SHIRE OF CORRIGIN

MINUTES

ORDINARY COUNCIL MEETING

17 June 2025

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 17 June 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

Contents

1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 6:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. D L Hickey
Deputy President	Cr. S L Jacobs
	Cr. B Fare
	Cr. M A Weguelin
	Cr. M R Leach
	Cr. M B Dickinson
Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	M T Henry
Executive Support Officer	J M Filinski

Two members of the Public

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been notified that Eric Jespersen and Dudley Bradshaw have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Emma Poultney provided information in support of the Community Assistance Grant Application for the Corrigin Triathlon.

6 DECLARATIONS OF INTEREST

NIL

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 May 2025 (Attachment 7.1.1).

COUNCIL RESOLUTION
54/2025 Moved: Cr. Dickinson Seconded: Cr. Weguelin
That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 May 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 10 June 2025 (Attachment 7.2.1).

COUNCIL RESOLUTION
55/2025 Moved: Cr. Leach Seconded: Cr. Dickinson
That Council receives and notes the minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 10 June 2025 (Attachment 7.2.1).

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – May 2025

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

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

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

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

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

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

POLICY IMPLICATIONS
Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2024/2025 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
56/2025 Moved: Cr. Dickinson Seconded: Cr. Jacobs
That Council receives the list of accounts paid during the month of May 2025 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)		
EFT Payments	*EFT21282 – EFT21393*	*$489,798.09*
Direct Debit Payments		*$63,009.10*
EFT Payroll Payments		*$209,009.67*
Total Municipal Account Payments		***$761,816.86***
Trust Account		
EFT Payments	*EFT21286 – EFT21287*	*$21.75*
Total Trust Account Payments		***$21.75***
Edna Stevenson Trust Account		
EFT Payments	*EFT21358*	*$5,000.00*
Total Edna Stevenson Trust Account Payments		***$5,000.00***
Licensing Trust Account		
Direct Debit Payments		*$46,528.55*
Total Licensing Trust Account Payments		***$46,528.55***
Total of all Accounts		***$813,367.16***

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	16/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 May 2025

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

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

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

COMMENT
The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 31 May 2025.

Item	Reference
Cash at Bank The Shires total cash as at 31 May 2025 was $7,164,610. This is composed of $125,415 municipal funds (Municipal Bank Account and various till floats), $5,126,144 in short term investment and $3,913,051 in reserve funds.	Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 64% complete at the 31 May 2025. There may be some carryovers including the Oval reticulation project and CREC Portico.	Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets
Receivables Rates outstanding is $34,851. 99.1% of rates have been collected for the year compared to 98.1% in May 2024.	Page 14 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is $3,010,313 which is composed of $7,608,428 Current Assets *less* $605,045 Current Liabilities *less* $3,993,070 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the May 2025 financial position is in the explanation of material variances included in each of 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
r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2024/2025 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
57/2025 Moved: Cr. Weguelin Seconded: Cr. Leach
That Council accepts the Statement of Financial Activity for the month ending 31 May 2025 as presented, along with notes of any material variances.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS - REPORT ON INTERIM AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0381
Attachment Ref:	Confidential Attachment 8.2.1 – Interim Findings

SUMMARY
Council is to consider the feedback from the interim audit conducted by AMD Chartered Accountants (AMD) from 31 March to 2 April 2025.

BACKGROUND
As per the Terms of Reference reviewed and endorsed at the Ordinary Council Meeting held on 18 March 2025, one of the principal objectives of the Audit, Risk and Improvement Committee is to accept responsibility for the annual external audit and to liaise with the Auditor (Office of the Auditor General) to ensure that Council is satisfied with the Shire's performance in managing its financial affairs.

The Committee's duties and responsibilities in relation to the Annual Financial Report and external audit are clearly outlined in the Terms of Reference, specifically item 4e and sections 9.1 and 9.2.

In accordance with section 7.2 of *the Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor. Part 7 of *the Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* set out the requirements and process for the audit.

As outlined by AMD, the audit scope is to express an opinion on whether the Shire of Corrigin's general purpose financial report:

- is based on proper accounts and records,
- presents fairly, in all material respects, the results of the Shire's operations for the year ended 30 June 2025 and its financial position at the end of that period; and
- complies with the Local Government Act 1995 and, to the extent not inconsistent with the Act, Australian Accounting Standards.

The interim audit was conducted by AMD on behalf of the Office of the Auditor General, with the onsite component taking place from 31 March to 2 April 2025. Shire administration staff responded to numerous information requests in the lead-up to and during the audit visit.
The auditors provided feedback on several findings from the interim audit, which require attention to ensure future compliance and continuous improvement.

COMMENT
As part of the annual audit process, two areas for improvement were identified, primarily relating to financial reconciliations and information technology practices.

The audit highlighted opportunities to strengthen month-end procedures to improve accuracy and consistency. Management has reviewed the matters raised and taken proactive steps to address them. Adjustments have been made to internal processes to support timely and accurate reconciliation practices, including improvements to documentation and oversight procedures. These enhancements are being implemented progressively from April 2025, with full application expected by the end of the financial year.

In relation to information technology, the audit reaffirmed the need to continue improving system security and governance. A number of actions are already underway, including planning for future improvements to data security, user access controls, and longer-term IT strategy development. Management is working closely with our IT service provider to progress these initiatives within available resources and budget planning frameworks.
The Shire remains committed to strengthening internal controls and continuously improving its financial and IT systems.

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

POLICY IMPLICATIONS
3.1 Risk Management Policy

FINANCIAL IMPLICATIONS
There is an allowance of $48,000 in the budget for Audit Fees

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
58/2025 Moved: Cr. Jacobs Seconded: Cr. Weguelin
That Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed, and issues have been completed.
Carried 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS - INTERNAL AUDIT – REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0047
Attachment Ref:	Attachment 8.2.2.1 – Review Report Under Regulation 5 of the Local Government (Financial Management) Regulations 1996 Attachment 8.2.2.1 - Review Report Under Regulation 17 of Certain Systems and Procedures.

SUMMARY
Council is requested to consider the independent review of financial and risk management, internal controls and legislative compliance

BACKGROUND
The *Local Government (Audit) Regulations 1996 Regulation 17 and Local Government (Financial Management) Regulations 1996 Regulation 5* require the CEO to review the integrity of the Shire of Corrigin financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes.

The Shire of Corrigin engaged Hammond Woodhouse Advisory to provide the following services in relation to the requirements of Local Government *Financial Management Regulation 5* and the *Audit Regulation 17.*

- Review current risk management policies, procedures and plans,
- Evaluate the financial internal control systems and procedures,
- Evaluate the operational internal control systems and procedures,
- Assess systems and processes for maintaining legislative compliance,
- Provide a list of any improvements identified during the review, and
- Provide a report including recommendations to assist the CEO to assess the appropriateness and effectiveness of the systems and procedures.

Risk Management, Internal Control and Legislative Compliance
The Local Government *Audit Regulations 1996 Regulation 17* requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be reviewed at least once every three calendar years and reported to the Audit and Risk Management Committee.

The *Local Government (Financial Management) Regulations 1996 Regulation 5* also require the CEO to conduct a Financial Management Review to ensure efficient systems and procedures are established for the local authority at least every three years. The previous review was conducted in 2022.

Financial Management Review
The duties and key areas the Shire were reviewed for the 2024/25 financial year include:

- Bank reconciliations and petty cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables

- Salaries and wages
- Credit Card procedures
- Fixed Assets
- Cost and administration overhead allocations
- Minutes of meetings
- Budget
- Financial Reports
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of documents/record keeping
- Plan for the future
- General compliance and other matters

Risk Management
The scope of the Regulation 17 review included the following areas as outlined in the Department of Local Government Guidance Note 9 Audit in Local Government:

- Review risk management systems and operating risks.
- Review business continuity plan.
- Assess the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, with regard to,
    - Potential non-compliance with legislation, regulations and standards and local government's policies.
    - Important accounting judgements or estimates that prove to be wrong.
    - Litigation and claims.
    - Misconduct, fraud and theft.
    - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
- Risk reports identifying key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.
- Assess the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover.
- Review the effectiveness of the local government's internal control system with management and the internal and external auditors.
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more a high degree of risk.
- Assess the local government's procurement framework and whether these policies and procedures are being applied.
- Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, an appropriate treatment plan has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control
Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- Integrity and ethics,

- Policies and delegated authority,
- Levels of responsibilities and authorities,
- Audit practices,
- Information system access and security,
- Management operating style, and
- Human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

An effective control framework includes:
- Delegation of authority,
- Documented policies and procedures,
- Trained and qualified employees,
- System controls,
- Effective policy and process review,
- Regular internal audits,
- Documentation of risk identification and assessment, and
- Regular liaison with auditor and legal advisors.

The following controls were reviewed:
- Separation of roles and functions, processing and authorisation,
- Control of approval of documents, letters and financial records,
- Comparison of internal data with other or external sources of information,
- Limit of direct physical access to assets and records,
- Control of computer applications and information system standards,
- Limit access to make changes in data files and systems,
- Regular maintenance and review of financial control accounts and trial balances,
- Comparison and analysis of financial results with budgeted amounts,
- The arithmetical accuracy and content of records,
- Report, review and approval of financial payments and reconciliations, and
- Comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance
The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. The review will consider Audit Committee's monitoring of compliance programs including:
- Compliance with legislation and regulations.
- Annual Compliance Audit Return and reporting to Council the results of that review,
- Procedures for receiving and treating complaints, including confidential and anonymous employee complaints.
- Obtain assurance that adverse trends are identified and review management's plans to deal with these.
- Management disclosures in financial reports.
- Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee.
- Compliance frameworks dealing with relevant external legislation and regulatory requirements.

- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

COMMENT
The review report provides the CEO with a clear understanding as to the appropriateness and effectiveness of the current systems and processes and identifies areas for improvement. The review includes a list of recommendations for improvements to systems and processes.

The draft report was submitted to the CEO for review prior to being submitted to the Audit Committee for review. The recommendations will be reviewed by management and actioned as required.

STATUTORY ENVIRONMENT
Local Government (Audit) Regulations 1996 Regulation 17
Local Government (Financial Management) Regulations 1996 Regulation 5

POLICY IMPLICATIONS
3.1 Risk Management Policy

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
59/2025 Moved: Cr. Weguelin **Seconded: Cr. Dickinson**
That Council receives and notes the Financial and Risk Management Review Report (in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 and Regulation 17 of the Local Government (Audit) Regulations 1996 which reports on the efficiency of the Shire of Corrigin systems and processes.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.3 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	5/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GOV.0001
Attachment Ref:	Attachment 8.2.3 – Delegations Register 2025 Review

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

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

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

Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 18 June 2024 and passed by resolution 51/2024.

COMMENT
The Delegation Register is consistent with the WA Local Government Association (WALGA) model template.

STATUTORY ENVIRONMENT
S5.18 Local Government Act 1995 Register of delegations to committees
*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO **
S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees.

POLICY IMPLICATIONS
The following Council Policies are referenced in the Delegations Register:
Policy 2.1 – Purchasing Policy
Policy 2.3 – Regional Price Preference Policy
Policy 2.5 – Charitable Donations
Policy 2.10 - Investment of Funds
Policy 2.11 – Rates Procedure for Unpaid Rates
Policy 2.12 – Financial Hardship Policy
Policy 2.13 - Debt Collection
Policy 9.1 – Roadside Burning and Spraying
Policy 9.2 - Bushfire Control
Policy 12.1 – Food Safety Compliance and Enforcement

FINANCIAL IMPLICATIONS
The administrative cost associated with the management of the Council delegations is included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
4.4	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
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, process and implementation.

VOTING REQUIREMENT
Absolute Majority

COUNCIL RESOLUTION
60/2025 Moved: Cr. Leach **Seconded: Cr. Dickinson**
That Council endorse the Delegations Register as provided in Attachment 8.2.3.
Carried by Absolute Majority 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.4 DISABILITY ACCESS AND INCLUSION PLAN

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0001
Attachment Ref:	Attachment 8.2.4 - Draft Shire of Corrigin Disability Access and Inclusion Plan 2025-2030

SUMMARY
This item seeks Council endorsement of the draft Shire of Corrigin Disability Access and Inclusion Plan (DAIP) 2025-30 for the purpose of advertising for public comment.

BACKGROUND
The *Disability Services Act 1993*, requires public authorities to develop and implement a DAIP to assist in planning and implementing improvement to access and inclusion. The legislation requires public authorities to conduct a review of the DAIP at least every five years. Council endorsed the previous DAIP 2020-2025 in February 2020 following a period of community consultation.

The Shire of Corrigin undertook a process of community consultation during May and June 2025 to provide input into the formation of the 2025-2030 DAIP. Consultation was undertaken with the Shire of Corrigin staff and the broader community through direct telephone contact, face to face meetings and a community forum. The opportunity to provide input into the review was promoted through the Windmill News, the Shire website, notices on noticeboards, social media and direct invitation.

The draft DAIP 2025-2030 will continue to focus on strategies to address physical access barriers to the Shire facilities and services to overall improve opportunities in the community for people with disability.

The Shire of Corrigin provides an annual report on the progress made in achieving the seven DAIP outcomes including:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

COMMENT

A disability is defined as any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines disability as a condition that:-

- is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent; and may or may not be episodic in nature.

It is estimated that there are 44 people living in Corrigin who need assistance with core activities due to disability according to the Australian Bureau of Statistics (ABS) 2016 Census data. Corrigin has an ageing population which requires planning for facilities and services that can assist with keeping the aged in their homes and community as long as possible.

The plan benefits a range of community members including people with disability, the elderly, parents and carers with young children and people from culturally and linguistically diverse backgrounds. A range of barriers may prevent people with disability from accessing community services, events, public buildings and facilities, and from gaining access to information, public consultation and decision making processes. The Shire through the implementation of the DAIP is committed to ensuring these barriers are overcome.

Community consultation for the Draft DAIP 2025–2030 included a range of engagement activities. The CEO and Shire staff attended the Senior Citizens Committee meeting on Wednesday 28 May 2025, and a Community Workshop was held on Thursday 29 May 2025 with participation from four members of the public, two staff, and Cr Jacobs. In addition, individual discussions were held with three community members. Feedback and input gathered through earlier strategic planning workshops and community surveys were also incorporated into the development of the draft plan.

The next step in the process is for Council to consider the Draft DAIP 2025–2030 prior to it being released for public comment. The draft will be advertised for a 14-day public comment period via the local newspaper, Shire of Corrigin website, community notice boards, and social media platforms. As part of the consultation process, the Draft DAIP will also be forwarded to the Department of Communities, State Disability Strategy Office for comment.

Following the public comment period, all feedback will be assessed and amendments made where appropriate. If only minor changes are required, the DAIP will be finalised accordingly. If major changes are proposed, the amended draft will be presented to Council for further consideration. A copy of the Draft DAIP is provided as Attachment 8.2.4.

STATUTORY ENVIRONMENT
Disability Services Act 1993 Part 5 — Disability access and inclusion plans by public authorities
Local Government Act 1995
Disability Services Act 1993
Disability Services Regulations 2004
Disability Discrimination Act 1992
Equal Opportunity Act 1984

POLICY IMPLICATIONS
Policy 6.1 – community Engagement Policy

FINANCIAL IMPLICATIONS
The implementation of the DAIP 2025-2030 may require financial resources for the following:

- Upgrade of physical access to Shire facilities including capital works upgrades.
- Improved opportunities for inclusion through Shire community services and events.
- Provide staff with disability awareness training.

The annual budget will include provision for DAIP strategies over the life of the plan.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment
An attractive natural and built environment for the benefit of current and future generations

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
3.3	We prepare and maintain our assets for the current and future community	3.3.3	Review, update and work towards achievement of our Disability, Access and Inclusion plan

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
61/2025 Moved: Cr. Leach **Seconded: Cr. Weguelin**
That Council

1. *Endorse the draft Disability Access and Inclusion Plan 2025-2030 for the purpose of advertising for public comment.*
2. *Authorise the CEO to finalise the Disability Access and Inclusion Plan 2025-2030 subject to minor amendment following the period of public comment and forward to the Department of Communities.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.5 REVIEW CORPORATE BUSINESS PLAN

Applicant:	Shire of Corrigin
Date:	9/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.5 –Corporate Business Plan Review

SUMMARY
This item seeks Council endorsement the annual review of the Corporate Business Plan as required by the *Local Government (Administration) Regulations 1996*.

BACKGROUND
The Shire of Corrigin Strategic Community Plan 2021 – 2031 was developed in 2021 following a period of community consultation. A Corporate Business Plan outlining actions to achieve the desired strategic direction was created at the same time.

The Corporate Business Plan was reviewed by management and Council in June 2025 and progress was noted on the actions.

COMMENT
The 2021 – 2031 Strategic Community Plan outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was initially adopted by Council in 2021 and has been reviewed annually to ensure that the performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

The Shire of Corrigin has recently undertaken community consultation for the development of a new Strategic Community Plan to set the key projects and outcomes to be delivered over the next ten year period.

STATUTORY ENVIRONMENT
Local Government Act 1995
5.56. Planning principal activities
(1) Each financial year, a local government is to prepare a plan for the next 4 or more financial years.
(2) The plan is to contain details of —
(a) the principal activities that are proposed to be commenced or to be continued in each financial year affected by the plan;
(b) the objectives of each principal activity;
(c) the estimated cost of, and proposed means of funding, each principal activity;
(d) how the local government proposes to assess its performance in relation to each principal activity;
(e) the estimated income and expenditure for each financial year affected by the plan; and
(f) such other matters as may be prescribed.

Local Government (Administration) Regulations 1996
s. 19DA. Corporate business plans, requirements for (Act s. 5.56)
1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
3) A corporate business plan for a district is to —
a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
4) A local government is to review the current corporate business plan for its district every year.
5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
The 2024/25 budget includes provision for achieving the outcomes in the Corporate Business Plan. The Long Term Financial Plan will include provision for achieving the outcomes from the community consultation and revised Strategic Community Plan.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
4.5	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
62/2025 Moved: Cr. Jacobs **Seconded: Cr. Fare**
That Council endorse the review of the Shire of Corrigin Corporate Business Plan as provided as Attachment 8.2.5.

Carried by Absolute Majority 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.6 APPOINTMENT OF COUNCILLOR TO SENIOR CITIZENS COMMITTEE

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	NIL

SUMMARY
Council is requested to appoint a member to the Senior Citizens Committee.

BACKGROUND
Brooke Filinski was appointed to represent the Shire of Corrigin on the Corrigin Senior Citizens Committee in October 2023.

Following Cr. Filinski's resignation, the Corrigin Senior Citizens Committee has requested that Council appoint another representative to take her place.

COMMENT
Following the resignation of Cr Filinski, the Corrigin Senior Citizens Committee currently has no Council representative. Appointing a new Councillor will ensure continued communication between the committee and Council and support the Shire's ongoing engagement with senior residents. The committee meets monthly and plays an important role in promoting the interests and wellbeing of senior members of the community.

The Shire of Corrigin CEO attends monthly meetings and provides a report on shire activities.

STATUTORY ENVIRONMENT
NIL

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels.	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes.
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes.

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
63/2025 Moved: Cr. Leach **Seconded: Cr. Dickinson**
That Council appoint Cr. Jacobs to represent the Shire of Corrigin on the Corrigin Senior Citizens Committee.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.7 TEMPORARY AND MOVEABLE ACCOMMODATION POLICY

Applicant:	Shire of Corrigin
Date:	9/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.7 Temporary Accommodation Policy and Temporary Accommodation Guidelines

SUMMARY
Council is asked to endorse the Draft Temporary and Moveable Accommodation Policy and Guidelines to provide a consistent management of temporary and moveable accommodation across the Roe Regional Organisation of Councils (Roe ROC) shires.

BACKGROUND
In 2024 the State Government announced reforms to the *Caravan Parks and Camping Grounds Regulations 1997* aimed at reducing red tape and providing greater flexibility for temporary accommodation on private land. The legislative changes mean that local governments can now approve the use of caravans and other moveable accommodation for up to 24 months, an increase from the current three-month limit.

The changes recognise that caravans are often used for transitional housing during home construction, after natural disasters, or on a seasonal basis. Applicants will still be required to meet existing health and safety standards. Special approval will be required for more than one caravan on a single lot.

In cases where a local government does not address an application in a reasonable timeframe, the Minister for Local Government will have the power to issue approvals, subject to the same health and safety requirements. Additional changes include extending the timeframe for camping on private land without approval from three to five days to better reflect typical holiday periods and increasing fines for unauthorised camping from $100 to $200 to deter unlawful use.

Delegates from the Shires of Corrigin, Kondinin, Kulin and Narembeen endorsed the draft Temporary Accommodation Policy and guidelines at the Roe ROC meeting held on 5 June 2025. The policy and guidelines will be used to assess applications and guide decision-making consistently across the neighbouring shires. These documents include:

- Application requirements
- Provisions for living in caravans during housing construction
- Accommodation types including caravans, campers and tiny houses on wheels.
- Temporary paddock camping
- Detailed guidelines for kitchen, toilet, shower, and laundry facilities
- Waste and wastewater management
- Emergency management and safety requirements
- Permit duration and conditions
- Inspections
- Compliance checklists
- Standard fees

COMMENT
The Roe ROC Executive Committee, Environmental Health Officers and Town Planners have developed the draft policy and guidelines following consultation with other local governments and considering local examples.

Copies of the draft Temporary and Moveable Accommodation Policy and Guidelines are provided in Attachment 8.2.7.

The CEO and EHO will provide information and training to staff on the implementation of the new policy and guidelines.

The new policy and guidelines will be communicated to the public through the Shire of Corrigin social media, website, newsletter and notice boards.

STATUTORY ENVIRONMENT
Local Government Act 1995
Caravan and Camping Ground Act 1995
Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)
Health (Miscellaneous Provisions) Act 1911
Building Code of Australia / National Construction Code

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Roe ROC recommended a standard Temporary and Moveable Accommodation application fee of $300

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
64/2025 Moved: Cr. Jacobs **Seconded: Cr. Dickinson**
That Council:
1. *Endorse the Temporary and Moveable Accommodation Policy and Guidelines to set a standardised approach across Roe ROC shires.*
2. *Set an application fee of $300 to be included in the 2025/26 budget*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.8 2025/2026 COMMUNITY ASSISTANCE PROGRAM

Applicant:	Shire of Corrigin
Date:	10/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.8 - 2025/2026 Community Assistance Program Applications

SUMMARY
Council is requested to consider two additional applications received under the 2025/2026 Community Assistance Program.

BACKGROUND
Council previously reviewed the 2025/2026 Community Assistance Program (CAP) applications during a budget workshop on 16 April 2025. The program, guided by Council policy last reviewed in 2022, provides financial and in-kind support to not-for-profit organisations and community groups for projects, events, sponsorships, and awards.

Seven applications were under consideration at that time. At the May 2025 Ordinary Council Meeting, Council endorsed six of the applications for inclusion in the draft 2025/2026 Budget (Resolution 49/2025). In addition, Council requested the Executive team meet with representatives of the Corrigin Triathlon to discuss concerns regarding project costings and the proposed traffic management plan, and to invite a revised submission for further consideration.

The Executive subsequently met with Emma Poultney on 6 May 2025, and a revised application was received at the end of May 2025. A new application was also received from the Corrigin Tidy Town Committee requesting financial support for 2025/2026.

COMMENT
The Community Assistance Program (CAP), based on Council policy, provides financial and in-kind support to local not-for-profit organisations. Applications for the 2025/2026 program were open from February to March 2025 and promoted widely through the Shire website, social media, newsletters, local newspapers, and direct emails to community groups.

Since the May Council Meeting, two more applications have been received – one revised and one new.

Corrigin Triathlon – Revised Application
Following feedback from Council and in line with Resolution 49/2025, the Corrigin Triathlon Committee submitted an updated application. The revised total cost is as below, made up of:
- $6,800 ($5,266 without multimessage frames) for event signage with breakdown as follows:

Signs – Multipurpose Use

Qty	Description	Price	Total
2	Drive Safely	$18.00	$36.00
7	Side Road Closed	$18.00	$126.00
5	No Left Turn	$18.00	$90.00
2	No Right Turn	$18.00	$36.00
32	End Events	$32.00	$1,024.00
6	Road Closed - 32	$32.00	$192.00
2	Road Closed - 33	$32.00	$64.00

13	Event in Progress	$20.00	$260.00
1	Detour Left	$18.00	$18.00
1	Detour	$18.00	$18.00
4	Arrow	$52.00	$208.00
8	Road Closed - 31	$18.00	$144.00
2	60km Speed Limit ahead	$18.00	$36.00
2	Do not overtake	$18.00	$36.00
2	Detour ahead	$18.00	$36.00
19	Drive slowly	$18.00	$342.00
2	60 speed limits	$18.00	$36.00
2	Reduce Speed	$18.00	$36.00
4	End Events	$18.00	$72.00
2	End Detour	$18.00	$36.00
2	Local Traffic Only	$18.00	$36.00
32	Event in Progress	$18.00	$576.00
2	Side Road Closed	$32.00	$64.00
1	Detour Ahead	$18.00	$18.00
2	End 60 Speed Limit	$18.00	$36.00

Subtotal	$ 3,576.00

Signs - Triathlon Specific

31	Symbolic Cyclist	$22.00	$682.00
18	Symbolic Runners	$22.00	$396.00
34	Thank you	$18.00	$612.00

Subtotal	$1,690.00
Total without multimessage frames	$5,266.00

Optional as per the Application Request

59	Multimessage Frames	$26.00	$1,534.00

Subtotal	$1,534.00
Total Signs including optional	$6,800.00

- $1,500 for qualified traffic control officers

It is recommended that Council purchase the signage as a Shire asset. This would allow the signs to be reused for future community events and emergencies. If supported, the only financial contribution required for this year's Triathlon would be $1,500 for traffic controllers. In future years, the Shire's contribution is likely to be significantly reduced and limited to waiving the sign hire fee and covering the cost of traffic controllers.

The Corrigin Triathlon has been running for over 27 years and brings visitors to town, supporting local businesses. Supporting this long-standing event is recommended.

