,023	92,006	163,871
Roads to Recovery	435,275	108,819	480
Wheatbelt Secondary Freight Network	1,289,181	288,629	705,267
Regional Bicycle Network	42,168	14,056	10,434
<b>Economic services</b>			
Drought Communities Program - Rotary Park	490,200	0	0
Local Community Infrastructure & Road Program - Rotary Park	944,184	0	0
	<b>4,343,146</b>	<b>611,546</b>	<b>880,052</b>
<b>Non-operating contributions</b>			
<b>TOTALS</b>	<b>4,343,146</b>	<b>611,546</b>	<b>880,052</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 14  
TRUST FUND**

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

<b>Description</b>	<b>Opening Balance 1 July 2021</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 31 Oct 2021</b>
	\$	\$	\$	\$
Community Funds Held	64,608	5,000	(1,925)	<b>67,683</b>
Edna Stevenson Educational Trust	902,767	150	(13,200)	<b>889,717</b>
Police Licensing	1,282	141,167	(138,180)	<b>4,270</b>
Westrail Bus Ticketing	219	390	(528)	<b>81</b>
BCITF	0	318	(318)	<b>0</b>
	<b>968,876</b>	<b>147,025</b>	<b>(154,151)</b>	<b>961,750</b>

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 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		
	\$	%		
<b>Revenue from operating activities</b>				
Governance	102	27.20%	Timing	Councillor refund for overpaid travel, conference reimbursements
General purpose funding - other	34,848	12.44%	Permanent	FAGS funding received is over anticipated budget. Adjustment to be made at budget review.
Law, order and public safety	10,795	40.42%	Permanent	DFES quarterly payments higher than anticipated budget, 20/21 adjustment refunded
Health	(15,001)	(24.84%)	Timing	ROEHealth Scheme reimbursements lower than anticipated budget
Education and welfare	13,016	18.83%	Timing	YTD income recieved is more than anticipated YTD budget due to Heavy Vehicle license training.
Community amenities	26,495	25.89%	Timing	Containers for Change reimbursement and commissions relating to previous financial year have been received. Refuse removal fees higher than anticipated. Town planning fees for large project received.
Recreation and culture	5,542	42.30%	Timing	Sporting club honour board reimbursements not budgeted for, fees and charges higher than anticipated YTD budget.
Other property and services	6,003	21.95%	Timing	Edna Stevenson Administration fees collected.
<b>Expenditure from operating activities</b>				
Governance	24,551	9.80%	Timing	Expenditure is below anticipated YTD budget across program.
General purpose funding	5,733	27.11%	Timing	Expenditure is below anticipated budget due to low legal fees.
Law, order and public safety	22,589	36.84%	▲ Timing	Fire Prevention expenditure is below anticipated YTD budget. Depreciation expense not yet recognised until after the audit.
Health	63,157	28.16%	▲ Timing	Public Health Plan expenditure not yet received. Depreciation expense not yet recognised until after audit. Expenditure if below anticipated budget across whole program.
Education and welfare	33,796	25.12%	▲ Timing	Expenditure is below budget due to depreciation not being recognised until after the audit
Housing	30,683	49.95%	▲ Timing	Expenditure is below budget due to depreciation not being run until after the audit
Community amenities	44,853	19.33%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
Recreation and culture	326,398	56.78%	▲ Timing	Expenditure is below budget due to depreciation not being recognised until after the audit
Transport	558,256	55.02%	▲ Timing	Expenditure is below budget due to depreciation not being recognised until after the audit
Economic services	75,712	48.73%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
Other property and services	123,669	99.81%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Depreciation expense not yet recognised until after the audit.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(243,288)	(21.66%)	▼ Timing	Anticipated grant revenue is below YTD budget due to claims not yet made due to capital program being delayed.

# Customer Service Charter

The Shire of Corrigin is committed to providing the highest standard of service to all of our customers. Our customers have the right to expect excellent service from all areas of the organization.

## Our Core Values

- We will be professional and have a strong work ethic
- We will work together as a team to achieve our goals
- We will take pride in our work and strive to continually improve the way we do things
- We will communicate with each other and to our community in a positive and respectful manner
- We will provide a safe, healthy and inclusive work environment
- We will support local businesses when possible
- We will be a leader in local government governance and operations

## Our Customer Service Standards

Our employees will:

- identify themselves
- listen carefully to what you have to say
- be helpful, polite and courteous
- follow through on any commitments they make
- value and encourage your feedback

Our information will be:

- easy to access
- accurate and consistent
- relevant and practical

Our actions will:

- be fair and impartial
- be completed within a specified timeframe
- take your individual needs into consideration

## Our Commitment to Customer Service

We will:

- answer telephone calls promptly and respond to telephone messages by the end of the next working day
- respond to verbal queries within 5 working days
- respond to written queries within 10 working days
- respond to complaints within 10 working days
- update you on the progress of your query or complaint if a delay is likely
- acknowledge and rectify when an error has occurred
- honour the Shire of Corrigin Code of Conduct
- in giving advice of a refusal, approval or authorisation (including a licence or permit) with or without conditions, officers will provide the details of how, to whom and by when an appeal, objection or review of the decision can be made, if such right exists either at law or Council Policy.