Corrigin Tidy Town Committee – New Application
The Tidy Town Committee has requested $1,000 in funding. Council has supported this group in previous years, and it is suggested the same be done for the 2025/2026 Budget.

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
Policy 2.9 Community Assistance Program

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

- Community Donations $5,000 Maximum contribution of $500 per application
- Community Grants $15,000 Maximum contribution of $5,000 per application
- Significant Events $15,000 Maximum contribution of $10,000 per application

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social
An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

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
65/2025 Moved: Cr. Leach **Seconded: Cr. Dickinson**
That Council:

1. *Receives the two applications submitted under the 2025/2026 Community Assistance Program.*
2. *Approves the allocation of funding under the 2025/2026 Community Assistance Program, subject to final budget adoption, as follows:*
    a. *$1,500 to the Corrigin Triathlon Committee for traffic control officers.*
    b. *$1,000 to the Corrigin Tidy Town Committee.*
3. *Endorses the purchase of signage up to the value of $5,266 by the Shire, to be included in the 2025/2026 operating budget, for use across Shire, triathlon, community, and emergency events.*
4. *Notes that all funding approvals listed above are subject to the finalisation and formal adoption of the 2025/2026 Annual Budget.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.9 2024/2025 BUDGET AMENDMENTS

Applicant:	Shire of Corrigin
Date:	12/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0368
Attachment Ref:	Attachment 8.2.9– 2024/2025 Budget Amendments

SUMMARY
Council is asked to approve further changes to the 2024/2025 Budget. These changes relate to capital works projects and Reserve transfers and are based on updated financial information following the February 2025 mid-year budget review. The amendments will help keep the Shire's finances accurate and compliant.

BACKGROUND
In accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, all local governments must conduct a formal budget review between 1 January and 28 February each financial year. The Shire of Corrigin completed and endorsed its 2024/2025 Mid-Year Budget Review at the February 2025 Ordinary Council Meeting.

Budget reviews are critical decision-making tools that allow Council to reassess financial priorities and respond to emerging operational needs. They form a key component of prudent financial management by identifying variances, capturing emerging risks, and aligning expenditure with changing circumstances. The February review included analysis of financial performance from 1 July 2024 to 31 January 2025, with projections to 30 June 2025.

Key outcomes of the February review included:

- Identification of permanent and timing variances.
- Adjustments in capital and operational programs.
- Recognition of a $69,139 shortfall in the carried-forward surplus due to audit-related grant revenue adjustments.
- Allocation of funds to emergent items such as squash court repairs ($25,000) and increased Town Planning contract costs.
- Updated estimates for the Federal Assistance Grant.
- Adjustments to the Road Program and other expenditure accounts.

It was also acknowledged at the February meeting that ongoing monitoring would be necessary, with the possibility of further amendments before 30 June 2025, to maintain financial stability and prepare accurately for the 2025/2026 budget process.

COMMENT
This report presents final budget amendments for the 2024/2025 financial year for Council's approval. These changes follow continued monitoring of the Shire's financial performance and project delivery since the adoption of the February 2025 mid-year budget review.

The proposed amendments include updated cost estimates, changes to project scopes, and necessary Reserve transfers. These updates help ensure the Shire's budget remains accurate, balanced, and compliant.

These are the final changes proposed for this financial year and will support:

- Accurate end-of-year financial reporting
- Proper Reserve transfer approvals
- Full transparency and audit readiness

A detailed list of all proposed amendments is included in the attachment to this item.

STATUTORY ENVIRONMENT

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

(1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget; and

(d) include the following —

i. the annual budget adopted by the local government;

ii. an update of each of the estimates included in the annual budget;

iii. the actual amounts of expenditure, revenue and income as at the date of the review;

iv. adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.

(2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin 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

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
66/2025 Moved: Cr. Weguelin Seconded: Cr. Jacobs
That Council endorse the amendments to the 2024/2025 Annual Budget as detailed in Attachment 8.2.9.

Carried by Absolute Majority 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

The President attended the Roe ROC meeting at Narembeen on Thursday 5 June and Renewable Energy Forum in Perth on 12 June 2025.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 15 July 2025 at 6pm.

16 MEETING CLOSURE

The President Cr. D Hickey closed the meeting at 6:45pm.

Agenda Attachments

JUNE 2025

ATTACHMENT 7.1.1 -	**COUNCIL MINUTES – 20 MAY 2025**
ATTACHMENT 7.2.1 -	**AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES – 10 JUNE 2025**
ATTACHMENT 8.1.1 -	**ACCOUNTS FOR PAYMENT – MAY 2025**
ATTACHMENT 8.1.2 -	**MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 MAY 2025**
ATTACHMENT 8.2.2.1 -	**REGULATION 5 REPORT – 27 MARCH 2025**
ATTACHMENT 8.2.2.2 -	**REGULATION 17 REPORT – 27 MARCH 2025**
ATTACHMENT 8.2.3 -	**DELEGATIONS REGISTER 2025 REVIEW**
ATTACHMENT 8.2.4 -	**DRAFT DISABILITY ACCESS AND INCLUSION PLAN**
ATTACHMENT 8.2.5 -	**CORPORATE BUSINESS PLAN 2025 REVIEW**
ATTACHMENT 8.2.7 -	**TEMPORARY ACCOMODATION POLICY & GUIDELINES**
ATTACHMENT 8.2.8 -	**COMMUNITY ASSISTANCE GRANT APPLICATIONS**
ATTACHMENT 8.2.9 -	**2024/2025 BUDGET AMENDMENTS**

MINUTES

ORDINARY COUNCIL MEETING

20 May 2025

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 20 May 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

Contents

1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 6:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. D L Hickey
Deputy President	Cr. S L Jacobs
	Cr. B Fare
	Cr. M A Weguelin
	Cr. M R Leach
	Cr. M B Dickinson
Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	M T Henry
Executive Support Officer	J M Filinski

Three members of the Public

APOLOGIES

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been notified that Kathleen White and Hilary Sedgewick have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

CEO N Manton declared a financial interest in item 8.2.6 – CEO Performance Review Occasional Committee Recommendations, as the item relates to the CEO salary.

Cr. S Jacobs declared an impartiality interest in item 8.2.4 – Community Assistance Program 2025/2026 as she is on the Corrigin Golf Club Committee. The Corrigin Golf Club has an application being decided on in the item.

Cr. M Leach declared an impartiality interest in item 8.2.4 – Community Assistance Program 2025/2026 as she submitted a grant application on behalf of St John Ambulance in her capacity as the committee's administration officer.

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 April 2025 (Attachment 7.1.1).

COUNCIL RESOLUTION
40/2025 Moved: Cr. Leach Seconded: Cr. Jacobs
That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 April 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

7.2 COMMITTEE MEETINGS

7.2.1 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 12 May 2025 (Attachment 7.2.1).

COUNCIL RESOLUTION
41/2025 Moved: Cr. Weguelin Seconded: Cr. Fare
That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 12 May 2025 (Attachment 7.2.1).

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of the Local Emergency Management Committee meeting held on Monday 12 May 2025 (Attachment 7.2.2).

COUNCIL RESOLUTION
42/2025 Moved: Cr. Leach Seconded: Cr. Jacobs
That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 12 May 2025 (Attachment 7.2.2).

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

7.2.3 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE MEETING

Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 20 May 2025 (Confidential Attachment to be tabled).

COUNCIL RESOLUTION
43/2025 Moved: Cr. Leach Seconded: Cr. Jacobs
That Council receives and notes the Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 20 May 2025 (Confidential Attachment to be tabled).

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	13/05/2025
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – April 2025

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

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

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

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

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

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

POLICY IMPLICATIONS
Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2024/2025 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
44/2025 Moved: Cr. Weguelin Seconded: Cr. Fare
That Council receives the list of accounts paid during the month of April 2025 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)		
EFT Payments	*EFT21147 – EFT21281*	*$999,157.99*
Direct Debit Payments		*$69,951.30*
EFT Payroll Payments		*$150,318.89*
Total Municipal Account Payments		***$1,219,428.18***
Trust Account		
EFT Payments	*EFT21169 – EFT21211*	*$212.17*
Total Licensing Trust Account Payments		***$212.17***
Licensing Trust Account		
Direct Debit Payments		*$102,056.64*
Total Licensing Trust Account Payments		***$102,056.64***
Total of all Accounts		***$1,321,696.99***

Carried 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/05/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 30 April 2025

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

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

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

COMMENT
The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 30 April 2025.

Item	Reference
Cash at Bank The Shires total cash as at 30 April 2025 was $7,318,630. This is composed of $287,779 municipal funds (Municipal Bank Account and various till floats), $5,117,800 in short term investment and $3,913,051 in reserve funds.	Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 57% complete at the 30 April 2025.	Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets
Receivables Rates outstanding is $34,851. 98.9% of rates have been collected for the year compared to 98.1% in April 2024.	Page 14 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is $3,452,289 which is composed of $8,081,906 Current Assets *less* $636,547 Current Liabilities *less* $3,993,070 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the April 2025 financial position is in the explanation of material variances included in each of 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
r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2024/2025 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
45/2025 Moved: Cr. Jacobs Seconded: Cr. Leach
That Council accepts the Statement of Financial Activity for the month ending 30 April 2025 as presented, along with notes of any material variances.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

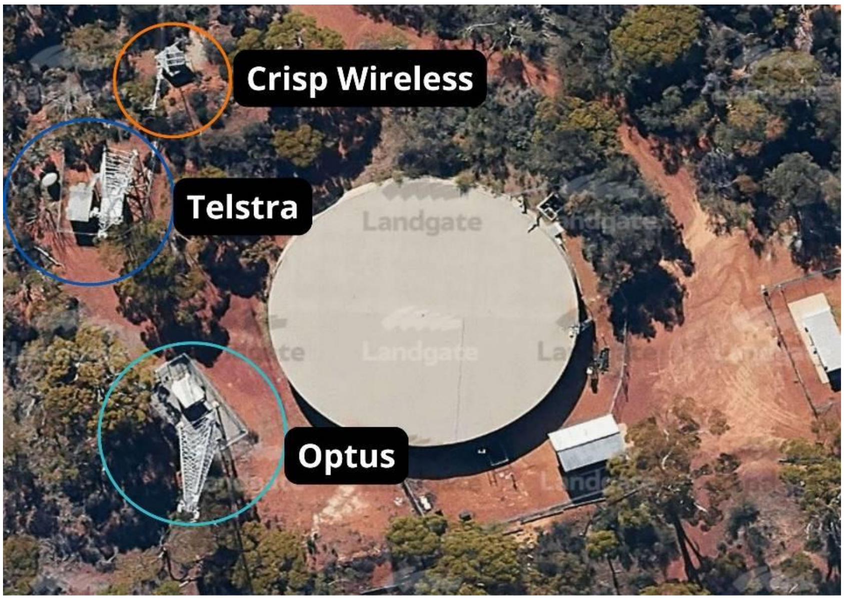
8.2.1 RENEWAL OF LEASE – TELECOMMUNICATIONS TOWER, LOT 625 CAMM STREET, CORRIGIN

Applicant:	Shire of Corrigin
Date:	8/05/2025
Reporting Officer:	Regan Chester, Administration Officer, Myra Henry, Deputy CEO
Disclosure of Interest:	NIL
File Ref:	CP.0091
Attachment Ref:	Confidential Attachment 8.2.1.1 – Letter of Offer

SUMMARY
Council is requested to consider renewing the existing lease arrangement with Indara Corporation Pty Ltd (formerly Optus) for the Corrigin Mobile Telecommunications Base Station on portion of Lot 625 on Deposited Plan 406791 for a 20 year term expiring on 31 May 2045.

BACKGROUND
The Shire of Corrigin originally entered into a lease agreement with Optus on 1 June 2005 for the use of Shire land for the construction, maintenance, and operation of a telecommunications network and associated services. The current lease, registered under number J524546, is due to expire on 31 May 2025.

The leased premises comprise a portion of Lot 625 Camm Street on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, and described in Certificate of Title Volume 2912 Folio 931, as shown in the diagram below. While the land is leased from the Shire, ownership of the telecommunications structure remains with Optus.



The initial lease for a 10-year term, expired on 31 May 2015, with an annual rental fee of $1,000 subject to a 3% annual compound increase. Upon expiry of the initial term, a subsequent 10-year lease was executed with an expiry date of 31 May 2025. The starting annual rent for this term was $1,343.92, with a 3% annual compounding increase.

Executive obtained an updated market rental valuation from Asset Valuation, which assessed the annual market rent at $8,300. This updated valuation was provided to Indara Corporation Pty Ltd (formerly Optus).

Indara Corporation Pty Ltd has submitted a letter of offer to renew the lease for a 20-year term, commencing 1 June 2025 and expiring 31 May 2045. The offer is subject to the internal approval of a business case, which Indara will prepare upon return of the signed letter of offer.

Under the proposed lease renewal, all terms will remain consistent with the existing arrangements, with two key differences:

1. The term of the lease will be extended to 20 years, rather than 10 years as in previous agreements; and
2. The rental amount will commence at $8,300 per annum, increasing by 2.5% compounded annually over the life of the lease.

COMMENT

It is recommended that Council consider renewing the existing lease arrangement with Indara Corporation Pty Ltd (formerly Optus) for the Corrigin Mobile Telecommunications Tower.

The proposed rental amount reflects an updated market valuation and has been communicated to Indara Corporation Pty Ltd as part of the negotiation process. It is recommended that the annual increase of 3% is negotiated in line with the valuation report and other similar leases.

Given the continuity of service, the critical infrastructure provided by the telecommunications facility, and the fair market rental offer, it is considered appropriate for the Shire to proceed with entering the deed of renewal with Indara Corporation Pty Ltd on the terms outlined in the letter of offer.

Advertising of the proposed disposition will take place as soon as possible for a 14 day period. If there are adverse submissions, a further report will be presented to Council detailing the submissions and any subsequent recommended changes to the proposed lease arrangements. If no submissions are received it is anticipated that a lease will be finalised as soon as possible.

STATUTORY ENVIRONMENT

Local Government Act 1995

s3.58. Disposing of property

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed

disposition.

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Income from the lease agreement will be included in the annual budgets, up until 2045.

The initial offer from Indara Corporation Pty Ltd was $1,700 plus GST at in increase of 2.5% annually. The offer was revised following consideration of the independent market valuation and a revised offer of $8,300 was made.

The rent will increase annually by 2.5% - 3%.

A confidential copy of the market valuation advice is provided in Confidential Attachment 8.2.1.

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

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
46/2025 Moved: Cr. Dickinson Seconded: Cr. Jacobs
That Council:

1. *Authorises the Chief Executive Officer to give local public notice of its intention to dispose of a portion of the property at Lot 625, 24 Larke Street, Corrigin by way of a lease agreement and consider submissions in accordance with section 3.58 of the Local Government Act 1995.*

2. *Delegates to the CEO, subject to there being no objections at the end of the advertising period, to negotiate and enter into a lease agreement with Indara Corporation Pty Ltd for a portion of Lot 625 on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, for a 20-year term commencing 1 June 2025 and expiring 31 May 2045 based on the terms outlined in the letter of offer including:*
   - *A term of 20 years; and*
   - *A commencing rental of $8,300 per annum, and*
   - *subject to 3% annual increases for the duration of the lease.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.2 RENEWAL OF LEASE – TELECOMMUNICATIONS TOWER, LOT 625 CAMM STREET, CORRIGIN

Applicant:	Shire of Corrigin
Date:	8/05/2025
Reporting Officer:	Regan Chester, Administration Officer, Myra Henry, Deputy CEO
Disclosure of Interest:	NIL
File Ref:	CP.0087
Attachment Ref:	Confidential Attachment 8.2.2 – Telstra Heads of Agreement

SUMMARY

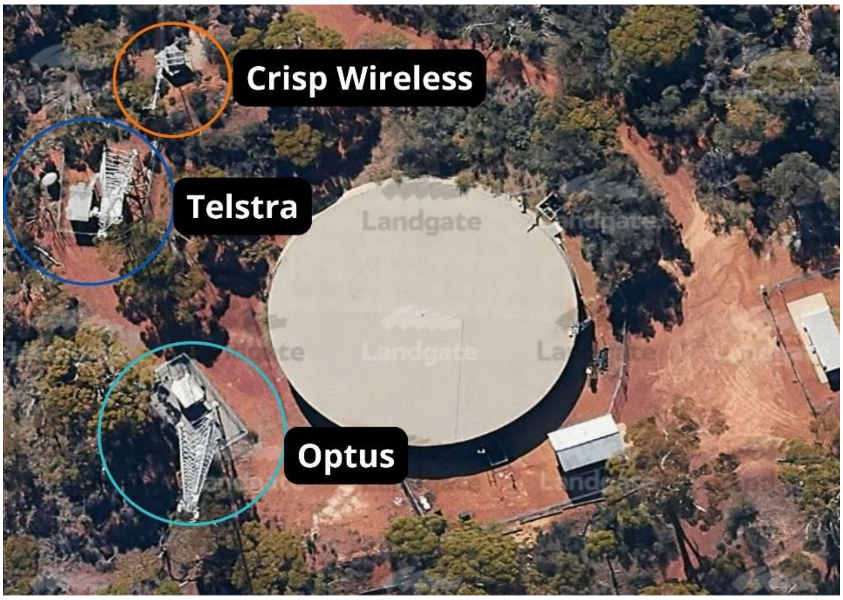
Council is requested to consider renewing the existing lease arrangement with Telstra Corporation Limited for the Corrigin Mobile Telecommunications Tower.

BACKGROUND

Council entered into a lease agreement with Telstra Corporation in February 2000 for an initial term of ten (10) years, with an option to renew the term for three (3) further terms with five (5) years each. A deed renewal and variation commenced on 1 February 2015, for a term of five (5) years with an option to renew for a further five (5) years to February 2025.

This lease expired in February 2025, and negotiations commenced with Telstra regarding the lease value based on market valuation a term of 20 years.

The leased premises comprise a portion of Lot 625 Camm Street on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, and described in Certificate of Title Volume 2912 Folio 931, as shown in the diagram below.



COMMENT

Council received Commonwealth funding as part of the Networking the Nation grant in 1999 through a joint project with Corrigin Development Association to build a mobile phone tower on portion of Lot 625 Camm Street.

Telstra responded to expressions of interest and completed work on the site in June 2000. The tower now operates the 5G digital service. The Vision Christian Media antennae and satellite dish are also attached to the Telstra mast.

It is recommended that Council consider renewing the existing lease arrangement with Telstra Corporation for the Corrigin Mobile Telecommunications Tower. There are very minor variations in the new lease, including the updates to names and addresses, and the term length changed.

The proposed rental amount reflects an updated market valuation and has been communicated to Telstra as part of the negotiation process. It is recommended that the annual increase of 3% is negotiated in line with the valuation report and other similar leases.

Given the continuity of service, the critical infrastructure provided by the telecommunications facility, and the fair market rental offer, it is considered appropriate for the Shire to proceed with entering the deed of renewal with Telstra on the terms outlined in the letter of offer.

Advertising of the proposed disposition will take place as soon as possible for a 14 day period. If there are adverse submissions, a further report will be presented to Council detailing the submissions and any subsequent recommended changes to the proposed lease arrangements. If no submissions are received it is anticipated that a lease will be finalised as soon as possible.

STATUTORY ENVIRONMENT

Local Government Act 1995

s3.58. Disposing of property

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Income from the lease agreement will be included in the annual budgets, up until 2045.

The previous lease agreements with Telstra over the past 25 years included annual rent of $1 per annum. The initial offer from Telstra was for the annual rent to remain at $1 per annum. After considering the independent market valuation a revised offer of $12,300 per annum plus 3% annual increase was negotiated.

A confidential copy of the market valuation advice is provided in Confidential Attachment 8.2.1.

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

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
47/2025 Moved: Cr. Dickinson **Seconded: Cr. Leach**
That Council:

1. *authorises the Chief Executive Officer to give local public notice of its intention to dispose of a portion of the property at Lot 625 at 24 Larke Street, Corrigin by way of a lease agreement and consider submissions in accordance with section 3.58 of the Local Government Act 1995.*

2. *Delegates to the CEO, subject to there being no objections at the end of the advertising period, to negotiate and enter into a lease agreement with Telstra Corporation Limited for a portion of Lot 625 on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, for a 20-year term commencing 1 June 2025 and expiring 31 May 2045 based on the terms outlined in the letter of offer including:*
   - *A term of 20 years; and*
   - *A commencing rental of $12,300 per annum, and*
   - *subject to 3% annual increases for the duration of the lease.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.3 FINANCE POLICY REVIEWS

Applicant:	Shire of Corrigin
Date:	07/05/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.3.1 – Policy 2.2 Significant Accounting Policies, Attachment 8.2.3.2 – Policy 2.8 Asset Accounting Capitalisation and Depreciation Thresholds

SUMMARY
This report seeks Council endorsement of the reviewed Policy 2.2 Significant Accounting Policies and Policy 2.8 Asset Accounting – Capitalisation and Depreciation Thresholds.

BACKGROUND
The Register of Policies (the Register) is reviewed annually and presented to Council for consideration and adoption.

The objectives of the Register are to:
- provide Council with a formal written record of all policy decisions;
- provide staff with clear guidelines to act in accordance with Council's intent;
- enable staff to respond promptly to operational matters without requiring continual reference to Council;
- assist Councillors in responding to enquiries from electors without undue reliance on staff or the Council;
- support Council in regularly reviewing policy decisions to ensure alignment with community expectations, current trends, and evolving circumstances; and
- allow ratepayers to access clear and immediate information on Council policy.

In 2015, the Significant Accounting Policies policy was first endorsed as part of the annual Register of Policies review. This policy establishes financial management procedures to ensure full compliance with statutory requirements and accounting standards.

The policy outlines key principles to guide management in the preparation of financial statements, including:
- fair presentation and compliance with relevant legislation and accounting standards;
- a consolidated reporting approach for all operations controlled by the Shire;
- confirmation that the Shire remains a going concern; and
- inclusion of appropriate comparative information.

Council endorsed the 2024 annual review of the Register at its Ordinary Meeting held on 15 October 2024 (Council Resolution 102/2024).

Due to changes to the model financial statements, and updates to relevant legislation and accounting standards introduced for the 2022/2023 financial year reporting, the review of this policy was deferred. This allowed management time to assess which components remained relevant and aligned with the Shire's financial reporting requirements, following completion of the annual financial statements and audit.

As Council is aware, the 2023/24 audit raised concerns related to depreciation and associated accounting policies. In response, a comprehensive review of depreciation rates and related policies was conducted during February and March 2025. This item is a result of that review.

The updated Policy 2.2 Significant Accounting Policies and Policy 2.8 Asset Accounting – Capitalisation and Depreciation Thresholds are presented as Attachments 8.2.3.1 and 8.2.3.2 respectively, with changes clearly highlighted for Council's consideration and adoption.

COMMENT

Professional advice was also sought regarding the inclusion of significant accounting policies within Council's formal policy register. The advice received confirmed that these policies are generally not adopted by individual councils as standalone documents, as they are governed by the Australian Accounting Standards, which are continuously evolving and not subject to Council discretion.

Accordingly, Policy 2.2 Significant Accounting Policies has been amended and reduced in scope. Its purpose is now to provide internal guidance and to ensure management remains informed and aligned with the most current accounting standards. The policy will continue to direct management to undertake annual reviews to ensure compliance with financial reporting obligations.

In addition, depreciation rates have been removed from Policy 2.2 and are now incorporated into Policy 2.8 Asset Accounting – Capitalisation and Depreciation Thresholds, which is more appropriate and allows for clearer operational alignment.

It is recommended that both policies be reviewed annually in May to ensure alignment with actual practices and to inform preparation of the Annual Financial Statements.

STATUTORY ENVIRONMENT

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

Local Government Act 1995 – Section 2.7 Role of council

(1) The council —
- *(a) governs the local government's affairs; and*
- *(b) is responsible for the performance of the local government's functions.*

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

POLICY IMPLICATIONS

Policy 2.2 – Significant Accounting Policies
Policy 2.8 - Asset Accounting – Capitalisation and Depreciation Thresholds

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
48/2025 Moved: Cr. Weguelin **Seconded: Cr. Dickinson**
That Council, in accordance with Section 2.7(2)(b) of the Local Government Act 1995, adopts the amendments to:

1. *Policy 2.2 – Significant Accounting Policies; and*
2. *Policy 2.8 – Asset Accounting: Capitalisation and Depreciation Thresholds*

as provided in Attachments 8.2.3.1 and 8.2.3.2, to reflect current accounting practices, audit recommendations, and alignment with the Australian Accounting Standards.

Carried 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.4 COMMUNITY ASSISTANCE PROGRAM 2025/2026

Applicant:	Shire of Corrigin
Date:	01/04/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.4 - 2025/2026 Community Assistance Program Applications

SUMMARY

Council is requested to consider the applications received under the 2025/2026 Community Assistance Program.

BACKGROUND

Council established the *Budget Consideration/Preparation and Community Grants Program* policy in 2002. The policy was reviewed and updated in 2022 to provide clearer guidelines on funding amounts and eligibility criteria.

The Community Assistance Program (CAP) is designed to provide financial assistance to Corrigin's not-for-profit organisations and community groups for sponsorships, awards, projects, and events.

The 2025/2026 Community Assistance Program was advertised to the community starting in February 2025. Applications were sent directly to many of Corrigin's community groups and sporting clubs, personally inviting each group to apply. In addition to direct outreach, the program was promoted widely via the following channels:

- **Shire website:** From 20 February 2025
- **Emails to community groups:** Sent on 21 February and 10 March 2025
- **Facebook posts:** 21 February, 27 February, 7 March, and 21 March 2025
- **Shire Newsletter:** February and March 2025 editions
- **The Windmill Newspaper:** Edition 1 (10 February 2025) and Edition 3 (10 March 2025)

Eight applications were received, with one withdrawn by the Corrigin Kelpies Group following initial contact. A total of seven applications remains under consideration, requesting a combined total of $33,941.35 in funding.

Council reviewed the submitted applications during a budget workshop held on 16 April 2025. The purpose of the workshop was to present the applications for initial discussion and consideration and are outlined below.

Funding Overview

Community Donations

An application was received from the Corrigin Museum for support for a bus trip to other museums in the region by way of a reduced hire fee. Council may wish to retain a nominal amount in the 2025/2026 Budget in case of requests received during the year.

Community Grants
Four applications were received, totalling **$10,539.99 ex GST**:

Organisation	*Project Purpose*	*Amount Requested*	*Own Source Contribution*	*Total project cost*
Corrigin St John Ambulance	Purchase 3m x 3m marquee to support volunteers at events	$2,250.00	$510.00	$2,760.00
Corrigin Historical Society	Purchase "Billy Goat" mower for the Pioneer Museum grounds	$2,835.45	$1,417.28	$4,252.73
Bulyee Hall Committee	Purchase permanent concrete table and bench setting to be located near the upgraded hall and free camping area.	$909.09	$1,020.00	$1,929.09
Corrigin Golf Club	For upgrades to the ladies' changerooms.	$4,545.45*	$8,461.36	$22,097.73(inc $9,090.92 CSRFF Grant)

*Note: The Corrigin Golf Club application was approved at the March 2025 Ordinary Council Meeting (Resolution 28/2025).

Significant Event Sponsorship

Three applications were received, totalling **$23,401.36 ex GST**:

Organisation	*Project Purpose*	*Amount Requested*	*Own Source Contribution*	*Total project cost*
Corrigin Speedway	For electricity reconnection works.	$5,000.00	$1,688.50	$6,688.50
Corrigin Agricultural Society	For the 102nd Annual Corrigin Agricultural Show	$9,765.00	$91,144.09	$100,909.09
*Corrigin Triathlon (P&C Partnership)** *	For signage and traffic management for triathlon event	*$8,636.36* (indicative)	$1,454.55	$10,090.91

**Note: The Corrigin Triathlon application, submitted in partnership with the Corrigin P&C, was requested to be resubmitted with revised details. The current request of $8,636.36 (ex GST) for signage and traffic management is indicative only and will be brought back to Council for final approval at the June 2025 Ordinary Council Meeting.*

Council requested the Executive team to meet with representatives from the Corrigin Triathlon to discuss concerns regarding project costings and the traffic management plan.

Following this request, the Executive met with Emma Poultney on 6 May 2025 to relay Council's discussion points. The Executive requested that a revised application be submitted by the end of May to enable its inclusion in the agenda for the June 2025 Ordinary Council Meeting, should Council wish to consider it further.

Feedback and recommendations from that workshop has guided the budget allocation for 2025/2026.

COMMENT
The Shire of Corrigin is committed to strengthening and supporting local not-for-profit organisations and community groups through the Community Assistance Program (CAP). Each year, Council endorses the allocation of funds to assist these groups in delivering projects, events, and initiatives that contribute to community wellbeing, inclusion, and participation.

The 2025/2026 CAP applications were assessed in line with Council's policy and the eligibility and assessment criteria outlined within it. The criteria focus on factors such as inclusive community benefit, demonstrated need, project planning and delivery capacity, financial viability, volunteer involvement, and alignment with the Shire of Corrigin's Strategic Community Plan 2021–2031.

Following the close of applications, Council reviewed all submissions during the April budget workshop. Seven applications are currently under consideration — four under the Community Grants category and three under Significant Event Sponsorship.

The four Community Grant submissions demonstrate clear community benefit, with projects supporting equipment purchases and minor infrastructure upgrades. These include:
- Corrigin St John Ambulance– purchase of a marquee to support volunteer operations at local events.
- Corrigin Historical Society – acquisition of a mower to maintain museum grounds.
- Bulyee Hall Committee – installation of a concrete picnic setting to enhance public amenities.
- Corrigin Golf Club – improvements to the women's changerooms.

Each of these applications meets the eligibility requirements and aligns with Council's intent to fund projects that improve local facilities and community participation.

Three applications were submitted under Significant Event Sponsorship. The requests from the Corrigin Speedway - for electricity reconnection works and Corrigin Agricultural Society – support towards the 102nd Annual Corrigin Agricultural Show met the required assessment standards, demonstrating strong planning, compliance, and community involvement.

The application from the Corrigin Triathlon - for signage and traffic management for triathlon event, submitted in partnership with the Corrigin P&C, was reviewed but identified as requiring further clarification around budget details and traffic management planning. This revised application will be presented separately for consideration at the June Ordinary Council Meeting.

No further applications have been received or are anticipated at this time.

The officer recommends that Council proceed with endorsing funding for the eligible applications presented and notes the pending status of the Triathlon application. All recommended applications have demonstrated alignment with policy requirements and offer positive outcomes for the Corrigin community.

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
Policy 2.9 Community Assistance Program

FINANCIAL IMPLICATIONS
As per the program guidelines and policy Council allocates a total budget of $35,000 per financial year for the three funding categories and a further $30,000 for the waiver of rates, rubbish and

facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

Community Donations	$5,000	Maximum contribution of $500 per application
Community Grants	$15,000	Maximum contribution of $5,000 per application
Significant Events	$15,000	Maximum contribution of $10,000 per application

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social
An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

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
49/2025 Moved: Cr. Leach **Seconded: Cr. Jacobs**
That Council:

1. *Receives the applications submitted under the 2025/2026 Community Assistance Program.*
2. *Approves the allocation of funding under the 2025/2026 Community Assistance Program as follows, subject to final budget adoption:*

Community Grants

Organisation	***Amount Requested***
Corrigin St John Ambulance	$2,250.00
Corrigin Historical Society	$2,835.45
Bulyee Hall Committee	$909.09
Corrigin Golf Club	$4,545.45*

**Previously approved by Council – Resolution 28/2025 (March OCM)*

Significant Event Sponsorship

Organisation	***Amount Requested***
Corrigin Speedway	$5,000.00
Corrigin Agricultural Society	$9,765.00

3. *Notes that the application from the Corrigin Triathlon, in partnership with the Corrigin P&C, for traffic management support for the 2026 Corrigin Triathlon event will be presented to the June 2025 Ordinary Council Meeting for consideration, and that inclusion in the 2025/2026 Budget is subject to Council approval at that time.*
4. *Allocates a nominal amount of $2,000 in the 2025/2026 Budget for Community Donations to allow for eligible requests received during the financial year.*
5. *Notes that all funding approvals listed above are subject to the finalisation and formal adoption of the 2025/2026 Annual Budget.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.5 WALGA DRAFT ADVOCACY POSITION – STATE DEVELOPMENT APPLICATIONS AND DECISION-MAKING

Applicant:	Shire of Corrigin
Date:	15/05/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0008
Attachment Ref:	Attachment 8.2.5 – WALGA Documents – Draft Advocacy Position, DAP Review & Significant Development Pathway Review

SUMMARY
Council is requested to consider endorsing the WALGA Draft Advocacy Position Statement on State Development Applications and Decision-Making. While the Shire of Corrigin has not historically received high volumes of Development Assessment Panel (DAP) applications, it acknowledges the resource demands associated with such applications and supports WALGA's position to improve fairness, transparency, and support for regional local governments.

BACKGROUND
The Development Assessment Panel (DAP) system was introduced in 2011 to provide a more consistent and transparent decision-making process for complex development proposals across Western Australia. More recently, the Significant Development Assessment (SDA) Pathway was introduced as a temporary COVID-19 recovery measure and has since become permanent. It is administered by the State Development Assessment Unit (SDAU) and determined by the Statutory Planning Committee of the Western Australian Planning Commission.

These processes have shifted decision-making authority for certain major development proposals away from local governments, while still placing significant administrative and technical burdens on local government officers. This has presented challenges for smaller regional local governments with limited resources.

WALGA has prepared a Draft Advocacy Position Statement in response, reviewing the effectiveness of DAPs and the SDA Pathway. WALGA is seeking feedback from local governments to finalise its position.

COMMENT
Although the Shire of Corrigin has not experienced high volumes of applications via the DAP or SDA pathways, it recognises the considerable workload and technical expertise required to prepare Responsible Authority Reports, conduct statutory advertising, and coordinate internal and external consultation.

WALGA's draft position outlines concerns with the current assessment pathways and recommends reforms to ensure local governments can meaningfully participate, including improved resourcing and better alignment with local planning frameworks.

It is considered appropriate for the Shire of Corrigin to support WALGA's advocacy position and to provide feedback that reflects the challenges faced by smaller local governments in managing major development applications without adequate decision-making authority or support.

STATUTORY ENVIRONMENT
Planning and Development Act 2005
Planning and Development (Significant Development) Regulations 2024
Planning and Development (Development Assessment Panel) Regulations 2011

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
50/2025 Moved: Cr. Weguelin Seconded: Cr. Fare
That Council:

1. *Receives the WALGA Significant Development Pathway (2020–2025 Review) dated April 2025 and the Development Assessment Panels (2011–2024 Review) dated January 2025.*
2. *Endorses the general intent of WALGA's Draft Advocacy Position Statement on State Development Applications and Decision-Making, subject to the following considerations:*
    - *That the Significant Development Assessment Pathway is retained only if reformed in line with WALGA's recommendations.*
    - *That appropriate resourcing and coordination mechanisms are provided to support small local governments in managing DAP and significant development applications.*
3. *Authorises the Chief Executive Officer to provide formal comment to WALGA reflecting the Shire of Corrigin's position.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

8.2.6 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	20/05/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Confidential Attachment - CEO Performance Review Summary Report (To be Tabled)

REASON FOR CONFIDENTIALITY
The Chief Executive Officer's (CEO) Performance Review is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995* because it deals with matters affecting an employee of Council.

COUNCIL RESOLUTION
51/2025 Moved: Cr. Weguelin Seconded: Cr. Jacobs
That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

Members of the public, M Henry& J Filinski left the room at 6:21pm

SUMMARY
The CEO Performance Review Occasional Committee will recommend that Council endorse the resolutions from the meeting to be held on 20 May 2025 regarding the CEO's performance.

BACKGROUND
Sections 5.38 and 5.39 (3) (b) of the *Local Government Act 1995* and *Regulation 18D Local Government Administration Regulations 1996* require that the performance of the CEO is to be reviewed at least once each year.

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

The CEO performance review will be undertaken on 20 May 2025, in accordance with the terms of the Contract of Employment and the *Local Government Act 1995*.

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

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

The Key Result Areas, associated strategies and actions will be determined by agreement between the employee and employer annually during the term of the contract as outlined in Clause 4.1 of the Contract of Employment.

The summary performance review report will be tabled at the meeting.

The CEO has notified the President within the timeframe outlined in clause 2.2 of the contract that she wishes to renew the contract at the expiry date 6 March 2026.

STATUTORY ENVIRONMENT
Local Government Act 1995
s.5.38 Annual review of employees' performance
s.5.39 Contracts for CEO and senior employees
3.39A Model standards for CEO recruitment, performance and termination

Local Government Administration Regulations
Schedule 2 Model standards for CEO recruitment, performance and termination Division 2 Standards for recruitment of CEOs

POLICY IMPLICATIONS
5.13 Chief Executive Officer Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS
CEO salary is contained in the annual budget.

On Friday 04 April 2025, the Salaries and Allowances Tribunal released the 2025 Local Government Chief Executive Officers and Elected Members Determination setting salaries, allowances, fees etc effective 01 July 2025. The significant changes in this Determination include:

- An increase to the CEO Band 4 remuneration range
- A 3.5% increase to all CEO and Elected Member Bands
- An additional 0.5% increase to all CEO Bands to reflect the legislated increase to the superannuation guarantee.

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
52/2025 Moved: Cr Leach Seconded: Cr Fare
That Council:
1. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of March 2024 to March 2025.
2. Endorses the findings of the 2024-25 Annual Performance Review Report as presented by Price Consulting and thanks Ms Manton for her efforts.
3. Approves an increase of 5% to the CEO's Total Remuneration Package, effective 6 March 2025.
4. Approves an increase to the Housing Allowance to $15,048 per annum, an increase of $2,568 per annum.
5. Approves Ms Manton's request to extend the employment contract by 5 years, and requests the Shire President to action on behalf of Council.
6. Approves the CEO's Performance Criteria for the 2025-26 period, as attached.

Carried by Absolute Majority 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

COUNCIL RESOLUTION
53/2025 Moved: Cr Jacobs Seconded: Weguelin
That Council in accordance with Clause 15.11 of the Standing Orders reopen the meeting to the public.

Carried 6/0
For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare & Cr. Leach
Against: Nil

Members of the public, M Henry & J Filinski re-entered the room at 6:25pm

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

CEO N. Manton expressed her sincere appreciation to Council for their continued support, the renewal of her employment contract, and the establishment of new key performance indicators.

10 PRESIDENT'S REPORT

The Shire President attended both the Edna Stevenson Committee and the Local Emergency Management Committee meetings on Monday, 12 May. He expressed his satisfaction with the positive use of the Edna Stevenson Fund, which is supporting both educational opportunities for individuals in need and valuable programs at the local school.

Workshops for the Shire's 10 Year Community Strategic Plan were recently held at the Corrigin Recreation and Events Centre. The President noted the positive feedback regarding the Shire's performance, while also acknowledging constructive input on areas for improvement.

The President commended the administration and works staff for their continued dedication and efforts. Special thanks were extended to CEO Ms N. Manton for her leadership and commitment to the Corrigin community, and to the Councillors for their involvement in completing the CEO's performance review.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr. Jacobs and Cr. Leach participated in the Mother's Day stall at the Town Hall, where community members were invited to complete a survey or submit comment cards to help inform the Shire's 10-Year Strategic Plan. Feedback was constructive and mainly positive, with several visitors from other Shires remarking on Corrigin's strong efforts to engage the community in strategic planning. Local children also contributed ideas, including requests for a veterinary service and an additional gym.

Cr. Jacobs also attended the Roe Tourism meeting in Kulin on Monday, 19 May, alongside CEO N. Manton and Cr. Leach. Roe Tourism is progressing well and gave a special commendation to Tayla Bryant for her exceptional work in the tourism space, which has been widely recognised.

Cr. Jacobs noted that the Shire of Beverley will be hosting an airshow in April next year, which is expected to be a major regional event drawing large crowds.

Cr. Weguelin expressed appreciation for the strong turnout at the first strategic planning workshop and the valuable input received. The low attendance at the second session community and sporting groups was disappointing and was attended by only four people, two of whom had also attended the first session. It was concerning that these community groups and sporting clubs frequently approach Council for support and services and did not take the opportunity to participate in a session specifically dedicated for their input.

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 17 June 2025 at 6pm.

16 MEETING CLOSURE

The President Cr. D Hickey closed the meeting at 6:38pm.

SHIRE OF CORRIGIN

M I N U T E S

AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING

Tuesday 10 June 2025

6:00pm

Council Chambers

TERMS OF REFERENCE

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

An audit committee has the following functions —

(a) to guide and assist the local government in carrying out —
  (i) its functions under Part 6 of the Act; and
  (ii) its functions relating to other audits and other matters related to financial management;

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

(c) to review a report given to it by the CEO under regulation 17(3) (the ***CEO's report***) and is to —
  (i) report to the council the results of that review; and
  (ii) give a copy of the CEO's report to the council;

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  (i) regulation 17(1); and
  (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —
  (i) is required to take by section 7.12A(3); and
  (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

1.0 INTRODUCTION

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

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

2.0 NAME

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

3.0 ROLE

The role of the Committee 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 systems and procedures in relation to:
    i. risk management;
    ii. internal control; and
    iii. legislative compliance;

h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).

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

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

5.0 MEMBERSHIP

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

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

6.0 PRESIDING MEMBER

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

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

7.0 CONDUCT OF MEETINGS

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

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

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

8.0 QUORUM

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

9.0 DELEGATED POWERS

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

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

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

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

9. 1 External Audit

The Committee shall:

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

9.2 Co-ordination of Auditors

The Committee shall:

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

9.3 Duties and Responsibilities

The following duties and responsibilities of the Committee will include:

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 INSTUMENT OF APPOINTMENT AND DELEGATION

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

12.0 COMMITTEE DECISIONS

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

1 DECLARATION OF OPENING

The President, Cr. D Hickey opened the meeting at 5:58pm

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. D Hickey
Shire Deputy President	Cr. S Jacobs
	Cr. M Dickinson
	Cr. B Fare
	Cr. M Leach
	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	J M Filinski
Director AMD	M Cavallo (Via Teams)
Acting Director OAG	S Karki (Via Teams)

APOLOGIES
NIL

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION AND RECEIPT OF MINUTES

4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 11 March 2025 (Attachment 4.1).

COMMITTEE RESOLUTION
Moved: Cr. Jacobs **Seconded: Cr. Dickinson**
That the minutes of the Audit, Risk and Improvement Committee meeting held on Tuesday 11 March (Attachment 4.1) be confirmed as a true and correct record.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Dickinson, Cr. Weguelin, Cr. Fare & Cr. Leach
Against: Nil

5 REPORTS

The following reports are provided for information.

Local Government Information Systems Audit Results

The 2023-24 Information Systems Audit Results report by the Office of the Auditor General for Western Australia presents findings from audits of general computer controls across 89 local government entities. Overall, the sector showed considerable improvement, with a reduction in reported issues compared to the previous year. Nearly 70% of weaknesses related to information and cyber security categories, particularly endpoint security, access management, and information security frameworks. While improvements were seen in risk management, network security, and human resource security, significant unresolved findings from prior audits remain a concern.

The report emphasises that many cyber security weaknesses can be addressed with practical measures, not necessarily expensive technology, and highlights case studies to illustrate common risks. It concludes with detailed recommendations to strengthen information technology (IT) environments, safeguard sensitive information, and reduce exposure to cyber threats.

The full report can be read here: Information Systems Audit Results

Local Government Financial Audit Results

The Auditor General 2023–24 report on local government financial audits shows continued improvement across the sector, with fewer qualified opinions, reduced control weaknesses, and earlier audit completions. Challenges remain with audit readiness, financial reporting quality, and the ongoing discovery of previously unrecorded assets.

Key recommendations focus on improving internal review processes, asset management, and timely, accurate financial reporting. The report encourages councils and the Department Local Government, Sport and Cultural Industries (DLGSC) to streamline practices and maintain momentum to further improve audit outcomes in 2024–25.

The full report can be read here: Financial Audit Results

6 MATTERS REQUIRING A COMMITTEE DECISION

6.1 REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	3/06/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0381
Attachment Ref:	Attachment 6.1 – Interim Findings - Confidential

SUMMARY
Audit, Risk and Improvement Committee is to consider the feedback from the interim audit conducted by AMD Chartered Accountants (AMD) from 31 March to 2 April 2025.

BACKGROUND
As per the Terms of Reference reviewed and endorsed at the Ordinary Council Meeting held on 18 March 2025, one of the principal objectives of the Audit, Risk and Improvement Committee is to accept responsibility for the annual external audit and to liaise with the Auditor (Office of the Auditor General) to ensure that Council is satisfied with the Shire's performance in managing its financial affairs.

The Committee's duties and responsibilities in relation to the Annual Financial Report and external audit are clearly outlined in the Terms of Reference, specifically item 4e and sections 9.1 and 9.2.

In accordance with section 7.2 of *the Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor. Part 7 of *the Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* set out the requirements and process for the audit.

As outlined by AMD, the audit scope is to express an opinion on whether the Shire of Corrigin's general purpose financial report:

- is based on proper accounts and records,
- presents fairly, in all material respects, the results of the Shire's operations for the year ended 30 June 2025 and its financial position at the end of that period; and
- complies with the Local Government Act 1995 and, to the extent not inconsistent with the Act, Australian Accounting Standards.

The interim audit was conducted by AMD on behalf of the Office of the Auditor General, with the onsite component taking place from 31 March to 2 April 2025. Shire administration staff responded to numerous information requests in the lead-up to and during the audit visit. The auditors provided feedback on several findings from the interim audit, which require attention to ensure future compliance and continuous improvement.

COMMENT
As part of the annual audit process, two areas for improvement were identified, primarily relating to financial reconciliations and information technology practices.

With regard to financial processes, the audit highlighted opportunities to strengthen month-end procedures to improve accuracy and consistency. Management has reviewed the matters raised and taken proactive steps to address them. Adjustments have been made to internal processes to support timely and accurate reconciliation practices, including improvements to documentation and oversight procedures. These enhancements are being implemented progressively from April 2025, with full application expected by the end of the financial year.

In relation to information technology, the audit reaffirmed the need to continue improving system security and governance. A number of actions are already underway, including planning for future improvements to data security, user access controls, and longer-term IT strategy development. Management is working closely with our IT service provider to progress these initiatives within available resources and budget planning frameworks.
The Shire remains committed to strengthening internal controls and continuously improving its financial and IT systems.

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

POLICY IMPLICATIONS
3.1 Risk Management Policy

FINANCIAL IMPLICATIONS
There is an allowance of $48,000 in the budget for Audit Fees

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

COMMITTEE RESOLUTION
Moved: Cr. Weguelin **Seconded: Cr. Leach**
That the Audit, Risk and Improvement Committee recommend that Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed, and issues have been completed.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Dickinson, Cr. Weguelin, Cr. Fare & Cr. Leach
Against: Nil

6.2 INTERNAL AUDIT – REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

Applicant:	Shire of Corrigin
Date:	5/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0047
Attachment Ref:	Attachment 6.2.1 – Review Report Under Regulation 5 of the Local Government (Financial Management) Regulations 1996 Attachment 6.2.2 - Review Report Under Regulation 17 of Certain Systems and Procedures.

SUMMARY
The Audit, Risk and Improvement Committee is requested to consider the independent review of financial and risk management, internal controls and legislative compliance

BACKGROUND
The *Local Government (Audit) Regulations 1996 Regulation 17 and Local Government (Financial Management) Regulations 1996 Regulation 5* require the CEO to review the integrity of the Shire of Corrigin financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes.

The Shire of Corrigin engaged Hammond Woodhouse Advisory to provide the following services in relation to the requirements of Local Government *Financial Management Regulation 5* and the *Audit Regulation 17.*

- Review current risk management policies, procedures and plans,
- Evaluate the financial internal control systems and procedures,
- Evaluate the operational internal control systems and procedures,
- Assess systems and processes for maintaining legislative compliance,
- Provide a list of any improvements identified during the review, and
- Provide a report including recommendations to assist the CEO to assess the appropriateness and effectiveness of the systems and procedures.

Risk Management, Internal Control and Legislative Compliance
The Local Government *Audit Regulations 1996 Regulation 17* requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be reviewed at least once every three calendar years and reported to the Audit and Risk Management Committee.

The *Local Government (Financial Management) Regulations 1996 Regulation 5* also require the CEO to conduct a Financial Management Review to ensure efficient systems and procedures are established for the local authority at least every three years. The previous review was conducted in 2022.

Financial Management Review
The duties and key areas the Shire were reviewed for the 2024/25 financial year include:

- Bank reconciliations and petty cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables

- Salaries and wages
- Credit Card procedures
- Fixed Assets
- Cost and administration overhead allocations
- Minutes of meetings
- Budget
- Financial Reports
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of documents/record keeping
- Plan for the future
- General compliance and other matters

Risk Management
The scope of the Regulation 17 review included the following areas as outlined in the Department of Local Government Guidance Note 9 Audit in Local Government:
- Review risk management systems and operating risks.
- Review business continuity plan.
- Assess the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, with regard to,
  - Potential non-compliance with legislation, regulations and standards and local government's policies.
  - Important accounting judgements or estimates that prove to be wrong.
  - Litigation and claims.
  - Misconduct, fraud and theft.
  - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
- Risk reports identifying key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.
- Assess the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover.
- Review the effectiveness of the local government's internal control system with management and the internal and external auditors.
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more a high degree of risk.
- Assess the local government's procurement framework and whether these policies and procedures are being applied.
- Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, an appropriate treatment plan has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control
Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- Integrity and ethics,
- Policies and delegated authority,
- Levels of responsibilities and authorities,
- Audit practices,
- Information system access and security,
- Management operating style, and
- Human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

An effective control framework includes:
- Delegation of authority,
- Documented policies and procedures,
- Trained and qualified employees,
- System controls,
- Effective policy and process review,
- Regular internal audits,
- Documentation of risk identification and assessment, and
- Regular liaison with auditor and legal advisors.

The following controls were reviewed:
- Separation of roles and functions, processing and authorisation,
- Control of approval of documents, letters and financial records,
- Comparison of internal data with other or external sources of information,
- Limit of direct physical access to assets and records,
- Control of computer applications and information system standards,
- Limit access to make changes in data files and systems,
- Regular maintenance and review of financial control accounts and trial balances,
- Comparison and analysis of financial results with budgeted amounts,
- The arithmetical accuracy and content of records,
- Report, review and approval of financial payments and reconciliations, and
- Comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance
The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. The review will consider Audit Committee's monitoring of compliance programs including:
- Compliance with legislation and regulations.
- Annual Compliance Audit Return and reporting to Council the results of that review,
- Procedures for receiving and treating complaints, including confidential and anonymous employee complaints.
- Obtain assurance that adverse trends are identified and review management's plans to deal with these.
- Management disclosures in financial reports.
- Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee.
- Compliance frameworks dealing with relevant external legislation and regulatory requirements.

- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

COMMENT
The review report provides the CEO with a clear understanding as to the appropriateness and effectiveness of the current systems and processes and identifies areas for improvement. The review includes a list of recommendations for improvements to systems and processes.

The draft report was submitted to the CEO for review prior to being submitted to the Audit Committee for review. The recommendations will be reviewed by management and actioned as required.