## Communication

### Communication with the Community

The Shire of Corrigin uses a range of methods for communicating with the general public including:

1. Council meetings, community forums, public meetings and Annual Electors Meeting;
2. Advertisements in the West Australian for legislated statewide public notices
3. Advertisements in the local newspaper;
4. Displaying information with poster displays;
5. Bulk email distribution list;
6. Shire website;
7. Facebook page;
8. Delivered leaflets; and
9. Noticeboard located at the Administration Office, Community Resource Centre and Main Street.

One, or a combination, of any of the above methods may be used at any time to notify members of the public of activities and events within the Shire of Corrigin and to promote the Shire generally.

Additionally, the monthly newsletter, will be distributed via a bulk email distribution list to the community as well as being included in The Windmill, on the shire social media page and on the website.

### Abusive Customers

Where a customer is abusive or uses bad language, the communication may be terminated immediately by the Officer. If face to face, the Officer may walk away. If by telephone, the Officer may terminate the call. If in an email the address may be blocked or not responded to.

The Chief Executive Officer may decide (or delegate to Managers) to limit or cease responses to any person who is abusive and or derogatory in his/her communication with Council or who fails to accept that Council has done all that it can to assist. A decision of this nature will be communicated in writing to the person.

If an Officer feels threatened by the language or behaviour of the customer the Police may be notified.

## Our Expectations of the Customer

To help us meet our commitments we ask you to:

- Treat officers with courtesy and respect;
- Provide accurate and complete details;
- Make an appointment in relation to a complex enquiry or need to see a specific officer; and
- Be considerate by not talking on your mobile phone whilst being served.

## Compliments and Complaints

**A Compliment** is an expression of approval or praise about our products or services. To give us a compliment a simple 'Thank You' or acknowledgement of quality service with a letter, email or comment on our social media.

**A Suggestion** is an idea or proposal that you believe will help improve our products and services

**A Works Request** is used to report a problem or request a service from the Shire in relation to one of our many services or facilities maintained by the Shire a works request can be completed by attending our Administration Office. A Works Request is not a request for private works on private property or facilities.

**A Complaint** is an expression of dissatisfaction about our products or services, or the complaints handling process itself, where you expect a response or resolution.

### **What is not a complaint?**

1. A request for service;
2. A request for information or an explanation of a policy or procedure;
3. Disagreement with a policy or procedure of the Council;
4. An expression concerning the general direction and performance or behavior of Council or its Councillors; and
5. Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of the Shire's service.

### **Complaints Management Process**

A complainant may make a complaint by phone, email or in person to any Shire of Corrigin representative but will be required to formalise the complaint in writing. Correspondence should be addressed to the Chief Executive Officer and the complainant's contact details are required to be provided.

Your complaint should include:

- who or what you are complaining about;
- what you think has gone wrong;
- how you have been affected;
- when the issue occurred;
- details of any telephone conversations and/or meetings;
- copies of relevant documents (eg correspondence);
- what you have done to try and resolve the issue;
- the outcome you are seeking

Once a complaint is lodged, we undertake to acknowledge it in writing if it has not previously been resolved. We will inform you of any progress within seven working days.

Some complaints may take longer to finalise, due to the complexity of the issue. If this is the case, we will keep you involved in the process and provide you with regular feedback.

If you need any further clarification on how your complaint will be managed, we will provide you with information on our Complaint Handling Procedure.



If a complaint remains unresolved or you are dissatisfied with our process in dealing with a complaint, alternative avenues to explore include:

***Ombudsmans Office*** – The Ombudsman investigates complaints about State Government departments, agencies and boards; government services such as hospitals, prisons, schools and also Local Governments. The Ombudsman will generally ask that you try to resolve the complaint first with the public authority involved.

Mail: PO Box Z5386, St Georges Terrace, Perth WA 6831  
Telephone: (08) 9220 7555 or Toll Free 1800 117 000  
Website: [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)  
Email: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)

***Department of Local Government*** – The Department of Local Government Standards Panel deals with complaints about council members who it is alleged have committed a breach of one or more of the provisions of the Local Government (Model Code of Conduct) Regulations 2021. The panel is independent of the Minister for Local Government and the department. The standards panel has no jurisdiction to deal with complaints made against local government employees.