STATUTORY ENVIRONMENT
Local Government (Audit) Regulations 1996 Regulation 17
Local Government (Financial Management) Regulations 1996 Regulation 5

POLICY IMPLICATIONS
3.1 Risk Management Policy

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT
Simple Majority

COMMITTEE RESOLUTION
Moved: Cr. Fare **Seconded: Cr. Weguelin**
That the Audit, Risk and Improvement Committee receives and notes the Financial and Risk Management Review Report (in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 and Regulation 17 of the Local Government (Audit) Regulations 1996) which reports on the efficiency of the Shire of Corrigin systems and processes.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Dickinson, Cr. Weguelin, Cr. Fare & Cr. Leach
Against: Nil

6.3 INTERNAL AUDIT – RISK MANAGEMENT REVIEW

Applicant:	Shire of Corrigin
Date:	3/06/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0006
Attachment Ref:	Attachment 6.3 – Risk Dashboard

SUMMARY

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

BACKGROUND

The latest review of the Risk Management Framework policies and procedures was adopted by Council on 18 March 2025. The policy and procedures document outlines the commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard summaries the following risks:

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

COMMENT

Internal risk management reviews are completed twice per annum with the previous report in September 2024.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996
Section 17 CEO to review certain systems and procedures

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT
Simple Majority

COMMITTEE RESOLUTION
Moved: Cr. Jacobs **Seconded: Cr. Dickinson**
That the Audit, Risk and Improvement Committee receive the updated Internal Audit Risk Management Report-Dashboard update.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Dickinson, Cr. Weguelin, Cr. Fare & Cr. Leach
Against: Nil

7 NEXT MEETING
Audit, Risk and Improvement Committee meeting to be held on 9 September 2025 at 6.00pm

8 MEETING CLOSURE
The President Cr. D Hickey closed the meeting at 6:17pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21282	01/05/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$ 65.93
EFT21283	01/05/2025	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	$ 61.50
EFT21284	01/05/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	$ 409.63
EFT21285	01/05/2025	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	$ 170.00
EFT21288	07/05/2025	ABCO PRODUCTS PTY LTD	40 LITRES DIVERSEY DISHWASHER DETERGENT	$ 1,093.75
EFT21289	07/05/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	$ 10.00
EFT21290	07/05/2025	ASSET VALUATION ADVISORY	MARKET VALUATION - INFANT HEALTH BUILDING, CONTAINERS FOR CHANGE SHED	$ 3,960.00
EFT21291	07/05/2025	AUSTRALIA POST	POSTAGE CHARGES FOR APRIL 2025	$ 68.59
EFT21292	07/05/2025	BGC QUARRIES	59.52 TONNES 5MM WASHED BLUE METAL	$ 5,578.87
EFT21293	07/05/2025	BITUTEK PTY LTD	SEALING SERVICES - WICKEPIN-CORRIGIN ROAD	$ 60,700.20
EFT21294	07/05/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,000 LITRES EMULSION	$ 6,600.00
EFT21295	07/05/2025	BOWDEN WELDING	REPAIR NETBALL RING ON CREC OUTDOOR COURT	$ 431.66
EFT21296	07/05/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	$ 80.08
EFT21297	07/05/2025	BUNTING GROUP PTY LTD	SUPPLY AND INSTALL NEW FLOORING TO CREC SQUASH COURT	$ 18,150.00
EFT21298	07/05/2025	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT SERVICES	$ 8,463.41
EFT21299	07/05/2025	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - PRIME MOVER, CREWCAB TRUCK, SIDE TIPPER TRAILER	$ 19,129.93
EFT21300	07/05/2025	NEGRI, CARIS	STAFF REIMBURSEMENT	$ 88.80
EFT21301	07/05/2025	CORRIGIN BOWLING CLUB	2024/2025 COMMUNITY GRANT - LIGHTING PROJECT	$ 10,000.00
EFT21302	07/05/2025	CORRIGIN MEDICAL CENTRE	STAFF VACCINATIONS	$ 170.00
EFT21303	07/05/2025	CORRIGIN NETBALL CLUB	BOND REFUND	$ 50.00
EFT21304	07/05/2025	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	$ 16.00
EFT21305	07/05/2025	CORRIGIN TYREPOWER	PLANT PARTS & MAINTENANCE - DCEO VEHICLE, MWS VEHICLE	$ 640.00
EFT21306	07/05/2025	CORSIGN WA PTY LTD	STREET SIGNS, BRIDGE WIDTH MARKER SIGNS	$ 921.80
EFT21307	07/05/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	110 LITRES ROUND-UP ULTRA MAX	$ 958.41
EFT21308	07/05/2025	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	2025 ENVIRONMENTAL HEALTH STATE CONFERENCE - STAFF REGISTRATION	$ 800.00
EFT21309	07/05/2025	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR APRIL 2025	$ 2,869.51
EFT21310	07/05/2025	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR MAY 2025	$ 14,087.78
EFT21311	07/05/2025	FULTON HOGAN INDUSTRIES PTY LTD	SOIL STABILISATION - RABBIT PROOF FENCE ROAD	$ 33,488.97
EFT21312	07/05/2025	G & W SURVEYS	SURVEY DESIGN AND DEVELOPMENT - BRUCE ROCK-CORRIGIN ROAD	$ 33,412.50
EFT21313	07/05/2025	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - 23B SEIMONS AVE, 25 SEIMONS AVE, BULLARING HALL	$ 806.99
EFT21314	07/05/2025	LANDGATE	COPY OF CERTIFICATE OF TITLE	$ 31.60
EFT21315	07/05/2025	MCLEODS LAWYERS	LEGAL ADVICE - FORMAL COMPLAINT	$ 1,477.52
EFT21316	07/05/2025	NEU-TECH AUTO ELECTRICS	PLANT PARTS & SERVICE - MINI EXCAVATOR, EHO VEHICLE	$ 1,477.63

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

EFT21317	07/05/2025	PIPPA DAVEY	STAFF REIMBURSEMENT	$	260.00
EFT21318	07/05/2025	STALLION HOMES - STALLION BUILDING CO PTY LTD	CORRIGIN MEDICAL CENTRE - ROOF REPLACEMENT, BATHROOM UPGRADE	$	60,994.99
EFT21319	07/05/2025	STEVEN JOSEPH COMITO	STAFF REIMBURSEMENT	$	137.98
EFT21320	07/05/2025	TELSTRA LIMITED	PHONE CHARGES	$	84.62
EFT21321	07/05/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	REVERSAL OF CREDIT RECEIVED TWICE	$	874.10
EFT21322	15/05/2025	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFITS TAX (FBT) RETURN 2025	$	2,216.87
EFT21323	15/05/2025	CTI LOGISTICS	FREIGHT CHARGES	$	1,252.02
EFT21324	15/05/2025	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR MARCH 2025	$	1,203.50
EFT21325	15/05/2025	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR MARCH 2025	$	88.69
EFT21326	15/05/2025	LANDGATE	GROSS RENTAL VALUATIONS	$	114.82
EFT21327	15/05/2025	MOORE AUSTRALIA W A PTY LTD	2025 FINANCIAL REPORTING WORKSHOP - STAFF REGISTRATIONS	$	3,696.00
EFT21328	15/05/2025	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & MAINTENANCE - CEO VEHICLE	$	2,923.72
EFT21329	15/05/2025	SHIRE OF MERREDIN	EASTERN WHEATBELT VISITORS' GUIDE EDITION 8 - ADVERTISING	$	675.00
EFT21330	15/05/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$	65.93
EFT21331	15/05/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	$	409.63
EFT21332	21/05/2025	ADVANCED AUTOLOGIC PTY LTD	1,000 LITRES OF KEROSENE SOLVENT 78	$	3,700.00
EFT21333	21/05/2025	AVON WASTE	RUBBISH COLLECTION FOR APRIL 2025	$	21,096.35
EFT21334	21/05/2025	B G L SOLUTIONS	VERTIDRAIN CREC MAIN OVAL, OVERSEED HOCKEY OVAL	$	9,844.12
EFT21335	21/05/2025	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	$	13.80
EFT21336	21/05/2025	CJS AGRI-MECHANICS	PLANT SERVICE - GRADER, LOADER, TORO MOWERS	$	5,004.05
EFT21337	21/05/2025	CHESTER, REGAN LOUISE	STAFF REIMBURSEMENT	$	306.03
EFT21338	21/05/2025	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR APRIL 2025	$	3,084.60
EFT21339	21/05/2025	CORRIGIN PHARMACY	COVID TEST KITS	$	119.96
EFT21340	21/05/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR APRIL 2025	$	2,882.27
EFT21341	21/05/2025	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	WSFN PROJECT DEVELOPMENT - BRUCE ROCK-CORRIGIN ROAD	$	770.00
EFT21342	21/05/2025	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - BULLARING FIRE SHED	$	99.00
EFT21343	21/05/2025	HUTTON AND NORTHEY SALES	ELECTRICITY CHARGES - 5 WALTON STREET	$	28.31
EFT21344	21/05/2025	INTERFIRE AGENCIES	BUSHFIRE BRIGADE UNIFORMS	$	1,003.75
EFT21345	21/05/2025	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	$	699.46
EFT21346	21/05/2025	MANNING, DONALD PETER	STAFF REIMBURSEMENT	$	78.00
EFT21347	21/05/2025	NEU-TECH AUTO ELECTRICS	PLANT PARTS & SERVICE - GRADER, MWS VEHICLE	$	761.96
EFT21348	21/05/2025	PATHWEST LABORATORY MEDICINE W.A.	PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	$	49.50
EFT21349	21/05/2025	PAYNES PEST CONTROL	ANNUAL TERMITE INSPECTIONS - SHIRE BUILDINGS AND RESIDENCES	$	3,354.00
EFT21350	21/05/2025	RURAL HEALTH WEST	2025/2026 RURAL HEALTH WEST ORGANISATIONAL MEMBERSHIP	$	100.00
EFT21351	21/05/2025	RURAL TREES SERVICES	REMOVAL OF EUCALYPTUS GUM TREES ALONG KIRKWOOD STREET	$	18,918.08
EFT21352	21/05/2025	SAFETYHUB - SAFETYCARE AUSTRALIA PTY LTD	2025-2028 SAFETY HUB SUBSCRIPTION	$	3,135.00
EFT21353	21/05/2025	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANAGER JAN TO MAR 2025	$	4,680.90

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

EFT21354	21/05/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	$	42.60
EFT21355	21/05/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	$	732.71
EFT21356	21/05/2025	TREMAR CONTRACTING	PUMP OUT RV DUMP POINT, GORGE ROCK TOILETS	$	1,250.70
EFT21357	21/05/2025	WA TRAFFIC PLANNING	TRAFFIC MANAGEMENT PLAN FOR WICKEPIN-CORRIGIN ROAD	$	605.00
EFT21359	29/05/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	$	2,628.83
EFT21360	29/05/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	$	132.00
EFT21361	29/05/2025	AUSTRALIAN INSTITUTE OF MANAGEMENT WA HRD LTD	EFFECTIVE PEOPLE MANAGEMENT TRAINING - STAFF REGISTRATION	$	1,672.00
EFT21362	29/05/2025	BEST OFFICE SYSTEMS	REPAIRS TO CORRIGIN MEDICAL CENTRE PRINTER	$	139.50
EFT21363	29/05/2025	BOWDEN WELDING	PLANT REPAIRS - EXCAVATOR PIG TRAILER	$	179.36
EFT21364	29/05/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	$	1,330.40
EFT21365	29/05/2025	CJS AGRI-MECHANICS	PLANT SERVICE - LOADER	$	2,146.69
EFT21366	29/05/2025	CORRIGIN HOTEL	REFRESHMENTS AND CATERING	$	130.00
EFT21367	29/05/2025	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	$	229.00
EFT21368	29/05/2025	CORRIGIN TYREPOWER	PLANT PARTS & REPAIRS - PRIME MOVER, GRADER, MWS VEHICLE	$	9,317.50
EFT21369	29/05/2025	DEPT OF WATER AND ENVIRONMENTAL REGULATION	CORRIGIN WASTE MANAGEMENT FACILITY ANNUAL LICENCE FEE	$	1,011.37
EFT21370	29/05/2025	DEPT OF FIRE & EMERGENCY SERVICES	2024/2025 ESL 4TH QUARTER CONTRIBUTION	$	8,853.04
EFT21371	29/05/2025	GREAT SOUTHERN FUEL SUPPLIES	BULK FUEL SUPPLIES FOR APRIL 2025	$	13,002.00
EFT21372	29/05/2025	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - CREC FIRE SHED, DENTAL SURGERY	$	627.00
EFT21373	29/05/2025	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	$	1,500.73
EFT21374	29/05/2025	LFA FIRST RESPONSE	DEFIBRILLATOR PADS, ALARMED AED CABINET	$	3,776.99
EFT21375	29/05/2025	LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	$	277.70
EFT21376	29/05/2025	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR MAY 2025	$	110.00
EFT21377	29/05/2025	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	$	298.00
EFT21378	29/05/2025	MCMILES INDUSTRIES PTY LTD	INSTALL NEW PUMP AT LOCHNESS DAM	$	5,005.00
EFT21379	29/05/2025	NEU-TECH AUTO ELECTRICS	PLANT PARTS & SERVICE - DCEO VEHICLE, EHO VEHICLE, CEMENT BATCHING PLANT	$	2,964.46
EFT21380	29/05/2025	PERTH BREATHALYSER SALES AND SERVICE	ANNUAL CALIBRATION OF BREATHALYSER	$	220.00
EFT21381	29/05/2025	READYTECH (FORMLY IT VISION)	UPDATE SYNERGYSOFT DISPOSAL SCHEDULE TO CURRENT GDALG2023	$	1,108.80
EFT21382	29/05/2025	S & J BOZANICH EARTHMOVING PTY LTD	GRAVEL PIT REHABILITATION CORRIGIN-QUAIRADING ROAD	$	5,600.00
EFT21383	29/05/2025	SLINGLIFT AND RIGGING PTY LTD	PLANT PARTS - MINI EXCAVATOR	$	181.50
EFT21384	29/05/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	$	34.72
EFT21385	29/05/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	$	736.90
EFT21386	29/05/2025	TREMAR CONTRACTING	SUPPLY FENCE POSTS FOR SWIMMING POOL, PUMP OUT CREC GREASE TRAP	$	550.00
EFT21387	29/05/2025	WCP CIVIL	PROGRESS PAYMENT - WICKEPIN-CORRIGIN ROAD FLOODWAY REINSTATEMENT	$	40,987.36
EFT21388	29/05/2025	WESTRAC PTY LTD	FITFLEET SUBSCRIPTION RENEWAL	$	501.60
EFT21389	29/05/2025	WHEATBELT NATIVE GARDENS	SUPPLY 50 NATIVE TREES	$	300.00
EFT21390	29/05/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$	65.93
EFT21391	29/05/2025	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	$	41.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

EFT21392	29/05/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	$ 409.63
EFT21393	29/05/2025	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	$ 100.00
			TOTAL EFT PAYMENTS	**$ 489,798.09**

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17425.1	05/05/2025	SYNERGY	ELECTRICITY CHARGES	$ 5,374.42
DD17426.1	05/05/2025	SYNERGY	ELECTRICITY CHARGES	$ 3,877.53
DD17432.1	20/05/2025	SYNERGY	ELECTRICITY CHARGES	$ 287.27
DD17460.1	14/05/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	$ 9,817.96
DD17460.2	14/05/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$ 478.86
DD17460.3	14/05/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$ 715.37
DD17460.4	14/05/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,530.62
DD17460.5	14/05/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,419.35
DD17460.6	14/05/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	$ 548.14
DD17460.7	14/05/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	$ 282.70
DD17462.1	21/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 1,369.68
DD17463.1	22/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 1,811.25
DD17464.1	28/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 489.35
DD17465.1	23/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 7,917.97
DD17466.1	27/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 3,904.26
DD17467.1	19/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 2,459.65
DD17483.1	19/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 230.13
DD17484.1	26/05/2025	WATER CORPORATION OF WA	WATER CHARGES	$ 4,680.86
DD17485.1	05/05/2025	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	$ 897.05
DD17506.1	28/05/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	$ 9,935.60
DD17506.2	28/05/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$ 505.05
DD17506.3	28/05/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$ 724.64
DD17506.4	28/05/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,530.62
DD17506.5	28/05/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,392.41
DD17506.6	28/05/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	$ 545.66
DD17506.7	28/05/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	$ 282.70
			TOTAL DIRECT DEBIT PAYMENTS	**$ 63,009.10**

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE300425	01/05/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	$ 68,396.17

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

PPE140525	15/05/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	$ 68,581.15
PPE280525	29/05/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	$ 72,032.35
			TOTAL EFT PAYROLL PAYMENTS	**$ 209,009.67**
			MUNICIPAL ACCOUNT - TOTAL PAYMENTS	**$ 761,816.86**

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21286	07/05/2025	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR APRIL 2025	$ 18.49
EFT21287	07/05/2025	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR APRIL 2025	$ 3.26
			TOTAL EFT PAYMENTS	**$ 21.75**
			TRUST ACCOUNT - TOTAL PAYMENTS	**$ 21.75**

EDNA STEVENSON TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21358	21/05/2025	CORRIGIN DISTRICT HIGH SCHOOL	EDNA STEVENSON DONATION TOWARDS THE RESILIENCE PROJECT	$ 5,000.00
			TOTAL EFT PAYMENTS	**$ 5,000.00**
			EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS	**$ 5,000.00**

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17413.1	01/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 948.50
DD17419.1	02/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,869.95
DD17424.1	05/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 5,070.75
DD17431.1	06/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,334.25
DD17436.1	07/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,695.05
DD17438.1	08/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,115.50
DD17453.1	09/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,503.15
DD17455.1	12/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 997.50
DD17457.1	13/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 3,831.65
DD17472.1	14/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,311.65

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

DD17474.1	15/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,167.70
DD17476.1	16/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 258.25
DD17480.1	19/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 758.15
DD17482.1	20/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 175.20
DD17489.1	21/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 706.55
DD17492.1	22/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 3,029.60
DD17499.1	26/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 405.45
DD17501.1	27/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 10,428.05
DD17503.1	28/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,728.10
DD17512.1	29/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,289.05
DD17514.1	30/05/2025	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,904.50
			TOTAL DIRECT DEBIT PAYMENTS	**$ 46,528.55**
			LICENSING TRUST ACCOUNT - TOTAL PAYMENTS	**$ 46,528.55**

TOTAL MUNICIPAL ACCOUNT PAYMENTS	**$ 761,816.86**
TOTAL TRUST ACCOUNT PAYMENTS	**$ 21.75**
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS	**$ 5,000.00**
TOTAL LICENSING TRUST ACCOUNT PAYMENTS	**$ 46,528.55**
TOTAL OF ALL ACCOUNT PAYMENTS	**$ 813,367.16**

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2025

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/03/2025	CORRIGIN POST OFFICE	STAFF FAREWELL GIFT	$ 255.95
03/04/2025	CORRIGIN SHIRE LICENSING	VEHICLE REGISTRATION - CEO VEHICLE	$ 78.45
03/04/2025	CORRIGIN POST OFFICE	STAFF FAREWELL GIFT	$ 105.95
04/04/2025	OFFICEWORKS	FLOOR STANDING WATER COOLER FOR CORRIGIN MEDICAL CENTRE	$ 198.95
10/04/2025	INK STATION	INK CARTRIDGES FOR RESOURCE CENTRE	$ 62.94
10/04/2025	OFFICEWORKS	STATIONERY SUPPLIES FOR RESOURCE CENTRE	$ 132.88
28/04/2025	CALTEX KARRAGULLEN	FUEL FOR DCEO VEHICLE	$ 61.93
		TOTAL CREDIT CARD PURCHASES	**$ 897.05**

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/04/2025	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR APRIL 2025	$ 453.35
30/04/2025	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR APRIL 2025	$ 368.57
30/04/2025	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR APRIL 2025	$ 433.43
30/04/2025	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR APRIL 2025	$ 372.99
30/04/2025	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR APRIL 2025	$ 1,251.18
30/04/2025	ADMINISTRATION FEE	REPLACEMENT FUEL CARD ISSUED	$ 2.75
		TOTAL FUEL CARD PURCHASES	**$ 2,882.27**

SHIRE OF CORRIGIN

SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT

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

FOR THE PERIOD ENDED 31 MAY 2025

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

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Statements required by regulation

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

	Supplementary Information	Adopted Budget Estimates (a)	Adopted Amended Budget	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$		$	$	$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	9	3,105,881	3,105,881	3,105,457	**3,105,633**	176	0.01%	
Rates excluding general rates		43,539	43,539	43,539	**43,539**	0	0.00%	
Grants, subsidies and contributions	12	790,227	960,263	739,557	**889,790**	150,233	20.31%	▲
Fees and charges		793,273	774,302	698,467	**847,762**	149,295	21.37%	▲
Interest revenue		258,063	273,063	79,589	**160,309**	80,720	101.42%	▲
Other revenue		1,383,857	1,383,857	772,260	**333,409**	(438,851)	(56.83%)	▼
Profit on asset disposals	5	264,678	264,678	139,990	**40,954**	(99,036)	(70.75%)	▼
		6,639,518	**6,805,583**	**5,578,859**	**5,421,396**	(157,463)	(2.82%)	
Expenditure from operating activities								
Employee costs		(2,840,581)	(2,840,580)	(2,603,339)	**(2,377,790)**	225,549	8.66%	▲
Materials and contracts		(3,863,983)	(3,905,082)	(3,832,086)	**(1,541,592)**	2,290,494	59.77%	▲
Utility charges		(320,869)	(320,869)	(293,755)	**(331,033)**	(37,278)	(12.69%)	▼
Depreciation		(6,368,423)	(6,368,423)	(5,837,216)	**(3,981,899)**	1,855,317	31.78%	▲
Finance costs		(55,726)	(55,726)	(28,430)	**(28,430)**	0	0.00%	
Insurance		(326,024)	(326,024)	(298,584)	**(317,463)**	(18,879)	(6.32%)	▼
Other expenditure		(157,468)	(157,468)	(144,650)	**(116,199)**	28,451	19.67%	▲
Loss on asset disposals	5	(166,805)	(166,805)	0	**(25,624)**	(25,624)	0.00%	▼
		(14,099,879)	**(14,140,977)**	**(13,038,060)**	**(8,720,030)**	4,318,030	33.12%	
Non-cash amounts excluded from operating activities	Note 2(b)	6,270,549	6,270,550	6,270,550	**3,964,905**	(2,305,645)	(36.77%)	▼
Amount attributable to operating activities		**(1,189,812)**	**(1,064,844)**	**(1,188,651)**	**666,271**	1,854,922	156.05%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	13	2,651,843	2,628,510	2,150,375	**1,686,560**	(463,815)	(21.57%)	▼
Proceeds from disposal of assets	5	654,485	654,485	654,485	**295,932**	(358,553)	(54.78%)	▼
		3,306,328	**3,282,995**	**2,804,860**	**1,982,492**	(822,368)	(29.32%)	
Outflows from investing activities								
Payments for property, plant and equipment	4	(1,448,500)	(1,482,400)	(75,558)	**(530,274)**	(454,716)	(601.81%)	▼
Payments for construction of infrastructure	4	(3,640,675)	(3,684,030)	(2,592,771)	**(2,652,591)**	(59,820)	(2.31%)	▼
		(5,089,175)	**(5,166,430)**	**(2,668,329)**	**(3,182,865)**	(514,536)	(19.28%)	
Non-cash amounts excluded from investing activities	Note 2(c)	(258,130)	(258,132)	0	**0**	0	0.00%	
Amount attributable to investing activities		**(2,040,977)**	**(2,141,567)**	**136,531**	**(1,200,373)**	(1,336,904)	(979.19%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	3	3,233,135	3,277,896	0	**2,514,785**	2,514,785	0.00%	▲
		3,233,135	**3,277,896**	**0**	**2,514,785**	2,514,785	0.00%	
Outflows from financing activities								
Repayment of borrowings	10	(98,827)	(98,827)	(49,414)	**(48,847)**	567	1.15%	
Transfer to reserves	3	(3,149,667)	(3,149,667)	0	**(2,098,531)**	(2,098,531)	0.00%	▼
		(3,248,494)	**(3,248,494)**	**(49,414)**	**(2,147,378)**	(2,097,965)	(4245.73%)	
Amount attributable to financing activities		**(15,359)**	**29,402**	**(49,414)**	**367,407**	416,821	843.54%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		3,246,148	3,177,009	3,246,148	**3,177,008**	(69,140)	(2.13%)	▼
Amount attributable to operating activities		(1,189,812)	(1,064,844)	(1,188,651)	**666,271**	1,854,922	156.05%	▲
Amount attributable to investing activities		(2,040,977)	(2,141,567)	136,531	**(1,200,373)**	(1,336,904)	(979.19%)	▼
Amount attributable to financing activities		(15,359)	29,402	(49,414)	**367,407**	416,821	843.54%	▲
Surplus or deficit after imposition of general rates		**0**	**0**	**2,144,615**	**3,010,313**	865,699	40.37%	▲

KEY INFORMATION

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

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

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

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

	Supplementary Information	30 June 2024	31 May 2025
		$	$
CURRENT ASSETS			
Cash and cash equivalents	2	4,743,502	3,473,265
Trade and other receivables		127,929	92,804
Other financial assets		3,691,345	3,691,345
Inventories	7	67,911	51,935
Other assets	7	11,764	169,080
Assets classified as held for sale		130,000	130,000
TOTAL CURRENT ASSETS		8,772,451	7,608,429
NON-CURRENT ASSETS			
Trade and other receivables		12,973	14,636
Other financial assets		83,171	83,171
Inventories		1,235,000	1,015,000
Property, plant and equipment		35,353,670	34,618,705
Infrastructure		172,140,393	171,795,721
TOTAL NON-CURRENT ASSETS		208,825,207	207,527,233
TOTAL ASSETS		217,597,658	215,135,662
CURRENT LIABILITIES			
Trade and other payables	8	240,690	74,702
Other liabilities	11	492,756	77,672
Borrowings	10	98,827	49,980
Employee related provisions	11	402,691	402,691
TOTAL CURRENT LIABILITIES		1,234,964	605,045
NON-CURRENT LIABILITIES			
Other liabilities		0	0
Borrowings	10	1,126,584	1,126,584
Employee related provisions		62,010	62,010
TOTAL NON-CURRENT LIABILITIES		1,188,594	1,188,594
TOTAL LIABILITIES		2,423,558	1,793,639
NET ASSETS		**215,174,100**	**213,342,023**
EQUITY			
Retained surplus		35,260,316	33,844,490
Reserve accounts	3	4,329,305	3,913,053
Revaluation surplus		175,584,479	175,584,480
TOTAL EQUITY		**215,174,100**	**213,342,023**

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

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

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

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

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 06 June 2025

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

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

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

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

	Supplementary Information	Adopted Budget Opening 30 June 2024	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 May 2025
Current assets		$		$	$
Cash and cash equivalents	2	1,600,073	1,881,203	4,743,502	3,473,265
Trade and other receivables		308,155	146,063	127,929	92,803
Other financial assets		3,059,131	3,352,295	3,691,345	3,691,345
Inventories	7	102,458	152,547	67,911	51,935
Other assets	7	0	19,089	11,764	169,080
Assets classified as held for sale		0	0	130,000	130,000
		5,069,817	5,551,197	8,772,451	7,608,428
Less: current liabilities					
Trade and other payables	8	(2,254,785)	(227,209)	(240,690)	(74,702)
Other liabilities	11	(193,677)	(24,678)	(492,756)	(77,672)
Borrowings	10	0	(98,827)	(98,827)	(49,980)
Employee related provisions	11	(348,980)	(304,689)	(402,691)	(402,691)
Other provisions	11	0	(45,103)	0	0
		(2,797,442)	(700,506)	(1,234,964)	(605,045)
Net current assets		**2,272,375**	**4,850,691**	**7,537,487**	**7,003,383**
Less: Total adjustments to net current assets	Note 2(d)	(2,272,375)	(4,850,691)	(4,360,479)	(3,993,070)
Closing funding surplus / (deficit)		**0**	**0**	**3,177,008**	**3,010,313**

(b) Non-cash amounts 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*.

Non-cash amounts excluded from operating activities		Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		$		$	$
Adjustments to operating activities					
Less: Profit on asset disposals	5	(264,678)	(264,678)	(264,678)	(40,954)
Add: Loss on asset disposals	5	166,805	166,805	166,805	25,624
Add: Depreciation		6,368,422	6,368,423	6,368,423	3,981,899
- Pensioner deferred rates		0		0	(1,664)
Total non-cash amounts excluded from operating activities		**6,270,549**	**6,270,550**	**6,270,550**	**3,964,905**

(c) Non-cash amounts excluded from investing activities

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

Adjustments to investing activities			
Movement in current unspent capital grants associated with restricted cash	(258,130)	0	0
Total non-cash amounts excluded from investing activities	**(258,130)**	**0**	**0**

(d) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 30 June 2024	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 May 2025
		$		$	$
Adjustments to net current assets					
Less: Reserve accounts	3	(2,233,065)	(4,201,076)	(4,329,306)	(3,913,052)
Less: Current assets not expected to be received at end of year:		0	(110,481)	0	0
- Current financial assets at amortised cost - self supporting loans					
- Land held for resale		0	0	(130,000)	(130,000)
- Rates receivable		(68,912)	0	0	0
- Excess Rates		29,602	0	0	0
Add: Current liabilities not expected to be cleared at the end of the year:					
- Current portion of borrowings	10	0	98,827	98,827	49,980
- Current portion of contract liability held in reserve		0	(637,961)	0	0
Total adjustments to net current assets	Note 2(a)	**(2,272,375)**	**(4,850,691)**	**(4,360,479)**	**(3,993,070)**

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.

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2024-25 year is $10,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %		
	$	%		
Revenue from operating activities				
Grants, subsidies and contributions	150,233	20.31%	▲	
Have received more in Federal Assistance Grant funding than anticipated, this has been addressed in the recent budget review. We have also received Bushfire Mitigation funding earlier than anticipated.				Permanent
Fees and charges	149,295	21.37%	▲	
Have received more in Standpipe Fees and Charges and Private Works than anticipated.				Timing
Interest revenue	80,720	101.42%	▲	
Interest earned on short term investment higher than anticipated YTD budget due to the high amount of cash being held in Treasury.				Timing
Other revenue	(438,851)	(56.83%)	▼	
DRFAWA Funding claims still yet to be claimed.				Timing
Profit on asset disposals	(99,036)	(70.75%)	▼	
The changeover of various plant items is still in progress and expected to be completed by 30 June.				Timing
Expenditure from operating activities				
Employee costs	225,549	8.66%	▲	
Employee costs are under anticipated budget across all programs due to staff change over.				Timing
Materials and contracts	2,290,494	59.77%	▲	
Under anticipated YTD budget across all programs due to budget spread and DRFAWA works commencing.				Timing
Utility charges	(37,278)	(12.69%)	▼	
Under anticipated budget across all programs due to budget spread and timing of invoices being received.				Timing
Depreciation	1,855,317	31.78%	▲	
Due to major review depreciation is less than anticipated.				Timing
Insurance	(18,879)	(6.32%)	▼	
This is a timing issue, received second instalment invoice earlier than anticipated.				Timing
Other expenditure	28,451	19.67%	▲	
Under anticipated budget across all programs.				Timing
Loss on asset disposals	(25,624)	0.00%	▼	
This is a timing issue, asset disposal scheduled for June				
Non-cash amounts excluded from operating activities	(2,305,645)	(36.77%)	▼	
Due to major review depreciation is less than anticipated.				Timing
Inflows from investing activities				
Proceeds from capital grants, subsidies and contributions	(463,815)	(21.57%)	▼	
Under anticipated budget due to LRCIP grant funds being received in advance and under AASB1058 and AASB15 the Shire are required to recognise as a liability until project milestones have been met before recognising as income. Other capital road funding not received as anticipated.				Timing
Proceeds from disposal of assets	(358,553)	(54.78%)	▼	
The changeover of various plant items is still in progress and expected to be completed by 30 June.				Timing
Outflows from investing activities				
Payments for property, plant and equipment	(454,716)	(601.81%)	▼	
This is a timing issue, as several projects—such as the Medical Centre and the purchase of light vehicles—have been completed earlier than anticipated.				Timing
Payments for construction of infrastructure	(59,820)	(2.31%)	▼	
Timing of invoices on various road construction jobs				Timing
Inflows from financing activities				
Transfer from reserves	2,514,785	0.00%	▲	
Federal Assistance Grant Scheme advanced funds transferred to term deposit in municipal bank				Timing
Outflows from financing activities				
Transfer to reserves	(2,098,531)	0.00%	▼	
Federal Assistance Grant Scheme advanced funds transferred to term deposit in municipal bank				Timing
Surplus or deficit at the start of the financial year	(69,140)	(2.13%)	▼	
Due to changes from the recent 23/24 audit the surplus carried forward is slightly different to what was anticipated, this was addressed in the most recent budget review.				Permanent
Surplus or deficit after imposition of general rates	865,699	40.37%	▲	
Due to variances described above				Timing

SHIRE OF CORRIGIN

SUPPLEMENTARY INFORMATION

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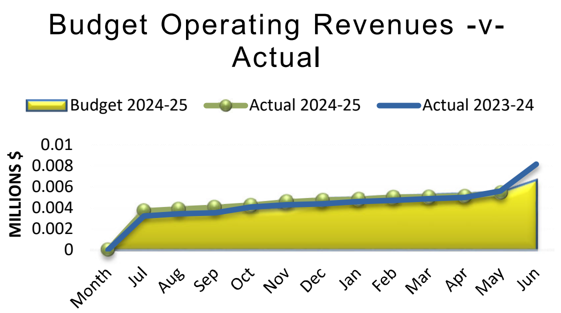
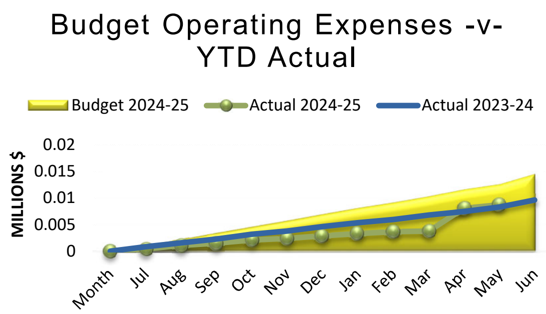
1 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

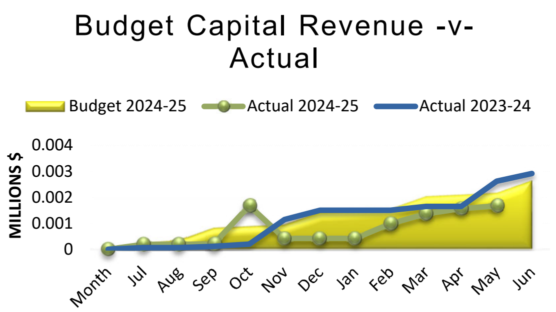


OPERATING EXPENSES

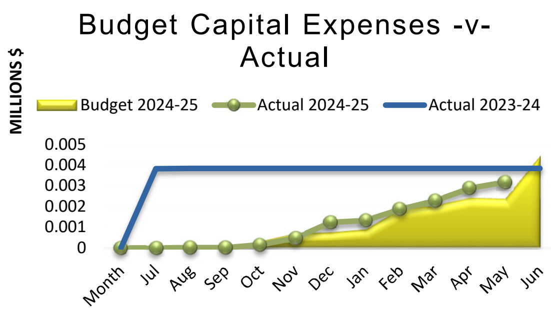


INVESTING ACTIVITIES

CAPITAL REVENUE

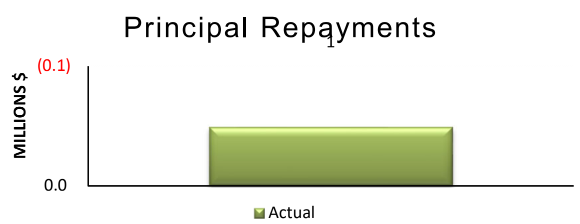


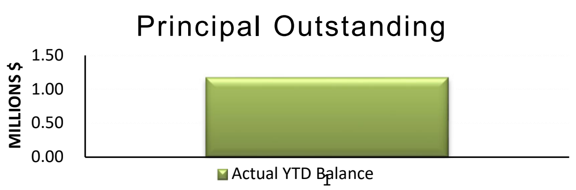
CAPITAL EXPENSES



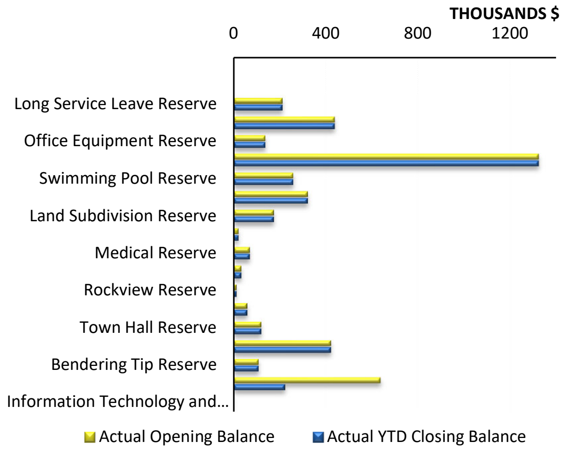
FINANCING ACTIVITIES

BORROWINGS

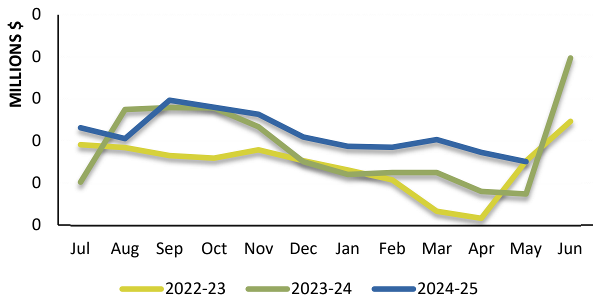




RESERVES



Closing funding surplus / (deficit)



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

2 CASH AND FINANCIAL ASSETS

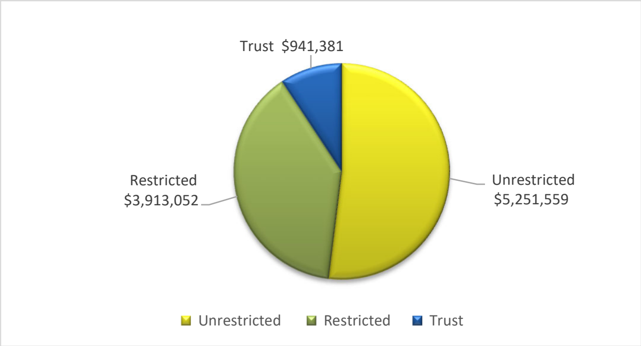
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Cash Float on Hand	Cash and cash equivalents	400		400				
At Call Deposit Accounts								
Municipal Fund	Cash and cash equivalents	125,015		125,015		NAB	0.00%	At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	3,126,144		3,126,144		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents		221,707	221,707		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents				111,124	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents				76,488	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents				3,769	NAB	0.00%	At Call
Term Deposits								
Reserves Fund	Financial assets at amortised cost		3,691,345	3,691,345		NAB	4.90%	24/06/2025
Municipal Funds	Financial assets at amortised cost	2,000,000		2,000,000		NAB	5.01%	19/03/2025
The Stevenson Trust	Financial assets at amortised cost				750,000	NAB	5.01%	20/03/2025
Total		**5,251,559**	**3,913,052**	**7,164,610**	**941,381**			
Comprising								
Cash and cash equivalents		3,251,559	221,707	1,473,265	191,381			
Financial assets at amortised cost		2,000,000	3,691,345	5,691,345	750,000			
		5,251,559	**3,913,052**	**7,164,610**	**941,381**			

KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



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

3 RESERVE ACCOUNTS

	Original Budget					Amended Budget					Year to Date Actuals				
Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by Council															
Long Service Leave Reserve	210,536	10,632	10,000	0	231,168	210,536	10,632	10,000	0	231,168	210,536	0	0	0	210,536
Staff Housing Reserve	436,347	22,036	20,000	0	478,383	436,347	22,036	20,000	0	478,383	436,347	0	0	0	436,347
Office Equipment Reserve	136,480	6,892	10,000	0	153,372	136,480	6,892	10,000	0	153,372	136,480	0	0	0	136,480
Plant Replacement Reserve	1,323,837	66,854	100,000	0	1,490,691	1,323,837	66,854	100,000	0	1,490,691	1,323,837	0	0	0	1,323,837
Swimming Pool Reserve	257,711	13,014	10,000	0	280,725	257,711	13,014	10,000	0	280,725	257,711	0	0	0	257,711
Roadworks Reserve	320,343	16,177	0	0	336,520	320,343	16,177	0	(44,761)	291,759	320,343	0	0	0	320,343
Land Subdivision Reserve	172,692	8,721	32,080	0	213,493	172,692	8,721	32,080	0	213,493	172,692	0	0	0	172,692
Townscape Reserve	19,084	964	0	0	20,048	19,084	964	0	0	20,048	19,084	0	0	0	19,084
Medical Reserve	68,012	3,435	20,000	0	91,447	68,012	3,435	20,000	0	91,447	68,012	0	0	0	68,012
LGCHP Long Term Maintenance Reserve	31,811	1,606	5,000	(20,000)	18,417	31,811	1,606	5,000	(20,000)	18,417	31,811	0	0	0	31,811
Rockview Reserve	10,579	534	1,000	0	12,113	10,579	534	1,000	0	12,113	10,579	0	0	0	10,579
Senior Citizens Reserve	57,381	2,898	0	0	60,279	57,381	2,898	0	0	60,279	57,381	0	0	0	57,381
Town Hall Reserve	118,240	5,971	0	(30,000)	94,211	118,240	5,971	0	(30,000)	94,211	118,240	0	0	0	118,240
Recreation & Events Centre Loan Reserve	420,968	21,259	100,000	0	542,227	420,968	21,259	100,000	0	542,227	420,968	0	0	0	420,968
Bendering Tip Reserve	107,323	5,420	10,000	0	122,743	107,323	5,420	10,000	0	122,743	107,323	0	0	0	107,323
Grants & Contributions Reserve	637,961	0	2,545,174	(3,183,135)	0	637,961	0	2,545,174	(3,183,135)	0	637,961	0	2,098,531	(2,514,785)	221,707
Information Technology and Software Reserve	0	0	100,000	0	100,000		0	100,000	0	100,000	0	0	0	0	0
	4,329,305	**186,413**	**2,963,254**	**(3,233,135)**	**4,245,837**	**4,329,305**	**186,413**	**2,963,254**	**(3,277,896)**	**4,201,076**	**4,329,306**	**0**	**2,098,531**	**(2,514,785)**	**3,913,051**

4 CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$	$
Buildings	346,500	380,400	55,558	200,077	144,519
Furniture and equipment	95,000	95,000	20,000	71,442	51,442
Plant and equipment	1,007,000	1,007,000	0	258,755	258,755
Acquisition of property, plant and equipment	**1,448,500**	**1,482,400**	**75,558**	**530,274**	**454,716**
Infrastructure - Roads	2,835,583	2,878,937	2,592,771	2,278,120	(314,651)
Infrastructure - Other	396,092	396,092	0	374,471	374,471
Infrastructure - Parks and Ovals	409,000	409,000	0	0	0
Acquisition of infrastructure	**3,640,675**	**3,684,029**	**2,592,771**	**2,652,591**	**969,251**
Total capital acquisitions	**5,089,175**	**5,166,429**	**2,668,329**	**3,182,865**	**1,423,967**
Capital Acquisitions Funded By:					
Capital grants and contributions	2,486,659	2,628,510	2,150,375	1,686,560	(463,815)
Other (disposals & C/Fwd)	385,705	654,485	0	295,932	295,932
Reserve accounts					
Town Hall Reserve	30,000	(30,000)	0	0	0
Grants & Contributions Reserve	521,135	0	0	2,514,785	2,514,785
Contribution - operations	1,665,676	3,063,005	517,954	(1,314,413)	(1,832,367)
Capital funding total	**5,089,175**	**5,166,429**	**2,668,329**	**3,182,865**	**514,536**

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

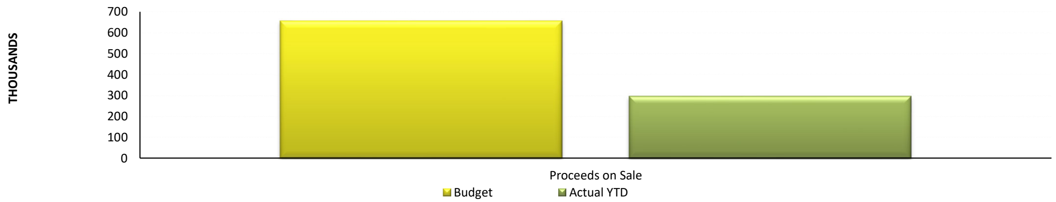
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

	Account Description	Project Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$	$
							-
	Land and Buildings						-
11180	Capital Expense - Town Hall Upgrade	Recommission front steps and install accessible ramp	30,000	30,000	0	27,103	(27,103)
11388	Recreation & Events Centre Capital Expenditure	Construct portico at entrance	40,000	65,000	25,000	16,500	8,500
7780	Capital Expenses - Medical Centre	Refurbishment of Wellness Centre and Re-roof Surgery and Wel	136,000	136,000	0	136,000	(136,000)
09184	Staff Housing Capital Expenditure - Building	Re-gyprock over render - 1 Spanney Street	15,000	15,000	0	0	-
09283	15 McAndrew Capital Expenditure	Upgrade Ducted Airconditioning - 15 McAndrew Ave	17,500	17,500	0	17,820	(17,820)
10180	Capital Expense - Transfer Station	Tropical Roof over Donga	8,000	8,000	0	0	-
8285	Capital Expenditure - CRC Reception Upgrade	Front Desk Re-Fitout	20,000	20,000	0	0	-
11371	Capital Expenditure - Other Recreation L&B	CCTV Installation - 17 Hill Street - to be journaled out	0	8,900	8,162	2,654	5,508
09202	LGCHP Units - 36 Jose Street Expenses		80,000	80,000	22,396	0	22,396
							-
	Furniture and Equipment						-
11383	Capital Expense - Other Recreation F&E	Install new public address system	60,000	60,000	0	49,349	(49,349)
08282	Capital Expenditure - Resource Centre F&E	Audio Visual Equipment Replacement	15,000	15,000	0	0	-
07784	Medical Centre Capital F&E	Server Upgrade	20,000	20,000	20,000	22,092	(2,092)
							-
	Plant and Equipment						-
12391	Capital Expenditure - Tipper - CR4	2013 Hino 5 Tonne Tipper Truck (CR4)	120,000	120,000	0	0	-
12399	Capital Expenditure - Tipper - CR16	2014 NPR 300 Isuzu Crew Cab Truck (CR16)	100,000	100,000	0	0	-
12400	Capital Expenditure - Road Train Combination	2003 Tri Axle Low Loader Trailer (CR2233)	200,000	200,000	0	0	-
12386	Capital Expense - Skidsteer (CR720)	2015 Caterpillar 226B3 Skidsteer Loader (CR13)	105,000	105,000	0	0	-
14294	Capital Expenditure - Parks, Gardens, & Town Mtce Plant	1998 John Deere 5410 Tractor (CR10)	65,000	65,000	0	0	-
14294	Capital Expenditure - Parks, Gardens, & Town Mtce Plant	2006 Caterpillar Forklift (CR4030)	50,000	50,000	0	0	-
14286	Capital Expenditure - Small Trailers - P&E	2007 John Papas Trailer (1THY294)	10,000	10,000	0	0	-
14286	Capital Expenditure - Small Trailers - P&E	1996 7x5 Tandem Tipper Trailer (CR3246)	15,000	15,000	0	0	-
14283	Capital Expense - Utility (CR565)	2015 Toyota Hilux Utility (CR565)	35,000	35,000	0	0	-
14582	Capital Expense - CEO Vehicle (CR1)	2023 Toyota Prado DSL GXL (CR1)	82,000	82,000	0	76,793	(76,793)
7480	Capital Purchase - ROE Health Vehicle (4CR)	2023 Fortuner 2.8l DSL Wagon (4CR)	65,000	65,000	0	59,816	(59,816)
7781	Capital Expenses - Doctors Vehicle (CR1000)	2021 Toyota Kluger AWD GXL	65,000	65,000	0	62,330	(62,330)
14280	Capital Expense - WS Vehicle (1CR)	2024 Mitsubishi QF Pajero (1CR)	55,000	55,000	0	59,816	(59,816)
14287	Capital Expenditure - Small Plant Purchases	Miscellaneous small plant (> $5,000)	20,000	20,000	0	0	-
14304	Parts & Repairs Expense		20,000	20,000	0	0	-
							-
	Infrastructure - Roads						-
12173	Capital Expenditure - Yealering-Kulin Road	Yealering Kulin Road	95,000	95,000	95,000	89,162	5,838
12166	Capital Expenditure - Gill Road	Gill Road	119,607	130,000	130,000	131,319	(1,319)
12169	Capital Expenditure - Bendering Road	Bendering Road	90,000	90,000	90,000	84,807	5,193
12182	Capital Expenditure - Bruce Rock Corrigin Road	Bruce-Rock Corrigin Road (WSFN)	120,000	120,000	120,000	52,871	67,129
12181	Capital Expenditure - Rabbit Proof Fence Road	Rabbit Proof Fence Road (WFSN)	576,236	551,236	551,236	226,541	324,695
12162	Capital Expenditure - Various Town Streets	Jose Street & McAndrew Avenue	60,000	95,200	95,200	92,854	2,346
12180	Capital Expenditure - Corrigin Quairading Road	Corrigin Quairading Road	450,400	450,400	450,400	452,462	(2,062)
12189	Capital Expenditure - Wickepin Corrigin	Wickepin Corrigin Road	473,833	518,594	518,594	677,038	(158,444)
12185	Capital Expenditure - Babakin Corrigin Road	Babakin Corrigin Road	564,341	542,341	542,341	462,196	80,145
12196	Capital Expenditure - Upgrade Kurrenkutten Bridge	Babakin Corrigin Road	0	0	0	8,870	(8,870)
12218	DRFAWA - Flood Damage Road Reinstatement		286,166	286,166	0	0	-
							-
	Infrastructure - Other						
12680	Capital Expenditure - Air Strip Upgrade	Upgrade Pilot Activated Lighting System	336,092	336,092	0	373,771	(373,771)
12284	Main Street Capital Expense - Infra. Other	Electric Vehicle Charging Station	60,000	60,000	0	700	(700)
	Infrastructure - Parks and Ovals						
11397	CREC Playground Capital Expenditure	Replace fencing and gate around playground	9,000	9,000	0	0	-
11372	Capital Expenditure - Other Recreation Infra. Parks & Ovals	Reticulation Upgrade	400,000	400,000	0	0	-
			5,089,175	**5,166,428**	**2,668,329**	**3,182,865**	(514,536)