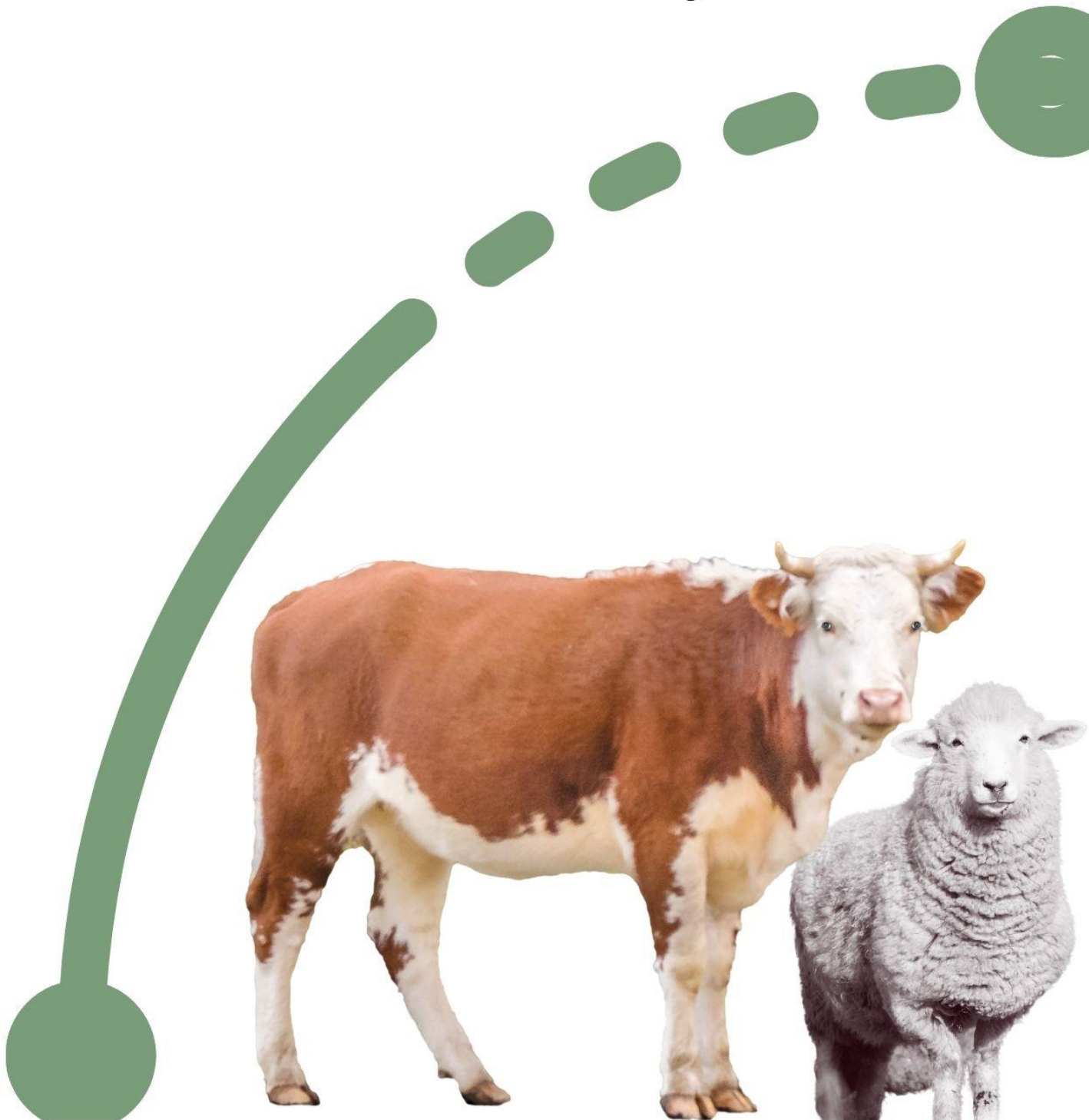
Mail: GPO Box 8349, Perth Business Centre, Perth WA 6849  
Telephone: (08) 6552 7300 or Toll Free 1800 634 541  
Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)  
Email: [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)

## How you can contact us

**Phone:** (08) 9063 2203  
**In person:** 9 Lynch Street, Corrigin WA 6375  
8.30am – 4.30pm  
Monday to Friday  
**Mail:** PO Box 221 Corrigin WA 6375  
**Email:** [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)  
**Website:** [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)  
**Facebook:** Shire of Corrigin

# Animal Welfare Plan

June 2021



Suggestions and comments can help improve these arrangements. Feedback can include:

- out of date information
- errors, omissions or improvements
- inadequate information

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

CEO  
Shire of Corrigin  
PO Box 221  
Corrigin WA 6375

Number	Date	Amendment Summary	Author

Council Adopted:  
LEMC Adopted:  
Council Review:

\_\_\_\_\_ Date  
LEMC Chairperson/ Shire of Corrigin President

Sources: Department Primary Industries and Regional Development (DPIRD) Local Plan for Animal Welfare in Emergencies (PAWE), WALGA

Disclaimer: The Shire of Corrigin makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Corrigin hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Corrigin be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

## Definitions

In line with State Emergency terminology

*Animal Welfare:* How an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment. [World Organisation for Animal Health, May 2008].

*Livestock:* Any animal kept for the purposes of primary production, including:

- (a) cattle, sheep, pigs, poultry, alpacas, goats and deer; or
- (b) horses, including where used for recreation; or
- (c) any animals prescribed as livestock.

*Pets:* Domestic animals, primarily kept for companionship and which usually accompany the family when they leave the property such as dogs, cats, rabbits, rodents, fish and birds.

*Wildlife:* All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

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## PART ONE: PLAN

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In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals. Animals are a part of community life within the Shire of Corrigin as pets, companions or as part of a commercial enterprise.