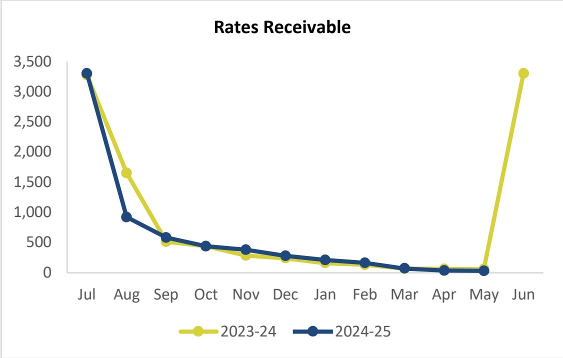
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Original Budget Net Book Value	Original Budget Proceeds	Original Budget Profit	Original Budget (Loss)	Amended Budget Net Book Value	Amended Budget Proceeds	Amended Budget Profit	Amended Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$	$	$	$	$
	Land and Buildings												
209	Infant Health Clinic, Lynch Street	33,588	45,000	11,412	0	33,588	45,000	11,412	0	0	0	0	0
100549	Rockview Homestead (Demolition)	8	0	0	(8)	8	0	0	(8)	0	0	0	0
212	Rotary Park Toilet Block (Demolition)	47,685	0	0	(47,685)	47,685	0	0	(47,685)	0	0	0	0
1000780	Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	25,000	42,480	17,480	0	0	0	0	0
1000782	Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0 0	25,000	39,600	14,600	0	0	0	0	0
	Plant and equipment												
1001123	2023 Fortuner 2.8l DSL Wagon (4CR)	42,476	30,000	0	(12,476)	42,476	30,000	0	(12,476)	34,977	38,182	3,205	0
1001039	2021 Toyota Kluger AWD GXL (CR1000)	36,425	38,000	1,575	0	36,425	38,000	1,575	0	31,831	29,091	0	(2,740)
100718	2012 Mitsubishi Rosa Bus (1IDK207) (Carryover 23/24)	4,624	25,000	20,376	0	4,624	25,000	20,376	0	4,624	18,273	13,649	0
100745	2014 Volvo L90F Loader (CR14) (Carryover 23/24 sold at auction)	94,081	106,364	12,283	0	94,081	106,364	12,283	0	94,081	106,364	12,283	0
100596	2006 Hino Two Way Tipper Patching Truck (1HVK241) (Carryover 23/24)	0	45,000	45,000	0	0	45,000	45,000	0	0	11,818	11,818	0
100722	2013 Hino 5 Tonne Tipper Truck (CR4)	0	40,000	40,000	0	0	40,000	40,000	0	0	0	0	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16)	0	30,000	30,000	0	0	30,000	30,000	0	0	0	0	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)	27,984	40,000	12,016	0	27,984	40,000	12,016	0	0	0	0	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13)	2,812	25,000	22,188	0	2,812	25,000	22,188	0	0	0	0	0
10054	1998 John Deere 5410 Tractor (CR10)	2,800	15,000	12,200	0	2,800	15,000	12,200	0	0	0	0	0
10413	2006 Caterpillar Forklift (CR4030)	6,452	15,000	8,548	0	6,452	15,000	8,548	0	0	0	0	0
100489	2007 John Papas Trailer (1THY294)	0	5,000	5,000	0	0	5,000	5,000	0	0	0	0	0
549	1996 7x5 Tandem Tipper Trailer (CR3246)	0	2,000	2,000	0	0	2,000	2,000	0	0	0	0	0
1000851	2015 Toyota Hilux Utility (CR565)	0	10,000	10,000	0	0	10,000	10,000	0	0	0	0	0
1001133	2024 Mitsubishi QF Pajero (1CR)	53,292	45,000	0	(8,292)	53,292	45,000	0	(8,292)	49,062	32,727	0	(16,335)
1001127	2023 Toyota Prado DSL GXL (CR1)	61,457	56,000	0	(5,457)	61,457	56,000	0	(5,457)	61,457	59,436	0	(2,021)
										0	0	0	0
	Furniture & Equipment												
1000989	Konica Minolta Bizhub Colour Photocopier	4,568	41	0	(4,527)	4,568	41	0	(4,527)	4,568	41	0	(4,527)
				0	0			0	0	0	0	0	0
	Infrastructure - Parks and Ovals												
246	Oval Reticulation System (New system being installed)	81,000	0	0	(81,000)	81,000	0	0	(81,000)	0	0	0	0
										0	0	0	0
	Infrastructure - Other												
1001098	Airstrip - PAL radiocontrolled runway lights (New lights being installed)	7,360	0	0	(7,360)	7,360	0	0	(7,360)	0	0	0	0
		556,612	**654,485**	**264,678**	**(166,805)**	**556,612**	**654,485**	**264,678**	**(166,805)**	**280,600**	**295,932**	**40,955**	**(25,623)**
	Sale of Inventory												
1000777	Granite Rise - 7 Abe Way	0	0	0	0	0	0	0	0	30,000	50,960	20,960	0
1000779	Granite Rise - 2 Haydon Close	0	0	0	0	0	0	0	0	30,000	40,723	10,723	0
1000780	Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	25,000	42,480	17,480	0	0	0	0	0
1000781	Granite Rise - 4 Haydon Close	0	0	0	0	0	0	0	0	30,000	36,364	6,364	0
1000782	Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0 0	25,000	39,600	14,600	0	0	0	0	0
1000788	Granite Rise - 6 Lawton Way	0	0	0	0 0	0	0	0	0	30,000	36,363	6,363	0
1000791	Granite Rise - 1 Lindsay Way	0	0	0	0 0	0	0	0	0	25,000	39,273	14,273	0
1000794	Granite Rise - 4 Lindsay Way	0	0	0	0 0	0	0	0	0	45,000	68,182	23,182	0
		50,000	**82,080**	**32,080**	**0**	**50,000**	**82,080**	**32,080**	**0**	**190,000**	**271,865**	**81,865**	**0**



6 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	$	$
Opening arrears previous years	68,610	55,159
Levied this year	3,007,711	3,149,171
Less - collections to date	(3,021,162)	(3,174,677)
Gross rates collectable	**55,159**	**29,653**
Net rates collectable	**55,159**	**29,653**
% Collected	98.2%	99.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(563)	12,500	1,667	63	1,107	14,774
Percentage	(3.8%)	84.6%	11.3%	0.4%	7.5%	
Balance per trial balance						
Trade receivables						14,774
GST receivable						41,908
Total receivables general outstanding						**63,150**

Amounts shown above include GST (where applicable)

KEY INFORMATION

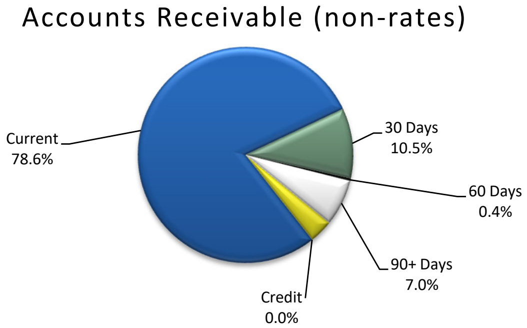
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost	3,691,345	0	0	3,691,345
Inventory				
Fuel, Oil, & Materials	67,911	16,624	(32,600)	51,935
Land held for resale				
Cost of acquisition	130,000	0	0	130,000
Other assets				
Prepayments	10,483	133,731	(10,877)	133,337
Accrued income	0	0	0	0
JV Roe ROC	689	0	0	689
JV Roe Health	1,724	165,421	(150,387)	16,758
JV Bendering Regional Landfill	(1,132)	35,013	(15,584)	18,297
Total other current assets	**3,901,020**	**350,789**	**(209,448)**	**4,042,361**

Amounts shown above include GST (where applicable)

KEY INFORMATION
Other financial assets at amortised cost
The Shire classifies financial assets at amortised cost if both of the following criteria are met:"
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale
Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

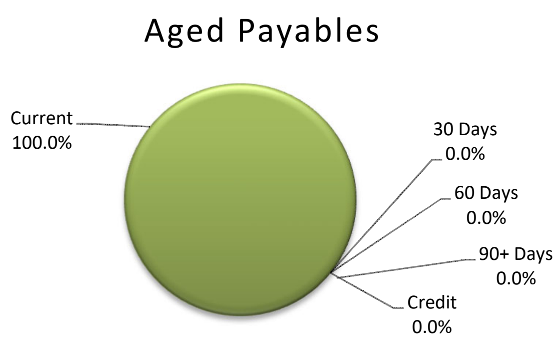
8 PAYABLES

Payables - general	**Credit**	**Current**	**30 Days**	**60 Days**	**90+ Days**	**Total**
	$	**$**	**$**	**$**	**$**	**$**
Payables - general	0	1,559	0	0	0	1,559
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						1,559
ATO liabilities						20,428
Payroll Creditors						52,423
Bonds and Deposits						291
Total payables general outstanding						**74,701**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



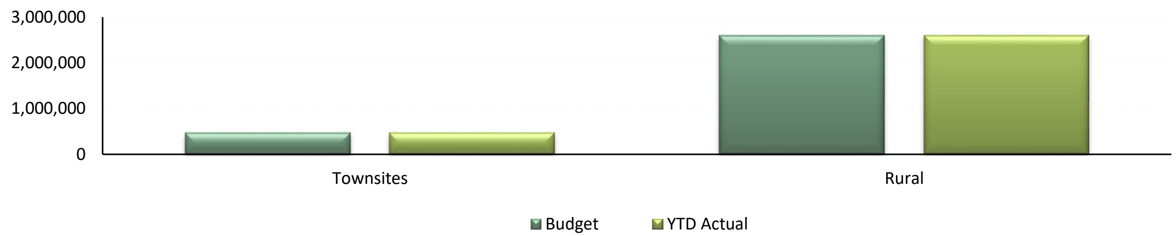
9 RATE REVENUE

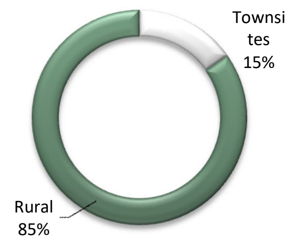
General rate revenue

RATE TYPE	Rate in $ (cents)	Number of Properties	Rateable Value	Budget Rate Revenue $	Budget Reassessed Rate Revenue $	Budget Total Revenue $	YTD Actual Rate Revenue $	YTD Actual Reassessed Rate Revenue $	YTD Actual Total Revenue $
Gross rental value									
Townsites	0.094991	418	4,866,401	462,264	5,000	467,264	462,264	4,751	467,015
Unimproved value									
Rural	0.007506	346	346,442,500	2,600,397	0	2,600,397	2,600,397	0	2,600,397
Sub-Total		**764**	**351,308,901**	**3,062,661**	**5,000**	**3,067,661**	**3,062,661**	**4,751**	**3,067,412**
Minimum payment	**Minimum Payment $**								
Gross rental value									
Townsites	490	51	91,772	24,990	0	24,990	24,990	0	24,990
Unimproved value									
Rural	490	27	687,237	13,230	0	13,230	13,230	0	13,230
Sub-total		**78**	**779,009**	**38,220**	**0**	**38,220**	**38,220**	**0**	**38,220**
Amount from general rates						**3,105,881**			**3,105,632**
Ex-gratia rates						43,539			43,539
Total general rates						**3,149,420**			**3,149,171**

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.





10 BORROWINGS

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2024**	**Actual**	**Budget**	**Actual YTD Balance**	**Budget (Closing Balance)**	**Actual**	**Budget**
		$	$	$	$	$	$	$
Community Recreation & Events Centre	102	1,225,411	(48,847)	(98,827)	1,176,564	1,126,584	(28,430)	(55,726)
Total		**1,225,411**	**(48,847)**	**(98,827)**	**1,176,564**	**1,126,584**	**(28,430)**	**(55,726)**
Current borrowings		98,827			49,980			
Non-current borrowings		1,126,584			1,126,584			
		1,225,411			**1,176,564**			

All debenture repayments were financed by general purpose revenue.
The Shire of Corrigin has no unspent debenture funds as at 30th June 2024, nor is it expected to have unspent funds as at 30th June 2025.

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

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

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		$	$	$	$
Other liabilities					
Grant Funding Income in Adv		468,078	0	(437,689)	30,389
Rubbish Service Income in Adv		0	250,792	(229,893)	20,899
Excess Rates		24,678	85,479	(83,773)	26,384
Total other liabilities		492,756	336,271	(751,355)	77,672
Employee Related Provisions					
Provision for annual leave		144,401	0	0	144,401
Provision for long service leave		200,999	0	0	200,999
Total Provisions		402,692	0	0	402,692
Total other current liabilities		**895,448**	**336,271**	**(751,355)**	**480,364**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
Provider	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2025	Current Liability 31 May 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
General Purpose Funding								
Local Government Financial Assistance Grant - General Purpose	0	0	0	0	0	63,647	146,538	195,383
Local Government Financial Assistance Grant - Roads	0	0	0	0	0	42,901	60,900	81,201
Law, Order, & Public Safety								
DFES Local Government Grants Scheme (LGGS)	0	0	0	0	0	111,000	101,750	107,002
DFES Mitigation Grant	0	0	0	0	0	203,820	71,000	133,235
					0			
Education & Welfare					0			
DPIRD CRC Grant	0	0	0	0	0	106,237	97,383	110,524
CRC Miscellaneous Funding	0	0	0	0	0	5,000	4,576	5,477
Transport								
Main Roads Direct Grant	0	0	0	0	0	254,622	254,622	254,622
	0	**0**	**0**	**0**	**0**	**787,227**	**736,769**	**887,444**
Contributions								
Education & Welfare								
CRC Wage Offset	0	0	0	0	0	500	500	1,164
Recreation & Culture								
2024 Community Donations - Park Party	0	0	0	0	0	2,500	2,288	1,182
	0	**0**	**0**	**0**	**0**	**3,000**	**2,788**	**2,346**
TOTALS	**0**	**0**	**0**	**0**	**0**	**790,227**	**739,557**	**889,789**

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$
Health							
Local Roads and Community Infrastructure - Wellness and Medical Centre	0	81,600	0	81,600	136,000	124,663	80,550
Education & Welfare							
FRRR - In a Good Place - Mens BBQ Workshop	0	0	0	0	7,000	0	0
Transport							
Regional Road Group	0	0	0	0	506,934	380,202	449,547
Roads to Recovery	0	0	0	0	565,846	424,386	380,846
Wheatbelt Secondary Freight Network	21,435	0	0	21,435	575,327	413,997	88,952
Regional Bicycle Network - 23/24 Final Payment Due	0	0	0	0	25,275	25,275	25,273
Miscellaneous Funding - LRCI Road Funding Allocation	0	163,388	0	163,388	272,313	249,612	132,999
Local Community Infrastructure & Road Program - Airstrip Lighting Project	0	201,655	0	201,655	336,092	308,077	336,042
Economic Services							
Drought Communities Programme (Final Payment due in 22/23 FY)	0	0	0	0	192,351	192,351	192,351
Charge Up Workplace Grant - EV Charger	0	0	0	0	34,705	31,812	0
	21,435	**446,643**	**0**	**468,078**	**2,651,843**	**2,150,375**	**1,686,560**

14 TRUST FUND

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 May 2025
	$	$	$	$
Community Funds Held	92,709	18,745	(542)	**110,912**
Edna Stevenson Educational Trust	825,744	19,994	(19,249)	**826,489**
Police Licensing	4,896	555,804	(556,931)	**3,769**
Westrail Bus Ticketing	82	859	(730)	**212**
	923,431	**595,531**	**(577,581)**	**941,382**

Hammond Woodhouse Advisory

REVIEW REPORT

A REVIEW UNDER REGULATION 5 OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 FOR THE SHIRE OF CORRIGIN

Report
by
Andrew Hammond and John M. Woodhouse
Hammond Woodhouse Advisory
27 March 2025

1. EXECUTIVE SUMMARY

This review report sets out the findings of the review undertaken by Hammond Woodhouse Advisory under Regulation 5 of the Local Government (Financial Management) Regulations 1996.

No major shortcomings or deficiencies were identified that might expose the Shire to inappropriately high levels of risk.

Staff involved with financial management had a sound understanding of the Shire's financial systems and controls and key processes were guided by a comprehensive and very effective suite of written procedures.

The CEO has clearly developed a culture of process driven operational effectiveness. This approach significantly reduces risk in all areas of financial administration and management. We commend her actions in in this regard.

One emerging risk was identified that requires prompt attention.

The proper segregation of officers authorising purchases and approving payments presents challenges for small local governments with limited personnel numbers.

We suggest that in order to minimise the risk of fraud, the authorising / approving process be reviewed so as segregation is achieved wherever possible, but always when amounts exceed a prescribed threshold.

2. METHODOLOGY AND SCOPE

2.1 The Requested Review

The Shire engaged Hammond Woodhouse Advisory ("HWA") to undertake a review under Regulation 5 of the Local Government (Financial Management) Regulations 1996 which requires the CEO to:

> ***"undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews."***

2.2 Scope

The Scope proposed by HWA, and accepted by the Shire, is a review of the following:

- ***"Proper collection of all money owing to the local government;***
- ***Safe custody and security of all money collected or held by the local government;***
- ***Maintenance and security of the financial records of the local government (whether maintained in written form of by electronic or other means or process);***
- ***Ensure proper accounting for all income, expenditure, assets, liabilities of the municipal or trust funds;***
- ***Ensure proper authorisation for the incurring of liabilities and the making of payments;***
- ***Maintenance of payroll, stock control and costing records; and***
- ***Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations."***

2.3 Methodology

(1) The Methodology proposed by HWA, and accepted by the Shire, is as follows:

(a) Desktop review of requested key corporate documents prior to site visit.

(b) Site visit:

- *Meeting with the CEO and other key personnel;*
- *Examination of documents, systems, processes and procedures; and*
- *Internal control testing of key risk areas assessing efficacy, compliance and organisational awareness.*

(c) Preparation of review report with findings and recommendations.

3. REVIEW OF FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

3.1 Collection of moneys

(1) General debtors were managed effectively. There was no evidence of delinquent debtors of a material amount. Evidence was sighted of regular monthly reconciliation of debtors ledger with general ledger. The process was guided by written instructions.

(2) Rates debtors were managed effectively. There was no evidence of delinquent debtors of a material amount. Evidence was sighted of regular monthly reconciliation of rates debtors ledger with general ledger. The process was guided by written instructions.

(3) The valuation register was managed effectively. Evidence was sighted of regular monthly reconciliation of valuations with rates levied. The process was guided by written instructions.

(4) Risk assessment

- Low.

(5) Recommendations

- None.

3.2 Safe custody and security of moneys

(1) Onsite cash management was undertaken effectively. Appropriate security at counter and a lock controlled safe/ strong room was noted. Evidence was sighted of daily reconciliation of cash takings. Cash takings from the Corrigin Memorial Pool were reconciled with summary receipting and processed through the front office cash receipting system. The process was guided by written instructions.

(2) Daily cash depositing was undertaken at the Australia Post agency because the Shire’s bank (NBA) whilst being resident in the town now only dealt with agribusiness matters with no retail banking presence. No significant cash holdings were maintained overnight.

(3) Evidence was sighted of regular monthly reconciliation of trust and municipal fund bank statements with the general ledger. The process was guided by written instructions.

(4) Risk assessment

- Low

(5) Recommendations

- None.

3.3 Maintenance and security of financial records

(1) All financial records are managed and contained within an enterprise-wide software system (Synergy). There was no evidence of financial records being located on third party systems or remote servers.

(2) Limited development has been undertaken on the current system given the impending release of a more intuitive cloud-based system.

(3) All back-ups and data storage are undertaken by an external ICT contractor with experience in dealing with rural and regional local governments.

(4) We sighted the service contract and correspondence relating to the extension of the contract for a further 2 years.

(5) The delivery of effective and ongoing ICT services is a critical factor in ensuring that financial records are maintained and secured appropriately and effectively.

(6) Risk assessment

- Low.

(7) Recommendations

- A suitably qualified officer should actively manage the ICT contract and oversee the performance of the contractor and the satisfaction of contractual obligations.

3.4 Proper accounting of the municipal and trust funds

(1) Evidence of trust and municipal fund monies being accounted for separately under section 6.6 of the Local Government Act 1995 was sighted. The process was guided by written instructions.

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

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

(4) We sighted evidence that demonstrated that the receipt and application of funds was undertaken in accordance with the written procedures.

(5) Risk assessment

- Low.

(6) Recommendations

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

3.5 Proper authorisation of liabilities and payments

(1) The Shire has a Purchasing Policy (No 2.1) adopted by the Council as required by the Local Government (Functions and General) Regulations 1996.

(2) The Purchasing Policy is compliant and effectively implemented.

(3) Purchase order authorisation and control is undertaken. The ordering and authorisation process is effectively managed and overseen through the use of the Synergy software system.

(4) Segregation between issuing purchase orders and authorising payments is challenging in a small Shire given the very few staff that are authorised to issue both purchase orders and authorise payments. Clearly, perfect segregation between the ordering and authorising officers in an organisation of this size is problematic. It however it should be practiced wherever practical and possible.

(5) No evidence was sighted of a procedure or control that required segregation between officers issuing purchase orders and authorising payments.

(6) Evidence was sighted of regular monthly reconciliation of the creditors ledger with the general ledger control account. The process was guided by written instructions.

(7) Council Policy 2.14, Corporate Credit Cards was sighted and provides appropriate direction as to the use and management of credit cards.

(8) The policy authorises the CEO, Deputy CEO and Manager Works and services to be issued with a card. Evidence was sighted that only the CEO and Deputy CEO are currently issued with a card.

(9) Credit card statements are submitted to Council meetings in line with the policy and the Act.

(10) Allocation and sign off of monthly credit card statements was effectively segregated with the CEO authorising the Deputy CEO's statement and vice versa.

(11) Risk assessment

- Medium.

(12) Recommendations

- A control be developed introducing a threshold above which authorisation of purchases must have clear separation between ordering and authorising officers notwithstanding that every effort should be made to achieve segregation where practical.

3.6 Maintenance of payroll, stock control and costing records

(1) Evidence was sighted of regular monthly reconciliation of fuel and other inventory items by way of physical stock measurement and general ledger control account verification. The process was guided by written instructions. Variances were not material.

(2) Evidence was sighted of payroll, materials, plant operating costs and supervisory overheads being allocated and recovered via the job costing system which was directly linked to general ledger control accounts. The process was guided by written instructions.

(3) Evidence was sighted of reconciliation of plant operating cost and supervisory overhead recovery to control accounts. The process was guided by written instructions.

(4) Evidence was sighted of regular monthly reconciliation of payroll system and general ledger control account. The process was guided by written instructions.

(5) Risk assessment

- Low.

(6) Recommendations

- None.

3.7 Preparation of budgets, budget reviews, accounts and reports

(1) The chart of accounts and the hierarchy and structure of accounts contained within the general ledger were considered to be effective and fit for purpose.

(2) Evidence was sighted of all financial reports being generated directly from general ledger accounts contained within the enterprise software system.

(3) We found no evidence of reports being generated from third party processes, systems, remote servers or by other means.

(4) Evidence was sighted of proper submission of the budget to the Department of Local Government Sport and Cultural Industries within statutory time frames.

(5) Evidence was sighted of budget reviews being submitted to Council within statutory timeframes.

(6) Evidence was sighted of the annual financial statements being adopted by Council within the statutory time frame.

(7) Risk assessment

- Low.

(8) Recommendations

- None.

Andrew Hammond and John M. Woodhouse
Principal Consultants
Hammond Woodhouse Advisory
27 March 2025

		TABLE OF CONSOLIDATED RECOMMENDATIONS
REVIEW TOPIC	**Report paragraph**	**RECOMMENDATION**
REVIEW OF FINANCIAL MANAGEMENT		
Collection of moneys	• 3.1(5)	None.
Safe custody and security of moneys	• 3.2(5)	None.
Maintenance and security of financial records	• 3.3(7)	• A suitably qualified officer should actively manage the ICT contract and oversee the performance of the contractor and the satisfaction of contractual obligations.
Proper accounting of funds	• 3.4(6)	• We recommend that the Shire and Trustees of the Stevenson Trust consider seeking advice on the current trust fund arrangements to ensure that the obligations of the trustees as provided for in the Trust Deed are being met.
Proper authorisation of liabilities and payments	• 3.5(12)	• A control be developed introducing a threshold above which authorisation of purchases must have clear separation between ordering and authorising officers notwithstanding that every effort should be made to achieve segregation where practical.
Maintenance of payroll, stock control and costing records	• 3.6(6)	None.
Preparation of budgets, budget reviews, accounts and reports	• 3.7(8)	None.

REVIEW REPORT
A REVIEW UNDER REGULATION 17
OF
CERTAIN SYSTEMS AND PROCEDURES
FOR THE
SHIRE OF CORRIGIN

Report
by
John M. Woodhouse and Andrew Hammond
Hammond Woodhouse Advisory
27 March 2025

1. EXECUTIVE SUMMARY

Hammond Woodhouse Advisory (“HWA”) has completed the review of the systems and procedures relating to risk management, internal controls and statutory compliance at the Shire of Corrigin in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.

HWA has also completed a review of the Shire’s financial systems in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996.

This report should be read in conjunction with the report of the review under Regulation 5.

In the course of the review HWA found no shortcomings that might expose the Shire to inappropriately high levels of risk. However, we recommend that priority be given to a review of the Shire’s Town Planning Scheme No.2.

As is normally the case with reviews of this nature, HWA has discovered and highlighted some shortcomings that require attention. This review report sets out a number of recommendations and also provides explanations which should assist and guide the CEO and the Administration in addressing these shortcomings.

We acknowledge and thank the Shire’s CEO, Natalie Manton, for her cooperation and assistance in providing or arranging logistical support and facilitating and providing the information and material necessary to undertake the review.

We commend the Review Report to the Shire.

2. METHODOLOGY AND SCOPE

2.1 The requested review

(1) The Shire engaged HWA to undertake a review under Regulation 17 of the Local Government (Audit) Regulations 1996 which requires the CEO:

> ***"to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —***
>
> ***(a) risk management; and***
> ***(b) internal control; and***
> ***(c) legislative compliance."***

(2) The Shire also engaged HWA to carry out under Regulation 5 of the Local Government (Financial Management) Regulations 1996 which requires the CEO to:

> ***"undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews."***

(3) The 2 reviews were undertaken by HWA at the same time but are the subject of 2 separate reports. In this report, the review undertaken under Regulation 5 is referred to as the "Regulation 5 Review" and the relevant report is referred to as the "Regulation 5 Report".

2.2 Methodology

(1) The Methodology adopted by HWA was as follows:

(a) Desktop review of requested key documents prior to site visit.

(b) Site visit:

- Meeting with the CEO and other key personnel;
- Examination of documents, systems, processes and procedures; and
- Internal control testing of key risk areas assessing efficacy, compliance and organisational awareness.

(c) Preparation of a report with findings and recommendations.

(d) Meeting with the CEO to discuss and explain the report's findings and recommendations.

(2) The review was guided by the Department of Local Government and Communities' Operational Guidelines No. 9.

(3) The site visit for both this review and the Regulation 5 Review took place on Tuesday 25 March 2025. HWA's 2 principal consultants, John Woodhouse and Andrew Hammond attended at the Shire's offices and met with the Shire's CEO, deputy CEO and Senior Finance Officer.

(4) In the course of our review, we observed that the Shire's Administration used certain rating systems for risk and controls. For the purpose of this Report, we have used the same risk and controls rating systems.

3. REVIEW OF RISK MANAGEMENT

3.1 Risk Management Framework

(1) Findings

- The Shire has a Risk Management Policy which was adopted by the Council on 15 October 2024 and amended on 18 March 2025. The Policy can be found on the Shire's website.
- The Policy refers to a Risk Management Framework. We sighted this document which was adopted by the Council om 18 March 2025. The Framework document did not appear to be on the website.
- The Framework refers to a Risk Management Procedures manual which we also sighted. It did not appear to be readily available to all staff on the Shire's IT system.
- Internal risk reporting is done via a "Risk dashboard" which we sighted and which is reported to the Shire's Audit and Risk Committee.
- We viewed a selection of the minutes of ordinary council meetings for 2024 and 2025. We found that the Council agenda items make no provision for risk assessment. This was confirmed in discussion with staff.
- This shortcoming should be addressed and could be readily done given that the appropriate policy and framework documents are in place. All future agenda items should contain a risk assessment done in accordance with the "Risk Management Criteria" and the methodology contained within the risk documents.
- The Shire has a number of current documents dealing with business continuity. We sighted the Incident Management and Business Continuity Response Plan developed by the CEO and adopted by the Council in September 2023.
- We also sighted the Records Disaster Management Plan and the IT Discovery Recovery Plan both adopted by the Council on 24 February 2022.

(2) Risk assessment

- Establish risk reporting in all reports to the Council - ***Low.***

(3) Recommendations

- We were satisfied that reviews of risk and business continuity policies and procedures are scheduled and no recommendations in that regard are needed.
- Risk reporting, in Council agenda items, should be introduced and should be done in accordance with the criteria and methodology in the Risk Management Framework.
- The Risk Management Framework should be made available on the Shire's website.

3.2 Fraud and misconduct prevention

(1) Findings

- The Shire has a written policy in relation to fraud or corruption prevention. We sighted the Council Policy No. 3.7 "Fraud and Corruption Control" originally adopted on 15 November 2000 and amended most recently on 18 October 2022.
- In our view, the Policy is useful. However, it does not adequately address the recommendations of the WA Auditor in the General Report No. 5 - 2019/2020[1].
- For example it does not address the important delivery of fraud training. There are other examples.
- The Auditor General's recommendations could and should be addressed by the CEO developing an appropriate written procedure available to all staff.

(2) Risk assessment

- Absence of a detailed procedure to address and implement the Auditor General's recommendations - ***Moderate.***

(3) Recommendations

- Measures should be instigated to implement the recommendations of the WA Auditor General's General Report No.5.

[1] Western Australia Auditor General's Report - Fraud Prevention in Local Government – Report No. 5 2019/2020.

3.3 Contract and project management

(1) Findings

- In response to our request to see any written procedure or system for the management of contracts or of projects, we were advised by the CEO of various means by which the progress of those contracts and projects are monitored by the CEO. Whilst these were appropriate, the steps and procedures are not documented.
- The absence of a documented procedure setting out key organisational accountability and internal reporting requirements for project scope, timing, expenditure (actual v. projected) and variations may expose the Shire to inappropriate levels of risk particularly in the case of major or unanticipated variations.
- We are confident from discussion with the CEO that a suitable, thorough and practical procedure could be readily developed and made available to staff.

(2) Risk assessment

- Absence of a documented procedure for internal reporting accountabilities for project management variations – ***Moderate.***

(3) Recommendations

- A procedure should be developed and made available in relation to contract and project management which sets out organisational accountability and internal reporting requirements.

3.4 Audit committee functions and performance

(1) Findings

- A review of the Audit Committee agendas and minutes evidenced an appropriate level of involvement and engagement with the Shire's risk management effort.

(2) Risk assessment

- Insignificant.

(3) Recommendations

- None.

4. REVIEW OF INTERNAL CONTROLS

4.1 Procurement

(1) Findings

- The Shire has a Council Purchasing Policy which serves as the purchasing policy required by the Local Government (Functions and General) Regulations 1996. It was last adopted by the Council in October 2024 when the Register of Council Policies was considered and adopted as a whole.
- Other policies contained in the Register include policies dealing with:

  - Regional Price Preference;
  - Corporate Credit Cards;
  - Authorisation to Purchase Goods and Services;
  - Debt Collection;
  - Petty Cash; and
  - Transaction Cards.

- We noted that there is no procedure which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes. We were advised that declarations were completed by staff but that no formal procedure for doing so is in place.

(2) Control Rating

- Procurement procedures generally - adequate.
- Conflict of interest control – inadequate.

(3) Recommendations

- A CEO procedure or “directive” should be developed, approved and implemented which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes.

4.2 ICT

(1) Findings

- Refer to the Regulation 5 Report.

(2) Control Rating

- Refer to the Regulation 5 Report.

(3) Recommendations

- Refer to the Regulation 5 Report.

4.3 Regular process and systems for reconciliation

(1) Findings

- Refer to the Regulation 5 Report.

(2) Control Rating

- Refer to the Regulation 5 Report.

(3) Recommendations

- Refer to the Regulation 5 Report.

4.4 Policies and procedures generally

(1) Findings

- In the course of this review, we had cause to examine various policies in the Council Policy Manual, which is published on the Shire's website.
- In our view, each of the Council Policies would benefit from a specific and focussed review.
- Our observations in relation to the Council Policies are as follows:

- ❖ There are a total of 85 different Policies.
- ❖ They are set out in a composite "Register of Council Policies" which is 237 pages in length.
- ❖ Each year, the Register and all 85 Policies are put before the Council for "review" and adoption,
- ❖ Where the Administration recommend a change to one or more of the policies, the changes, additions or deletions are shown in a marked up version of the Register as a whole.
- ❖ On the last occasion where this occurred, at the Council meeting in October 2024, the proposed changes were adopted unanimously and without change.
- ❖ In our view, this practice does not lend itself to a focussed and specific review of an individual Policy. It seems unlikely that the Council could give specific attention to the detailed content of all 85 Policies.
- ❖ In the case of some Council Policies, there is some question as to whether the subject matter is more operational rather than strategic and, therefore whether it might be better dealt with by the CEO as a CEO procedure or directive.
- ❖ We also observe that there is no overall adopted policy "framework" that sets out the role played by council policies, on the one hand, and the role played by CEO directives or procedures, on the other hand.

(2) Control Rating

- Inadequate.

(3) Recommendations

- A review of each of the council policies would be appropriate. Clearly this would take time and require resources.
- A suggested first step would bethe development, and adoption, of a framework policy that explains and elaborates on the role to be played by council policies, on the one hand, and procedures or directives developed by the CEO, on the other hand.

5. REVIEW OF LEGISLATIVE COMPLIANCE

5.1 Annual Compliance Return process and timing

(1) Findings

- The latest Return was completed in March 2025. The Return noted no matters of concern.

(2) Compliance Assessment

- Satisfactory.

(3) Recommendations

- None.

5.2 Local law review process and timing

(1) Findings

- On the Shire's website, there appears the following list of 8 local laws:
    1. Local Law Relating to Trading in Public Places;
    2. Local Law Relating to Fencing;
    3. Local Law Relating to Standing Orders;
    4. Dogs Local Law 2021;
    5. Bush fire Brigades Loca Law 2024;
    6. Animals, Environnent and Nuisance Local Law 2016 ;
    7. Health Local Law 2016 ;
    8. Pest Plants Local Laws.

- 5 of the local laws regarding were reviewed in 2020 including the oldest ones namely Pest Plants, Trading, Standing Orders and Fencing.
- Section 3.16 of the LGA requires a 15 yearly review of local laws. Consequently, no review is currently due.
- We drew the attention of the CEO to the fact that a number of the local laws which are available on the website are not the versions which were published in the Government Gazette but rather are some other version or copy. It is only the Government Gazette

copy that one can rely as being correct and authentic. The Government Gazette versions can be relied upon in court proceedings – see section 78 Evidence Act 1906.

- It would not be difficult to obtain these Government Gazette versions and we suggested that the CEO arrange for these to be published on the website. There is little risk associated with the current position but publication of the Government Gazette versions would be better practice.

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(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- The Government Gazette versions of all of the local laws should be made available on the Shire's website.

5.3 Local Planning Scheme review process and timing

(1) Findings

- The Shire's current local planning scheme is the Shire of Corrigin Town Planning Scheme No.2. The Shire's website has a link to the Department of Planning's website where a copy is available.
- We were advised that the Local Planning Strategy is currently being reviewed.
- However, there was nothing to indicate that the planning scheme was being reviewed. On the face of matters the 5 yearly review is therefore overdue.
- The Shire's website states that portions of the TPS are superseded by the State's "Deemed Provisions". The TPS cannot therefore be easily understood. The resultant position is likely to be confusing to the public and the Shire's stakeholders.
- In our view, the Shire should give priority to the required review of TPS 2.

(2) Compliance assessment

- Unsatisfactory.

(3) Recommendations

- Priority should be given to a review of TPS 2.

5.4 Delegation Manual review process and timing

(1) Findings

- We sighted the current Register of Delegations. It was available on the Town's website and had been adopted by the Council on 16 June 2024.
- We were advised that the review due in the current financial year is scheduled for later in 2025.

(2) Compliance assessment

- Satisfactory*.*

(3) Recommendations

- None.

5.5 Records management systems, policies and organisational response

(1) Findings

- The Shire's current Recordkeeping Plan was last reviewed and adopted by the Council in 2023.
- That Plan was approved by the State Records Office on 29 August 2023. The next review is due to be submitted to the State Records Office in 2028.
- It was reported to us that no problems were being encountered with the use of the approved record keeping system by staff or elected members.

(2) Compliance assessment

- Satisfactory

(3) Recommendations

- None.

5.6 Tenders, disposition of property and major land transactions

(1) Findings

- We were advised that, in the last 2 years, there had been no major land transactions or major trading undertakings.
- We sought and were provided with examples of requests for tender from the last 12 months.
- We were provided with electronic files for those matters which included:
  - the request;
  - the advertisement (where relevant);
  - the tenders or quotes;
  - the evaluation; and
  - the award.

- The files were provided to us without delay and the documents were adequate.
- In relation to land dispositions in the nature of leases, we were advised that there were a small number only of cases where the Shire entered into "community" or other non-commercial leases and that, in those cases, the Shire engaged a law firm to assist with preparation of a suitable lease.
- The Shire also has a number of subdivided lots for sale in the town site. There is a delegation in place to the CEO to facilitate sales at or within a percentage range of the valuations. The Shire has engaged a real estate agent and a practice has been developed to deal with a prospective sale and compliance with Local Government Act requirements.

- Whilst the current practice appears satisfactory, the practice has not been documented. The development of a suitable written procedure could be readily put in place and the CEO was amenable to doing so.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- A written procedure to deal with a proposed sale by the Shire of a townsite subdivided lots would be beneficial and should be developed.

5.7 Integrated Strategic Planning Framework review process and timing

(1) Findings

- The Strategic Community Plan was adopted by the Council in 2023.

- The Corporate Business Plan and the Long Term Financial Plan were adopted by the Council most recently in 2024.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- None.

5.8 Human Resource Management

(1) Findings

- We were advised that the Council had adopted the Standards for CEO Recruitment, Performance and Termination as required by section 5.39B of the Act. They are available on the Shire's website.

- We were advised that annual performance reviews of all staff were being undertaken annually (in May of each year) as required by section 5.38B of the Act.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- None.

5.9 Appointment and management of external audit functions

(1) Findings

- We were advised that external auditors had been appointed and their report was considered by the Audit Committee and the Council at their meetings in December 2023.
- The auditors met with the Audit Committee. This is appropriate given that the Council has delegated the statutory requirement to meet with the auditor to the Committee.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- None.

5.10 Transparency and efficacy in responding to external audit findings

(1) Findings

- We were advised that all queries from the auditor had been responded to in a timely manner and to the auditor's satisfaction. We saw no evidence to indicate that this was not the case.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- None.

5.11 General awareness of legislative change

(1) Findings

- The importance of legislative compliance was evident from discussions with the CEO and staff and also from the Council's adopted Policy No. 3.6 "Legislative Compliance".
- In relation to legislative change, we were advised that the CEO assumed responsibility for monitoring legislative changes relevant to the functions and business of the Shire. The CEO advised of the sources used to identify proposed changes. The CEO also advised that legislative change was monitored regularly and steps were taken to consider and to implement any required changes to procedures, policies and operations.
- However, we saw no documented procedure or system that acknowledged that responsibility and which sets out how changes are to be implemented.

(2) Compliance assessment

- Satisfactory.

(3) Recommendations

- Consideration should be given to formalising and documenting organisational accountability for the awareness of legislative change.

John M. Woodhouse and Andrew Hammond
Principal Consultants
Hammond Woodhouse Advisory

27 March 2025

TABLE OF CONSOLIDATED RECOMMENDATIONS

REVIEW TOPIC	RECOMMENDATION
REVIEW OF RISK MANAGEMENT	
Risk Management	• We were satisfied that reviews of risk and business continuity policies and procedures are scheduled and no recommendations in that regard are needed. • Risk reporting, in Council agenda items, should be introduced and should be done in accordance with the criteria and methodology in the Risk Management Framework. • The Risk Management Framework should be made available on the Shire's website.
Fraud	• Measures should be instigated to implement the recommendations of the WA Auditor General's General Report No.5.
Project and contract management	• A procedure should be developed and made available in relation to contract and project management which sets out organisational accountability and internal reporting requirements.
Audit committee	• None.
REVIEW OF INTERNAL CONTROLS	
Procurement	• A CEO procedure or "directive" should be developed, approved and implemented which sets out the requirements to be met as regards conflict of interest declarations by staff who have responsibility for evaluating tenders and quotes.
ICT	• Refer to the Regulation 5 Report.
Reconciliation	• Refer to the Regulation 5 Report.
Policies and procedures generally	• A review of each of the council policies would be appropriate. Clearly this would take time and require resources.

	• A suggested first step would be the development, and adoption, of a framework policy that explains and elaborates on the role to be played by council policies, on the one hand, and procedures or directives developed by the CEO, on the other hand.
REVIEW OF LEGISLATIVE COMPLIANCE	
Annual return	• None.
Local laws	• None.
LPS	• Priority should be given to a review of TPS 2.
Delegation	• None.
Records	• None.
Tenders etc.	• A written procedure to deal with a proposed sale by the Shire of a townsite subdivided lots would be beneficial and should be developed.
Strategic Planning	• None.
HRM	• None.
External audit	• None.
Audit response	• None.
Legislative change	• Consideration should be given to formalising and documenting organisational accountability for the awareness of legislative change.

DELEGATION REGISTER

20254

Adopted by Council 17~~8~~ June 2025~~4~~, Council Resolution ~~51/2024~~

Table of Contents

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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1.2 Council to CEO

1.2.1 Powers of Entry

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. ~~1.~~ Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. ~~1.~~2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects *[s.3.31(2)]* 3~~2~~. Authority to give notice of entry [s.3.32]. 4~~3~~. Authority to seek and execute an entry under warrant [s.3.33]. 5~~4~~. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6~~5~~. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation. ~~a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.~~
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

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

1. Local Government Act 1995 Delegations

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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1.2.2 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995:* s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing *Local Government (Miscellaneous Provisions) Act 1960* s.449 Pounds, establishing; poundkeepers and rangers, appointing
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to authorise persons for the purposes of *Part 3, Division 3, Subdivision 2 – Certain provisions about land* - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land *[s.3.24]* 2. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding *[s.3.39(1)]*. 3. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 *[s.9.24(1)(c) and (2)(b)]*. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck *[s.3.40A(1)]*. 5. Authority to appoint fit and proper persons as poundkeepers or rangers *[Misc.Prov.s.449]*.
Council Conditions on this Delegation:	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**NIL**
CEO Conditions on this Sub-Delegation:	NIL

1. Local Government Act 1995 Delegations

Conditions on the original delegation also apply to the sub-delegations.	

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

Version Control:

1	Delegation Register adopted by Council 17 June 2025
2	

1. Local Government Act 1995 Delegations

~~1.2.2~~1.2.3 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.3 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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1. Local Government Act 1995 Delegations

~~1.2.3~~1.2.4 Confiscated or Uncollected Goods

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns

1. Local Government Act 1995 Delegations

	Local Government Act 1995: Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under; s.3.47 as if they were property referred to in that section.
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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1. Local Government Act 1995 Delegations

~~1.2.4~~1.2.5 Disposal of Sick or Injured Animals

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
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1. Local Government Act 1995 Delegations

~~1.2.5~~1.2.6 Close Thoroughfares to Vehicles

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

1. Local Government Act 1995 Delegations

Sub-Delegate/s: *Appointed by CEO*	**Manager Works and Services***

CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	This delegation is restricted to the closing or partial closing of thoroughfares for the purpose of repairs and maintenance of that thoroughfare.

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Land Administration Act 1987*
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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1. Local Government Act 1995 Delegations

~~1.2.6~~1.2.7 Expressions of Interest for Goods and Services

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

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy - Policy 2.3 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. Local Government Act 1995 Delegations

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~~1.2.7~~1.2.8 Tenders for Goods and Services – Call Tenders

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

Sub-Delegate/s: *Appointed by CEO*	**NIL**
CEO Conditions on this Sub-Delegation:	NIL

1. Local Government Act 1995 Delegations

Conditions on the original delegation also apply to the sub-delegations.	

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy - Policy 2.3 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.8~~1.2.9 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11 (2)(j) Exercising contract extension options r.18 (2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the $250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value **beyond ~~5~~10%**

1. Local Government Act 1995 Delegations

	or to a maximum of $~~50~~100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract *[F&G r.20(1) and (3)]* must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply. d. A decision to vary a tendered contract after entry into the contract *[F&G r.21A(a)]* must comply with the adopted Purchasing Policy 2.1 and must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) **and** that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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

1. Local Government Act 1995 Delegations

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy - Policy 2.3 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.9~~1.2.10 Tenders for Goods and Services - Exempt Procurement

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

1. Local Government Act 1995 Delegations

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

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

Compliance Links:	*Delegates are designated employees under s.5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.10~~1.2.11 Panels of Pre-Qualified Suppliers for Goods and Services

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

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy - Policy 2.3 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.11~~1.2.12 Application of Regional Price Preference Policy

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

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy - Policy 2.3 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
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1. **Local Government Act 1995 Delegations**

~~1.2.12~~1.2.13 Renewal or Extension of Contracts during a State of Emergency

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

1. Local Government Act 1995 Delegations

	f. The CEO cannot sub-delegate this authority.

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

Version Control:

1	Delegation Register adopted by Council 21 June 2022
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1. **Local Government Act 1995 Delegations**

~~1.2.13~~1.2.14 Procurement of Goods or Services required to address a State of Emergency

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

1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.1 Purchasing Policy *These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the Emergency Management Act 2005) is in force and applies to all or part of the Local Government District.*
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	
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1. Local Government Act 1995 Delegations

~~1.2.14~~1.2.15 Disposing of Property

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.3.58(2) & (3) Disposing of Property *Local Government (Functions and General) Regulations 1996:* R.30 Dispositions of property excluded from Act s.3.58
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to dispose of property to: (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: (a) disposal of land to an adjoining owner, where the market value is less than $5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] (b) disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. (c) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does~~se~~ not give the lessee the exclusive use of the land. [F&G.~~.~~r.30(20(e)] (d) disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. (e) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) (f) disposal of property, other than land / buildings, where the market value is determined as less than $20,000. [F&G r.30(3)(a)] (g) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to

1. Local Government Act 1995 Delegations

	purchase other property AND the total value of the other property is not more, or worth more, than $75,000. [F&G.r.30(3)(b)]
Council Conditions on this Delegation:	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to, I. a maximum value of $20,000 or less for property, plant, furniture and equipment. II. the reserve price as set by Council for vacant land including variance outlined in (c). c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: o Reserve price has been set by independent valuation. o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: o Negotiate the sale of the property up to a -10% variance on the valuation; and o Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a NIL market value, then the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

1. Local Government Act 1995 Delegations

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government Act 1995* s.3.58 Disposal of Property *Local Government (Functions and General) Regulations 1996* r.30 Dispositions of property excluded from Act s. 3.58 *Land Administration Act 1987* – where Ministerial approval is required before Crown Land may be disposed of. Council Policy Disposal of Property
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Minor Amendment 23 October 2023
3	Amended by Council 17 June 2025

1. Local Government Act 1995 Delegations

~~1.2.15~~1.2.16 Payments from the Municipal or Trust Funds

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government (Financial Management) Regulations1996*: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Senior Finance Officer*** **Deputy CEO***
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Deputy CEO. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

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

Version Control:

1	Delegations register adopted by Council 18 June 2019

1. Local Government Act 1995 Delegations

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

~~1.2.16~~1.2.17 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Waive a debt which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Corrigin [s.6.12(1)(c)]
Council Conditions on this Delegation:	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived where: i. It is up to $2,000 and considered solely on its merits. ii It is for the waiving of fees up to an amount of $500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.5. c. A concession may only be granted where: i. It is up to $2,000 and considered solely on its merits. ii To an amount of $500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.6. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Corrigin. i. Limited to individual debts valued below $1,000 if it is more than 12 months old or less than $200 if it is between 90 days and 12 months old, or cumulative debts of a debtor valued below $1,000 over a 12 month period. Write off of debts greater than these values must be referred for Council decision.
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

1. Local Government Act 1995 Delegations

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns Collection of Rates Debts – refer Delegations: Delegation 1.2.17 Agreement as to Payment of Rates and Service Charges Delegation 1.2.18 Recovery of Rates or Service Charges Delegation 1.2.19 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.2.20 Recovery of Rates Debts – Actions to Take Possession of the Land Shire of Corrigin Register of Policies: - Policy 2.13 Debt Collection - Policy 2.5 Charitable Organisations
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
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1. Local Government Act 1995 Delegations

~~1.2.17~~1.2.18 Power to Invest and Manage Investments

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996*: r.19 Investments, control procedures for
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.10. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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

1. Local Government Act 1995 Delegations

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Shire of Corrigin Register of Policies: - Policy 2.10 Investment of Funds
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.18~~1.2.19 Rate Record Amendment

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

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

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

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.19~~1.2.20 Agreement as to Payment of Rates and Service Charges

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

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.11 Rates Procedure for Unpaid Rates
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.20~~1.2.21 Recovery of Rates or Service Charges

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO; s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.56 Rates or service charges recoverable in court; s.6.64(3) Actions to be taken
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Decisions under this delegation must comply with Council Policy 2.11 Rates – Procedure for Unpaid Rates, 2.12 Financial Hardship Policy & 2.13 Debt Collection
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns Shire of Corrigin Register of Policies: - Policy 2.11 Rates Procedure for Unpaid Rates - Policy 2.12 Financial Hardship Policy - Policy 2.13 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

1. **Local Government Act 1995 Delegations**

~~1.2.21~~1.2.22 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.60 Local Government may require lessee to pay rent
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Corrigin [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Decisions under this delegation must comply with Council Policy 2.11 Rates – Procedure for Unpaid Rates, 2.12 Financial Hardship Policy & 2.13 Debt Collection
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government Act 1995* – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Shire of Corrigin Register of Policies: - Policy 2.11 Rates Procedure for Unpaid Rates - Policy 2.12 Financial Hardship Policy - Policy 2.13 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

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

~~1.2.22~~1.2.23 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.64(1) & (3) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Corrigin [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 2.11 Rates – Procedure for Unpaid Rates, 2.12 Financial Hardship Policy & 2.13 Debt Collection ~~a.~~b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. ~~b.~~c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the *Local Government Act 1995.*
Express Power to Sub-Delegate:	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

1. Local Government Act 1995 Delegations

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

Compliance Links:	*Delegates are designated employees under s5.74 of the *Local Government Act 1995* and are required to provide Primary and Annual Returns *Local Government Act 1995* – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. *Local Government (Financial Management) Regulations 1996* – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Shire of Corrigin Register of Policies: - Policy 2.11 Rates Procedure for Unpaid Rates - Policy 2.12 Financial Hardship Policy - Policy 2.13 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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1. Local Government Act 1995 Delegations

~~1.2.23~~1.2.24 Rate Record – Objections

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

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

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

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1. **Local Government Act 1995 Delegations**

1.3 CEO to Employees

1.3.1 Financial Management Systems and Procedures

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

1. Local Government Act 1995 Delegations

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

Version Control:

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1. **Local Government Act 1995 Delegations**

1.3.2 Electoral Enrolment Eligibility Claims and Electoral Roll

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

1. Local Government Act 1995 Delegations

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

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

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1. Local Government Act 1995 Delegations

1.3.3 Destruction of Electoral Papers

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

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

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1. Local Government Act 1995 Delegations

1.3.4 Information to be Available to the Public

Delegator: *Power / Duty assigned in legislation to:*	Chief Executive Officer
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	*Local Government (Administration) Regulations 1996*: ~~r.29(2) &(3) Information to be available for public inspection (Acts s.5.94)~~ r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	**Deputy Chief Executive Officer***
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. ~~1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].~~ ~~2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].~~ ~~3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].~~ ~~4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].~~ ~~5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].~~

1. Local Government Act 1995 Delegations

CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

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

Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	Amended by Council 17 June 2025
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2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	NIL

2. Building Act 2011 Delegations

Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT* *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record Keeping:	Signed Building Permits to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
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2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

2. Building Act 2011 Delegations

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
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2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

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

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

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

2. Building Act 2011 Delegations

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

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. NOTE: An *authorised person* for the purposes of sections 96(3) and 99(3) is not an *approved officer* or *authorised officer* for the purposes of Building Reg. 70.
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

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2. Building Act 2011 Delegations

2.1.5 Designate Employees of Contracted Service Provider as Authorised Persons (Inspectors)

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012*: r.4A Authorised persons
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire of Corrigin as an authorised person [r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with. 2. Authority to revoke designation as an authorised person [r.4A(4)].
Council Conditions on this Delegation:	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: *Appointed by CEO*	**NIL**
CEO Conditions on this Sub-Delegation: *Conditions on the delegation also apply to sub-delegation.*	NIL

Compliance Links:	*Building Regulations 2012:* r.4B Identity cards
Record Keeping:	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 17 June 2015
2	

2. Building Act 2011 Delegations

~~2.1.5~~2.1.6 Building Orders

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Act 2011*: s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

2. Building Act 2011 Delegations

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

Compliance Links:	*Building Act 2011:* Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Section 146 Confidentiality Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Signed Building Orders to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
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2. Building Act 2011 Delegations

~~2.1.6~~2.1.7 Inspection and Copies of Building Records

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

~~2.1.7~~2.1.8 Referrals and Issuing Certificates

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

~~2.1.8~~2.1.9 Private Pool Barrier – Alternative and Performance Solutions

Delegator: *Power / Duty assigned in legislation to:*	Permit Authority (Local Government)
Express Power to Delegate: *Power that enables a delegation to be made*	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	*Building Regulations 2012*: r.51 Approvals by permit authority
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	a. Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B. ~~NIL~~
Express Power to Sub-Delegate:	*Building Act 2011*: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019

2. Building Act 2011 Delegations

2	Amended – Delegations Register adopted by Council 21 June 2022
3	Amended by Council 17 June 2025

2. Building Act 2011 Delegations

~~2.1.9~~2.1.10 Smoke Alarms – Alternative Solutions

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

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

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

Version Control:

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

2. Building Act 2011 Delegations

~~2.1.10~~2.1.11 Appointment of approved officers and authorised officers

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

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

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

Version Control:

1	Delegations register adopted by Council 21 June 2022
2	
3	

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 9.2 Bushfire Control
Record Keeping:	Notices of variations to be entered into the Shire of Corrigin Central Records system.