Within the Shire of Corrigin there are 179 dogs registered and 54 cats registered and an unknown number of other animals are kept such as sheep, cows, horses and alpacas.

**Animal owners are ultimately responsible for the care and welfare of their animals at all times, including during emergencies. These arrangements have been developed and adopted to supplement animal owners own emergency planning or preparations, particularly after the immediate impacts of an emergency.**

**In this plan, human life and safety will always take precedence over animal life.**

This plan links to the Shire of Corrigin Strategic Community Plan:

*1.5 Support emergency services planning, risk mitigation, response and recovery*

### 1. Aim and Purpose

The aim of this sub-plan is to outline and document the proposed arrangements for animal welfare in response to an emergency affecting animals kept within the Shire of Corrigin.

The purpose of this sub-plan is to document specific animal welfare arrangements to be implemented in response to an emergency affecting the community within the district of the Shire of Corrigin.

### 2. Scope

This sub-plan outlines arrangements in response to emergencies for the welfare of pets and livestock kept within the Shire of Corrigin and **includes:**

- Activation procedures
- Roles and Responsibilities
- Shelter Arrangements/facilities

This sub-plan **does not outline arrangements** for:

- The welfare of native or introduced wildlife. Parks and Wildlife is responsible for coordinating emergency arrangements for such animals.
- Exotic diseases in animals. Department of Agriculture and Food and Biosecurity Groups are responsible for the coordination of response activities in accordance with the relevant response plans

*Area covered:* The Shire of Corrigin consists of a main town site: Corrigin, and three smaller localities at Bullaring, Bulyee and Bilbarin. The Shire covers 3,095 square kilometres of agricultural farmland, crown land and town sites. At 1,200 hectares in size, the Corrigin Nature Reserve is one of the largest and most important areas of remnant vegetation in the central Wheatbelt.

### 3. Authority

This document has been prepared as a Sub-Plan to the Shire of Corrigin Local Emergency Management Arrangements (Feb 2020) prepared in accordance with s.41 of the Emergency Management Act 2005.

The development, implementation and revision of the Animal Welfare Plan (AWP) is the responsibility of the Shire of Corrigin in consultation with key stakeholders, government agencies and other support organisations in accordance with the related Emergency Management and other related Legislation

### 4. Distribution

Organisation	Number of copies
Shire of Corrigin	CEO, Works Manager, Ranger
Local Emergency Management Committee	Chair, Committee and Animal Welfare Coordinator
WA Police Service – Corrigin	
Water Authority	
Corrigin Volunteer Fire and Rescue	
St Johns Ambulance – Corrigin	
Corrigin District High School	
Great Southern Region District Emergency Management Committee	
State Emergency Management Committee	
Western Power	
Department of Biodiversity, Conservation and Attractions	
Department of Primary Industries and Regional Development	
Department For Communities	
Veterinarians	
RSCPA WA	

### 5. Associated Documents

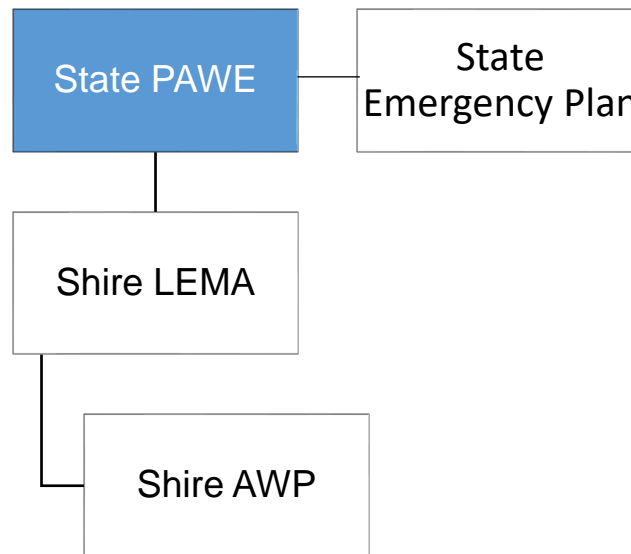
This Sub-Plan is subsidiary to the Shire of Corrigin Local Emergency Management Arrangements (LEMA) and as such should not be viewed in isolation.

The Shire of Corrigin has established the Corrigin Local Emergency Management Committee to advise and assist the Shire with the establishment and maintenance of the Local Emergency Management Arrangements.

Legislation and regulations related to this plan:

- Local Government Act 1995
- Animal Welfare Act 2006
- Biosecurity and Agriculture Management Act 2007
- Department. of Agriculture and Food (Codes of Conduct and Operating Codes)
- RSPCA (WA) Codes of Conduct
- Emergency Management Act 2005

### 5.1 Hierarchy of Emergency and Animal Welfare Management Plans



## 6. Risks

Risks identified in the Shire of Corrigin LEMA relevant to this Animal Welfare Plan include:

- Bushfire
- Storms
- Transport of animals – accidents e.g. sheep carriers, cattle crates etc
- Flood

Intensive agricultural activities in the Shire of Corrigin

- Feedlots



## PART TWO: PREPARE

---

### 7. Roles and Responsibilities

#### 7.1 Animal Owners

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations.

#### 7.2 Shire of Corrigin

The responsibilities of the Shire are to prepare, plan for and to determine and document evacuation considerations.

#### 7.3 Shire Ranger (contracted)

The Shire of Corrigin engages WA Ranger Services to provide ranger services to the shire. The Ranger reports to the CEO and is the primary officer responsible of undertaking the duties of the Animal Welfare Plan. It should be noted that the Ranger also fulfils other logistical roles during emergencies and their services may be limited.

#### 7.4 Animal Welfare Coordinator

On activation of this sub-plan the Animal Welfare Coordinator (AWC) will:

- Coordinate service delivery in accordance with this sub-plan.
- Establish temporary animal welfare facilities if required.
- Coordinate incoming offers of assistance from any organisations suitably qualified in animal care.
- Request assistance from any person or organisation with the skills in animal care.
- Establish (if required) and coordinate the activities of the Animal Welfare Team (AWT).
- Request assistance from other Shire of Corrigin teams to assist in the rescue, transport or relocation of animals as required.
- Coordinate the activities of volunteers engaged in relation to the activation of this plan including the establishment and keeping of volunteer engagement records.
- Request assistance from any person or organisation within the Shire or externally to assist in the administration or logistics associated with activation of this plan.
- Ensure stocks of animal welfare support equipment and consumables are maintained and available at all times.
- Liaise with the Shire of Corrigin administration staff on communications.
- Participate in debrief sessions after the emergency as required.

## 7.5 Support Agencies

<b>Agency</b>	<b>Role</b>	<b>Responsibilities</b>
<b>Department of Fire and Emergency Services (DFES)</b>	Coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property	Hazard Management Authority Animal Evacuation Coordination Support Agency
<b>Department of Primary Industries and Regional Development (DPIRD)</b>	Protect the sustainability of natural resources and accelerate ongoing economic growth, job creation and regional development	Livestock Authority Drought management Animal pest or disease Plant pest or disease which could result in an outbreak
<b>Department of Biodiversity, Conservation and Attractions (DBCA) – Parks and Wildlife Service</b>	Protecting our native animals, and does so through the management of lands and waters reserved under the Conservation and Land Management Act, a range of conservation initiatives operating on other lands, and programs	Hazard Management Authority Wildlife Management
<b>WA Police</b>	Responsible for policing in WA	Hazard Management Authority Traffic Management Investigation and Enforcement Staff for Evacuation Centre
<b>Department for Child Protection and Family Support (CPFS)</b>	Coordinating the provision of emergency welfare response services to people affected by emergency incidents	
<b>RSPCA WA</b>	Improve the welfare of animals and ensure they are treated with dignity, compassion and respect	Animal welfare and support
<b>Vets</b>	Supporting stockholders and animal owners	Animal welfare Medical services to animals, shelter
<b>WALGA</b>	Representative body for local government	Advice and support
<b>Water Corporation</b>	Principal supplier of water, wastewater, drainage and bulk irrigation services	Water supply management
<b>Western Power</b>	Ensuring energy is safely and optimally distributed across the SWIS	Power supply management
<b>WA Country Health</b>	Quality health care workforce and accessible health services to the regional population	Medical and health management
<b>Bureau of Meteorology</b>	Main provider of weather forecasts, warnings and observations to the Australian public	Weather information

<b>Main Roads</b>	Responsible for managing major arterial traffic routes in times of emergency	Traffic management
<b>Telstra</b>	Major telecommunications service provider	Communications management

## PART THREE: ACTIVATE

### 8. Plan Activation and Escalation

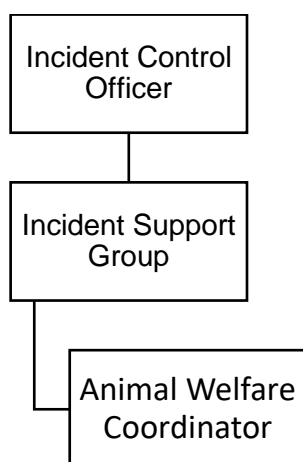
The responsibility to activate this plan is the Incident Control Officer using all the possible information and predictions at hand. The Incident Control Officer will appoint the Animal Welfare Coordinator.

#### 8.1 Plan Activation

Triggers for the activation of the plan may include:

- Opening of an Emergency Relief Centre (ERC);
- Carcass disposal need; and /or
- Major animal emergencies such as fire, flood, drought and animal disease

#### 8.2 Line of Authority



#### 8.3 Public Information

The notification of the response and an appropriate communications plan will be determined and activated by the Animal Welfare Coordinator in collaboration with the Shire of Corrigin.

#### 8.4 Escalation

Escalation to the State Support PAWE is in accordance with the State Support Plan – Animal Welfare in Emergencies section: *The Controlling Agency or HMA may determine the need to activate the arrangements under this Plan where:*

- *Animal welfare is beyond the capacity and capability of the owners or carers, and*
- *Any local or district arrangements are no longer sufficient or effective, or*
- *No local or district arrangements exist.*

Should the Shire of Corrigin believe the criteria for activation of the State Support PAWE are met, the local government representative within the emergency Incident Support Group should notify the Controlling Agency or Hazard Management Authority of the situation and recommendation to activate the state support PAWE.

## **PART FOUR: RESPONSE ACTIVITIES**

---

### **9. Service Levels**

#### *9.1 Priority Order*

In an emergency event, priority of rescue, shelter and care will be given to the following:

1. Assistance Dogs; Guide Dogs; Hearing Dogs – PERMITTED IN EVACUATION CENTRES; and
2. Service Dogs; Rescue Dogs; Police Dogs – PERMITTED IN EVACUATION CENTRES; and
3. Companion pets for the elderly, disabled, or high risk children or adults.

**NOTE: Human life will always take precedent over animal welfare.**

#### *9.2 Livestock*

The Animal Welfare Coordinator will identify the nearest appropriate property or paddock in which to temporarily hold/detain the livestock. During periods of sufficient staff resourcing attempts may be made to identify and contact the owners of the livestock to advise them of the location of their animals and request they make alternate arrangements for them, where safe to do so.

In the instance where the livestock owner cannot be contacted, arrangements should then be made to transport and impound the livestock at the nearest saleyards or other suitable area the Coordinator finds.

#### *9.3 Horses*

Facilities are available at the sale yards however, residents should be strongly encouraged where possible to evacuate their animals to friends/family in an area well outside of the emergency zone.

#### *9.4 Temporary Shelter*

With the exception of assistance/service dogs, animals are not permitted in Evacuation Centres. In the interests of assisting with the wellbeing of both the animals and their owners (as both may become greatly distressed if separated during an emergency event), the Animal Welfare Coordinator will allocate a suitable area near the Evacuation Centre where a Temporary Sheltering Facility may be established. This may be a Shire reserve, oval or other suitable shaded area nearby.

Note: Should a Temporary Sheltering Facility be established, requirements will include temporary fencing, shade tents, food and waste equipment, and watering equipment.

#### *9.5 Euthanasia and Disposal*

When an animal is identified as needing to be immediately euthanised or sent for salvage or slaughter, every effort will be made to contact the owner/carer of the animal and consult with them. Where this is not possible and the animal is suffering, the owner/carer will be notified as soon as possible of the outcome.

It is the responsibility of the person in charge of the animals at the time to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. In situations where the owners cannot be found, indemnity for immediate humane destruction in their absence is provided by the Animal Welfare Act.

Wildlife emergency plans and protocols from the Department of Biosecurity, Conservation and Attractions (DBCA) detail the procedures for euthanasing wildlife. Under the Bushfire Protocols (which can be applied in other emergency events also) the triage veterinarian is responsible for assessing the need for immediate humane destruction.

Whilst it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with the Animal Welfare Act are exempt.

In order to reduce the risk to human health and to avoid adversely affecting morale of emergency personnel and the community, it is critical that animal carcasses are disposed of in a timely manner. The critical need to minimise the risks associated with disposal including biosecurity, environmental contamination and/or the spread of disease mean that it is essential approved disposal methods be adhered to at all times.

There are a number of carcass disposal options available including disposal at an appropriately licensed landfill site (Class II or III, prescribed premises Category 64 or 89), knackeries and rendering facilities, as well as high temperature incineration. Disposal on private and government owned sites such as unlicensed/decommissioned landfill sites may be allowed subject to Section 30A of the Environmental Protection Act. However, this will require the development of a site management plan.

There are several means of carcase disposal for losses of farm animals following fire, flood or drought:

1. **leave in situ:** this is a choice for isolated small animals, but is not recommended
2. **burial on-farm:** this has been the traditional method of carcase disposal following emergency incidents (fire, flood, drought)
3. **composting on-farm:** this is suitable for small animals but experience or technical expertise in composting is desirable
4. **off-farm disposal:** may be suitable where the farm size or conditions do not favour on-farm disposal; contact your local government for advice.

Further instruction on the disposal of livestock carcasses is available on the DPIRD [website](#).

### *9.6 Injured Services*

Injured or sick animals should be assessed and their condition managed by veterinarians or other suitably qualified animal carers (i.e., holds a Certificate III or above in Animal Studies). In the event that the numbers of injured or sick animals overwhelms the capacity of local veterinary care providers the RSPCA should be contacted for advice and assistance.

The owners of injured or sick animals brought to evacuation centres should be instructed to convey their animals to a veterinary practice for assessment and treatment if required. The Animal Welfare Coordinator may if required to engage the services of a veterinarian to conduct a triage assessment of animals brought to an evacuation centre. The cost of any treatment veterinary would be the responsibility of the owner of the animal. Injured or sick animals should be quarantined or segregated from otherwise healthy animals while being

held (pending assessment) at evacuation centres. Native animals injured as a result of an emergency event should be referred to DBCA.

### 9.7 Stray Animals

The Animal Welfare Coordinator will identify the nearest appropriate property or paddock in which to temporarily hold/detain the livestock. Every attempt will be made to identify and contact the owners of the stray animals to advise them of the location of their animals and request they make alternate arrangements for them, where safe to do so.

In the instance where the livestock owner cannot be contacted, arrangements should then be made to transport and impound the livestock at the nearest saleyards, pound or other suitable area the Coordinator finds.

## 10. Facilities and Contacts

### 10.1 Temporary Evacuation Centres / Shelters

<b>Animal Pound</b>	Primary facility for the shelter of pets at shire depot	PH 90 632 203
<b>Sale Yards</b>	Primary facility for the shelter of livestock	PH 90 632 203
<b>Corrigin Recreation Ground</b>	Emergency Evacuation Centre	
<b>Paddocks</b>	Where it is necessary to relocate livestock use of the closest paddock unaffected by the incident concerned should be sought. Movement of such livestock must be carefully considered in terms of the logistics involved (will mechanised transport be required) and in relation to risks imposed by the incident concerned and the associated movement of community members and emergency responders	

### 10.2 Equipment and emergency supplies, consumables

Temporary fencing	Local stock agents Elders and Nutrien	
Food and water for domestic animals	Equipment (such as food and water bowls, dog leads) to be used in association with the temporary shelter of animals. A stock of consumables, particularly dog and cat food is kept at all times at the animal pound for the normal operation of the pound.	See animal health and supplies below
Donations		

### 10.3 Contact Details

## Shire of Corrigin

CEO – Natalie Manton	PH 0427 425 727
DCEO – Kylie Caley	PH 0429 632 049
Manager of Works – Phil Burgess	PH 0429 632 203
Local Recovery Coordinator – Mike Weguelin	PH 0400 190 221
WA Ranger Services	PH 0456 775 309

## Other

Narrogin Veterinary Services	PH 9881 5417
Herald Street Veterinary Clinic (Narrogin)	PH 9881 6444
Pat and Chat (Merredin – mobile)	PH 0428 212 945
RSPCA WA	PH 1300 278 358
DPIRD (Narrogin Office)	PH 9881 0222
State Emergency Service (SES) Animal Health	PH 1800 084 881
Wildlife Wildcare Helpline (DBCA)	PH 9474 9055
DBCA (Wheatbelt Region Headquarters Narrogin)	PH 9881 9200
Main Roads (Narrogin)	PH 9881 0524
Western Power	PH 13 13 51
Water Corporation	PH 13 13 75
Corrigin Volunteer Fire and Rescue	PH 0428 632 149
Kulin SES	PH 0427 911 244
Environmental Protection Authority	PH 9222 7000
Corrigin Hospital	PH 9063 0333 / 0400 520 678
Corrigin Medical Centre	PH 9063 2107
Corrigin Police Station	PH 9063 2200
Corrigin Roadhouse	PH 9063 2210
Great Southern Fuel Suppliers (Corrigin)	PH 9063 2014
<b>Transport / Carriers</b>	
Kailam Transport (Corrigin)	PH 0488 940 976
Madgen Transport	PH 9063 2419
McCubbing Transport (Kondinin)	PH 9889 1051
<b>Livestock Agents / Animal Health Suppliers</b>	
Corrigin AgSolutions	PH 9063 2893 / 0415 153 639
Sellers Ag Services - Corrigin	PH 9063 2206 / 0436 478 042
Elders – Corrigin	PH 9063 4600 / 0428 464 801

## 12. Finances

The Local Government Act, Section 6.8(1)(c) grants the Shire President the authority to authorise unbudgeted expenses in an emergency. Subject to approval by the Shire President, the Animal Welfare Coordinator shall be responsible for authorising expenditure in relation to;

- Animal supplies;
- Veterinary expenses;
- Any other items deemed necessary for the function of this plan

These expenses shall be recorded.

### **13. Traffic Management**

Main Roads WA are responsible for managing major arterial routes in times of an emergency. Local Government are responsible for managing local roads. Traffic management will be coordinated through the Incident Management Centre.

### **14. Additional Resources**

Council will draw on resources from the surrounding Shires / organisations in the delivery of animal welfare services from Narembeen, Kulin, Kondinin, Quairading, Pingelly, Wickepin and Bruce Rock.

Requests for supplementary resources will be consistent with principles described in the State Emergency Response Plan / Local Emergency Management Arrangements.

Additional resources to enable the effective delivery of animal welfare services will be discussed with the Ranger and government agencies.



## PART FIVE: RECOVERY

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### 15. Recovery

The Shire of Corrigin has appointed Councillor Mike Weguelin as the Local Recovery Coordinator (LRC) in accordance with the Emergency Management Act 2005, S 41. (4) Mrs Lyn Baker will act in the role when the primary appointee is unavailable when an emergency occurs.

The responsibility for the declaration of the recovery phase will be made by the Incident Controller once the response phase of the Incident is under control or at a time determined by the Incident Controller.

The Local Recovery Coordinator will be guided by the Local Recovery Plan

The Animal Welfare Coordinator shall arrange a debriefing session for Shire staff, volunteers and associated agency representatives at the conclusion of activities related to this plan in response to an emergency event.

The Animal Welfare Coordinator shall prepare a report on activation of this plan to be provided to the LEMC and made available to the Post Incident Analysis, Major Incident Review or other similar review as required.

*Additional notes:*

Ongoing community communication is very important and the impacts to mental wellbeing should be considered in all communication whether it relates directly to animal welfare or not.

Avoid statements such as *no lives lost* or *no/minimal asset loss* as these can have an impact on those that have lost animals or lost livelihoods relating to animal industries.

The Shire of Corrigin has the responsibility for recovery and should consider the impact of animal loss on the community both socially and economically.

## Annexure 1 ANIMAL RESCUE FORM

Name of Incident	
Date	
Shire Officer Completing Form	

Emergency Rescue Information			
Date / Time		Hazard	
Rescue Location		Officer	
Holding Location		Agency	
PEN No		Reason	

Animal Description			
Species	Dog Cat Other	Sex	
Breed		Sterilised	Y / N / Unknown
Colour		Microchip	Y / N / Unknown
Markings		Vaccination	Y / N / Unknown
Age	Less than 6mths	ID Registration	Y / N
	Up to 3yrs	Number	
	3yrs plus	Collar	Y / N

Owner Information	
Name	
Address	
Phone	
Email	

Release Summary	
Fees	Release No and Who to
Outcomes	Owner Reunite
	Re home
	Euthanize
Signature	

**ANNEXURE 2 Animal Rescue Register**

Date In	Time	Shire Officer	ID#	Species	Colour and Description	Rescue Location	Holding Location

**ANNEXURE 3 Animal Rescue Public Display List**

Date In	Time	Shire Officer	ID#	Species	Description	Rescue Location



# Pet Survival Plan



## Pet Survival Plan

Just as we need to prepare for natural disasters we also need to prepare our animals. As the owner or carers of animals you have a duty of care to provide appropriate food, water, shelter and treatment for injury or disease for your animals.

Never turn animals out on to the road to run free. This is dangerous for fire trucks and vehicles, and you may be legally responsible if they cause a crash. Animals will panic during a bushfire which may result in injuries if they are not secured.

It is likely to be several days before emergency services give the all clear for you to be allowed to return home after an incident. When returning home it is important to obey the authorities and road closure information as there may be hazards in the area such as falling trees and branches, downed power lines and damaged or blocked roads.

Ignoring these instructions could put your life and the lives of emergency services personnel at risk

## What if your pet is not a dog or cat?

The majority of households have pets such as dogs, cats and birds. If your pets include animals such as, reptiles, small livestock (pigs, fowls, chickens, goats, horses, cattle and sheep) or an aquarium; it is suggested that you contact agencies such as Department of Agriculture, the RSPCA, your animal's veterinarian or local pet shop for specialised advice and planning for emergencies.

## Always Remember

- That your pet has access to plenty of food and fresh water.
- Your pet has shelter and bedding
- All of your animals are easily identifiable – tagged and or micro chipped
- Never leave an animal on a motor vehicle

## Pet Emergency Kit – Checklist

As a pet owner the best thing you can do is to be prepared. This allows you to make informed decisions to protect your pets during emergencies or natural disasters. Having a pet emergency kit prepares your pets for relocation at short notice.

Like your household emergency kit, it is important to keep your kit in a handy place and make sure everyone knows where it is.

- Registration or licence papers
- Pet medications, medical and vaccination records, and veterinarian contact details
- Sufficient food and water for each animal for up to two weeks period, bring a canopener for tinned food
- Plastic bowls for food and water
- A familiar pet blanket or bedding, toys and grooming equipment
- A secure pet carrier cover, cage, leash and or harness to transport and keep animals safe
- If you are a bird owner place special food and water dispensers in bird cages and have a cover for the cage
- Consider your animal's sanitation requirements and include rubbish bags, kitty litter and dog litter disposal bags
- Include recent photos of your pet for identification
- Include gloves, disinfectant and paper towels for your own hygiene.



# Pet Survival Plan

When developing your pet emergency plan it is important to consider the following:

- Animals will require a constant source of water and food, shade and safe place shelter
- If you need to move your pets to a safer place, think about where and *how* you will relocate them
- Animals are not allowed in relocation centres, except guide dogs

**Pet Emergency Kit (Checklist for each animal)**

- Identification Details
- Medications
- Vaccination records
- Veterinarian details
- Bedding, toys
- Grooming Equipment
- Food, can opener
- Water and bowl
- Secure Carrier/cage, lease, harness
- Sanitation needs

**Pet Medical Information**

- Name.....
- Medication.....
- Dosage and how often.....

**Pet Medical Information**

- Name.....
- Medication.....
- Dosage and how often.....

**Important Telephone numbers**

Police Fire Ambulance 000  
 State Emergency Service 132500  
 Veterinarian  
 RSPCA 1300 CRUELTY (1300 278 3589)  
 Local Council or Government  
 Local Ranger  
 Pet Insurance Provider  
 Pet information and advisory service  
 Workplace  
 Workplace  
 Neighbours  
 Neighbours

**Household contact details**

Name  
 Phone – Work and Home  
 Mobile Number  
 Email Address

**Nominated household emergency contact**

Nearby contact name  
 Address  
 Home/work phone numbers  
 Email Address  
 Out of town contact name  
 Address  
 Home/work phone numbers  
 Email Address