Version Control:

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

3. Bush Fires Act 1954 Delegations

3.1.3 Prohibited Burning Times – Control Activities

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

3. Bush Fires Act 1954 Delegations

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 9.2 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered in to the Shire of Corrigin Central Records System.

Version Control:

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

3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

3. Bush Fires Act 1954 Delegations

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 9.2 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

Version Control:

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

3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Bush Fires Act 1954:* s.48 Delegation by local government
Express Power or Duty Delegated:	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3) 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer*.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

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

3. Bush Fires Act 1954 Delegations

Express Power to Sub-Delegate:	*NIL – Sub-delegation is prohibited by s.48(3)*

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

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

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

Version Control:

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

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

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

Sub-Delegate/s: *Appointed by CEO*	**Deputy CEO** **Customer Service Officers** **Administration Officers** **Finance Officers** **Shire Rangers (This delegation can only be enacted by a Shire Employee not a contractor.)**

4. Cat Act 2011 Delegations

CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	This delegation is limited to Function 1 to 4 of this delegation.

Compliance Links:	Cat Regulations 2012 r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the *Cat Act 2011*.
Record Keeping:	Registration Notices, Notices and File Notes to be entered into the Shire of Corrigin Central Records System.

Version Control:

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

4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

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

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

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

Version Control:

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

4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.4 Recovery of Costs – Destruction of Cats

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

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

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

Version Control:

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

4. Cat Act 2011 Delegations

4.1.5 Applications to Keep Additional Cats

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.6 Reduce or Waiver Registration Fee

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

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

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

Version Control:

1	Delegations Register adopted by Council 21 June 2022
2	
3	

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint ~~Authorised Persons~~Registration Officer

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976:* s.3 Terms Used (*Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act*) ~~*Dog Act 1976:*~~ ~~s.11(1) Staff and Services~~
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3]. ~~1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].~~
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. ~~a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.~~
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**NIL**
CEO Conditions on this Sub-Delegation:	NIL

5. Dog Act 1974 Delegations

Conditions on the original delegation also apply to the sub-delegations.	

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

Version Control:

1	Delegations register adopted by Council 21 June 2022
2	Amended by Council 17 June 2025
3	

5. Dog Act 1974 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

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

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

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

Version Control:

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

5. Dog Act 1974 Delegations

5.1.3 Refuse or Cancel Registration

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

5. Dog Act 1974 Delegations

Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

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

Version Control:

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

5. Dog Act 1974 Delegations

5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	*Dog Act 1976*: s.26(3) Limitation as to numbers
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the *Dog Act 1976* and the *Shire of Corrigin Dogs Local Law 2021*, including: • Consider and be satisfied that for any particular premises the provisions of the *Dog Act 1976* relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog. d. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: *Appointed by CEO*	**Deputy CEO**
CEO Conditions on this Sub-Delegation:	NIL

5. Dog Act 1974 Delegations

Conditions on the delegation also apply to sub-delegation.	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal *Shire of Corrigin Dogs Local Law 2021*
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegation endorsed by Council 19 November 2024
2	

6. Food Act 2008 Delegations

5.1.5 Recovery of Moneys Due Under this Act

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

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

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

Version Control:

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

6. Food Act 2008 Delegations

5.1.6 Dispose of or Sell Dogs Liable to be Destroyed

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

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

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

Version Control:

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

6. Food Act 2008 Delegations

5.1.7 Declare Dangerous Dog

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

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

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

Version Control:

1	Delegations Register adopted by Council 21 June 2022
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6. Food Act 2008 Delegations

5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
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6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

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

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

6. Food Act 2008 Delegations

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement - Policy 2.13 Debt Collection
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
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6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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8. Public Health Act 2016 Delegations

7 Public Health Act 2016 Delegations

7.1 Council to CEO

7.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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8. Public Health Act 2016 Delegations

7.1.2 Enforcement Agency Reports to the Chief Health Officer

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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8. Public Health Act 2016 Delegations

7.1.3 Designate Authorised Officers

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

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

8. Public Health Act 2016 Delegations

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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8. Public Health Act 2016 Delegations

7.1.4 ~~Determine Compensation for~~Dealing with Seized Items

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3~~1~~. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of $500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
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8. Public Health Act 2016 Delegations

7.1.5 Commence Proceedings

Delegator: *Power / Duty assigned in legislation to:*	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: *Power that enables a delegation to be made*	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	*Public Health Act 2016* s.280 Commencing Proceedings
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Authority to commence proceedings for an offence under the *Public Health Act 2016* [s.280]
Council Conditions on this Delegation:	**NIL**
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	*Public Health Act 2016* s.20 Conditions on performance of functions by enforcement agencies. *Shire of Corrigin Health Local Law 2016*
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
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8 Planning and Development Act 2005 Delegations

8.1 Council to CEO

8.1.1 Illegal Development

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Planning and Development Act 2005:* Section 214(2), (3) and (5)
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Amended. Delegations register adopted by Council 21 June 2022
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8.1.2 Certain Town Planning Functions Relating to Local Planning Scheme No.2

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s. 5.44 CEO may delegate powers and duties to other employees s. 5.45 Other matters relevant to delegations under this division s. 5.46 Register of, and records relevant to, delegations to CEO and employees
Express Power or Duty Delegated:	*Planning and Development Act 2005:* *Planning and Development (Local Planning Schemes) Regulations 2015 -Schedule 2 (Deemed Provisions) Clauses 82, 83 & 84* *Shire of Corrigin Local Planning Scheme No.2*
Delegate:	**Chief Executive Officer**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82, 83 and 84 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows: 1.0 Advertising Applications for Development Approval Public advertising of Applications for Development Approval in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers. 2.0 Consideration and Final Determination of Applications for Development Approval 2.1 Approve Applications for Development Approval with a use permissibility classification of ‘P’, ‘D’ and ‘A’ in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2 in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* and impose conditions as required where: a) The proposed development is compliant with all relevant standards and requirements, including minor variations thereto where no substantial impacts will occur; and b) No valid planning objections have been received (if advertised) 2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding

	development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. 2.3 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* 2.4 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* 2.5 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2). 2.6 With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination: a) Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified. 3.0 <u>Use Not Listed</u> To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Shire of Corrigin Local Planning Scheme No.2 is consistent, may be consistent

	or is not consistent with the objectives of the zone and publicly advertise an Application for Development Approval in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* where the use may be consistent with the objectives of the subject land's relevant zoning classification. 4.0 Advertising Extensions for Local Planning Scheme Amendments To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.). 5.0 Directions Regarding Unauthorised Development To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to: a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement. These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. 6.0 Responsible Authority Reports to the Development Assessment Panel To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the *Planning and Development (Development Assessment Panels) Regulations 2011* in relation to applications for development approval under Shire of Corrigin Local Planning Scheme No.2. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting. 7.0 Subdivision Applications

	7.1 Determine and provide formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and subdivision applications (including amalgamations) that are fully compliant with the Shire of Corrigin Local Planning Scheme No.2, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land as applicable. 7.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent. Important Notes: a) The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case. b) Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote: *The above determination has been made by the local government's Chief Executive Officer under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision you may request that the matter be reviewed by the State Administrative Tribunal.* c) All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Amended. Delegations register adopted by Council 20 June 2023
2	Amended. Delegations register adopted by Council 18 June 2024
3	

9 Statutory Authorisations and Delegations to Local Government from State Government Entities

9.1 Environmental Protection Act 1986

9.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 47. 19-Mar-2004
Page: 919 Pdf - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

9.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;

(b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);

(c) community activities--noise control notices in respect of community noise under regulation 16;

(d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;

(e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;

(f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;

(g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

(i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

9.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
Previous Close Next

No. 71. 16-May-2014
Page: 1548 Pdf - 2Mb

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995;* and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984,* Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

9.2 Planning and Development Act 2005

9.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA,** Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

(i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);

(ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);

(iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);

(iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act);

(v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);

(vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;

(vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bassendean
City of Bayswater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brookton
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnamah
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Coorow
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuballing
Shire of Cue
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby/West Kimberley
Shire of Donnybrook-Balingup
Shire of Dowerin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton
Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Gosnells
Shire of Halls Creek
Shire of Harvey
Shire of Irwin
Shire of Jerramungup
City of Joondalup
Shire of Kalamunda
City of Kalgoorlie-Boulder
Shire of Katanning
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Meekatharra
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenew
Shire of Moora
Shire of Morawa
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjarraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan
Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd .... day of ....June........ 2016

9.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021 GOVERNMENT GAZETTE, WA 449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;

C. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

(a) propose the creation of a vacant lot;

(b) propose vacant air stratas in multi-tiered strata scheme developments;

(c) propose the creation or postponement of a leasehold scheme;

(d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);

(e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—

i. a type of development; and/or

ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

(a) section 21 of the *Strata Titles Act 1985*;

(b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

PL402

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENTS

Notice of amendment to the Instrument of Delegation 2020/01 Powers of Local Governments gazetted on 29 January 2021 (and as amended).

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under s16 of the Act (delegation)

On 31 August 2022, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. TO AMEND the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021 (and as amended), as set out in Schedule 1 below.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021, and as amended.

2. Amendments to clause 1 of Schedule 1

Add the following immediately after 1(e)—

(f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.

9.3 Main Roads Act 1930

9.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website here

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Dated:

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS	)
WAS AFFIXED BY	)
COMMISSIONER OF MAIN ROADS	)
FOR THE TIME BEING IN THE PRESENCE OF:	

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

......*(Insert name of Local Government)*............. agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of	)
[Insert name of Local Government]	)
Was hereunto affixed pursuant to a resolution of the Council in the presence of:	)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

9.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website here

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises ……………………………………………… ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

____
Signature of Witness

____
Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

.... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)

....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

____
Chief Executive Officer

____
Witness

9.4 Road Traffic (Vehicles) Act 2012

9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

(a) the *Local Government Act 1995*;

(b) regulations made under the *Local Government Act 1995*;

(c) a local law;

(d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or

(e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

(a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and

(b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

Shire of Corrigin

Disability Access and Inclusion Plan

2025 – 2030

Shire of Corrigin Disability Access and Inclusion Plan

2025 – 2030

Alternate Formats

This Disability Access and Inclusion Plan is available in alternative formats upon request and includes:

- In electronic format;
- Email;
- Hard copy;
- Both large and standard print;
- In audio; and
- On the Shire's website www.corrigin.wa.gov.au

Please contact the Shire reception on (08) 9063 2203 to request.

Thank You

The Shire would like to acknowledge and thank all the individuals, community groups, and organisations who have provided input and feedback. Your help has been instrumental in the development of this and previous versions of the Disability Access and Inclusion Plan.

Contents

What is Disability, Access, and Inclusion?

Disability

A disability is any continuing condition that restricts everyday activities. The *Disability Services Act 1993* defines 'disability' as meaning:

- Attributed to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- Permanent, or likely to be permanent;
- May or may not be of an episodic nature; and/or
- Results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continued support services.

With the assistance of appropriate aids and services, the restrictions experienced by many people with a disability may be overcome.

Access

Access in the context of this plan refers to an individual's physical ability to get to, into, and around facilities and services. Access is created by removing any structural barriers and including ways to enable equitable access.

Accessibility means that people are not excluded from using something on the basis of experiencing a disability.

Inclusion

Inclusion in this context refers to an individual's ability to participate as fully as possible in Shire offered programs and services in an integrated and holistic manner that does not ostracise, embarrass, or humiliate an individual.

Discrimination

Discrimination is defined as treating people with disability less favourably than people without a disability would be treated under the same circumstances.

Introduction

Disability Access and Inclusion Plan's (DAIP) aim to assist public authorities in Western Australia to plan and implement improvements to access and inclusion across seven outcome areas addressing:

- Events and Services
- Buildings and Facilities
- Information
- Service Quality
- Complaints
- Consultation
- Employment

It is a requirement of the WA *Disability Services Act 1993* that every local government develops and implements a DAIP to ensure that people with disability have equal access to the local government's facilities and services.

This plan ensures that all community members including people with disability, elderly, parents with prams and people from cultural and linguistically diverse backgrounds have access to the Shire's services and facilities.

Other legislation underpinning access and inclusion includes the Western Australia *Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992* (DDA), both of which make discrimination on the basis of a person's disability unlawful.

Background

The Shire of Corrigin

Located in Western Australia's central wheatbelt region, 235km south-east of Perth, Corrigin is predominantly a farming community with cereal cropping and sheep its main industries.

Corrigin's pro-active approach in improving all facets of country living mean this picturesque town is a great alternative to the city and offers all the necessary services including medical, education, recreation, economic and social facilities.

It is only in the country that you can develop a relationship with the whole community, where everyone knows you and you know them. Over 1,000 proud and friendly locals call Corrigin home.

Functions, Facilities and Services

The Shire of Corrigin is responsible for a wide range of functions, facilities and services including:

- **Services to property:** construction and maintenance of shire-owned buildings, roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

- **Services to the community:** provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of the recreation centre, gymnasium and pool; public library and information services; community resource centre and community events.

- **Regulatory services:** planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog and cat control and the development and maintenance of parking.

- **General administration:** the provision of general information to the public and the lodging of complaints and payment of fees including police licensing, rates and dog and cat licences.

- **Processes of government:** ordinary and special Council and committee meetings; electors' meetings and election of council members; and community consultations.

You can find out more about the Shire's functions and services by visiting the Shire of Corrigin website (www.corrigin.wa.gov.au)

Links to the Strategic Community Plan

The Shire of Corrigin Strategic Community Plan (SCP) reinforces the Shire's commitment to the people who live in, work in, and visit Corrigin. The purpose of the SCP is to provide a clear purpose and strategic direction for the Shire, and to source the funding and support required to address the identified community priorities.

It was developed based on:

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Extensive community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.

The Shire of Corrigin uses the Strategic Community Plan in several ways, including:

- Guiding priority setting and decision making
- Providing a mechanism for the ongoing integration of local planning initiatives
- Informing decision making of other agencies and organisations, including community and State Government
- Providing a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire
- Informing potential investors and developers of our community's key priorities, and the way we intend to grow and develop
- Engaging local businesses, community groups and residents in various ways to contribute to the Shire's future
- Providing a framework for monitoring progress against our vision.

Shire of Corrigin Strategic Community Plan 2021-2031

The Shire of Corrigin community had a strong involvement and voice in the development of the Strategic Community Plan. The following strategic objectives were set as a result of this engagement:

Social

An effectively serviced, inclusive, and resilient community.

Economic

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

Environment

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

Governance and Leadership

Strong governance and leadership.

The Shire has a system to continually review the Strategic Community Plan and its associated integrated planning documents.

The Shire of Corrigin DAIP is a direct action plan. Implementing the DAIP will help the Shire to deliver the strategies outlined in the Strategic Community Plan 2021-2031 and associated integrated planning documents.

You can find out more about the Shire's Strategic Community Plan by visiting the Shire of Corrigin website (www.corrigin.wa.gov.au)

People with Disability in the Shire of Corrigin

It is estimated based on the Australian Bureau of Statistics (ABS) 2021 Census data that there are 44 people living in Corrigin who need assistance with core activities. There is no specific data on the number of people in Corrigin who are living with disability however, the ABS does provide some modelling based on Australia wide statistics. This estimates that over 18% of the population, or 209 in the Shire of Corrigin are people living with disability.

Corrigin is also an ageing population with the median age at the 2021 census being 47 years of age compared to the national median of 38. This requires planning for facilities and services that can assist with the needs of ageing and ensure the aged in the community can stay in their homes and in their community for as long as possible.

Progress since the 2020 - 2025 DAIP adoption

The Shire of Corrigin has been committed to facilitating the inclusion of people with disability through a well planned and financially sensible approach of improvement over a number of years. The Shire first adopted a Disability Service Plan in late 1995 to address the barriers within the community.

The Shire then adopted its first Disability Access and Inclusion Plan in 2007 which continued to build on the progress made since the introduction of the Disability Service Plan in 1995.

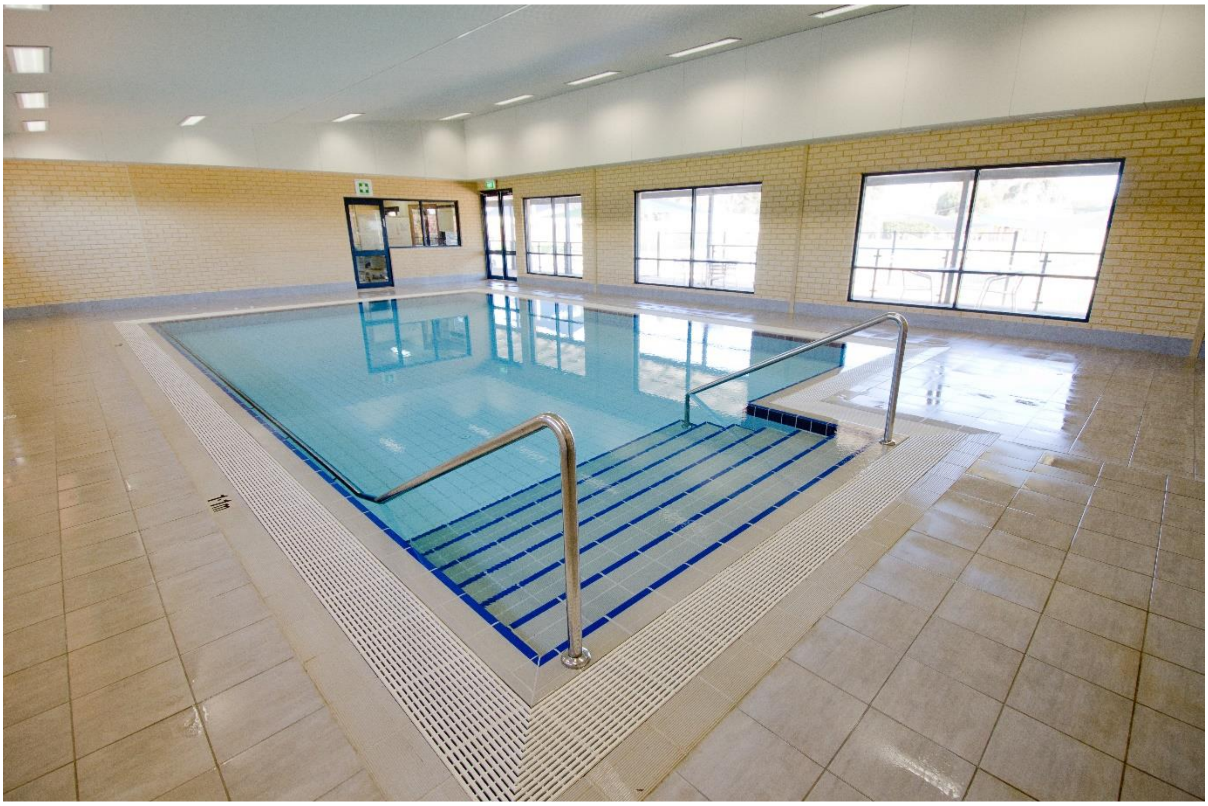
Since the adoption of a planned approach, the Shire has implemented a number of initiatives and made significant progress towards better access and inclusion for all the community. The adoption of an overall strategic planning process has further enhanced the planning process for all services and facilities and greatly improved the way stakeholders are consulted as part of the community planning process.

Some of the achievements since the adoption of the 2020-2025 have included:

- The Shire has continued its continual improvement of existing shire owned community buildings.
    - The medical and wellness centre had major renovations completed during the period, these included upgrades to staff toilets and kitchen area.
    - Town Hall improvements including a new ramp entrance to the building that meets disability access standards but allows for the historical significance of the town hall.
    - A new ablution block at the Corrigin Caravan Park, which includes universal access facilities, and lighting upgrades.

- Easy access ramp to the main pool at the Corrigin Memorial Swimming Pool which allow for attendees to walk in to the pool rather than having to use the steps/stairs.
- Replacement of the ablution block at the Bulyee Hall and free camping area with new facilities this includes ramp access and a universal access toilet.
- Installation of tactile strips that contrast with paving at the swimming pool

- New ablution block at the free camping area at Gorge Rock which is a fully accessible.
- The building of two new aged care units at the Senior Citizens Village, these units meet the livability standards and are a great addition to the village.
- Ongoing upgrades to the dual use pathway network within the Corrigin townsite including signage, markings, and easy access ramps making it easier for wheelchair, gopher and pram access.
- The upgrade of Rotary park including universal access toilets and an extensive pathway network which is accessible and leads to various activities throughout the park.
- New fully equipped gym, which has ramp access to the building and universal access toilet/changeroom.
- Various lighting projects both for safety and to assist those with eyesight difficulties
- Ongoing upgrades to the Shire website including making sure Shire documents are accessible and can be downloaded in various formats.
- Ensuring that Shire events such as the annual end of year party has quiet spaces available for those in the community needing a break.
- Improvement in Human Resource management and recruitment processes to enable attraction and flexible work arrangements for those with disability.



Access and Inclusion Policy Statement

The Shire of Corrigin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Corrigin interprets an accessible and inclusive community as one in which all Shire functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Corrigin:

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- believes that people with disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of this DAIP.

These are:

1. **Events and Services:** People with disability have the same opportunities as other people to access the services of, and any events organized by, the Shire of Corrigin.
2. **Buildings and Facilities:** People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Corrigin.
3. **Information:** People with disability receive information from the Shire of Corrigin in a format that will enable them to access the information as readily as other people are able to access it.
4. **Service Quality:** People with disability receive the same level and quality of service from the staff of the Shire of Corrigin.
5. **Complaints:** People with disability have the same opportunities as other people to make complaints to the Shire of Corrigin.
6. **Consultation:** People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin.
7. **Employment:** People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.

Development of the Disability Access and Inclusion Plan

This plan has been developed by Shire staff and will sit with the Community Resource Centre Coordinator who will have responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community and Stakeholder Engagement

In April 2025, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP), consult with key stakeholders, community members and staff. A draft new DAIP has been developed to further guide improvements to access and inclusion at the Shire.

The process included:

- Examination of the existing Shire of Corrigin DAIP 2020-2025 and annual progress reports to see what has been able to be achieved throughout the five years of the DAIP and what area still need to be addressed;
- Consultation with key staff members; and
- Consultation with the community.

The following community consultation methods have been used to develop this plan:

- In May 2025 the community was informed through the Shire's social media, the Shire's website, notices and direct contact in person or via email that the Shire was revising the existing DAIP to further address barriers to access and inclusion for people with disability and their families. The community were invited to an informal community consultation session on 29 May 2025 at the Community Resource Centre.
- The Shire CEO and projects officer attended the Corrigin Senior Citizens Committee meeting on 28 May 2025 to discuss the development of a new DAIP and sought feedback on how the Shire had gone in the last five years and what suggestions the committee had for the next five years that could improve access and inclusion for their residents and members of the community.
- The Shire had been consulting with the community throughout April/May for the review of the Shire Strategic Plan, this involved some questions contained in the community survey that directly related to services for people with disability and this information has been included as part of the community consultation phase.
- Individuals conversations were had with members of the community to seek their input, including various carers and people with disability within the community.
- Shire staff and Councillors were also consulted as part of the overall consultation process.

Findings from the Community Consultation

The review of the previous DAIP and community consultation found that whilst the Shire has been able to achieve a number of improvements to the services and in particular the upgrade of various community facilities there are still some areas that need attention. It was recognised that some of these areas are very dependent on the Shire having the required funding resources to achieve the improvements but are aware of the need and are making improvements when such funding or resources are available.

The overall comments from the community was that the facilities on offer in town to those with disability are of a high standard and there were no major areas of concern.

Some of the points that came from the community consultation

- The need for further improvement to the dual pathway system throughout the townsite, especially the ramp access on and off the network. This was raised by a number of members of the community as there is increasing use of Gophers in the community and keeping them on the paths and off the road as much as possible to ensure the safety of other vehicles and pathway users was of high importance.
- Education on the facilities available to people with disability in the community. A number of people were unaware of the number of universal access toilet facilities both private and public within the townsite. When upgrades occur a way of re-educating users of the facilities so they can ensure they are being used. A good example of this was the new ramp at the town hall and whilst this is still very new, users need to be encouraged to ensure patrons are aware of the access.
- One area that had not been addressed and requires further investigation and funding is the access to the town oval from the Corrigin Recreation and Events Centre (CREC). This was an area that had not been addressed in the past five years but something Council is aware of and is working towards a viable solution. Whilst there was discussion on this people also raised the safety of the inside ramp at CREC and the accessing of doors to and from the building from accessible outside areas.
- Gopher access and accessible parking areas in the main street was again raised as an issue but is an area with divided opinion. Most felt that whilst accessible access was important the fact that all the bays in the main street were extra wide and no ramping made them all accessible. This was more of an issue on busy days when accessing any parking can sometimes be an issue. The suggestion of some bays being time-limited was a suggestion.
- Disabled access parking at the Post Office was raised as an issue as there is high kerbing along Walton Street. The potential to install ramping or look at options along Jose Street were raised.
- Training of Councillors and staff needs to be a continual process especially when there is changeover.
- Induction processes updated to ensure that the needs of employees with disability are catered for. If no employment agency used in the employment process, a process of including a support person in the liaison between shire staff and the employee. This allows for issues to be raised in a safe and timely manner.
- Community consultation was discussed at all forums and the community felt whilst there is good information available in easy to read and accessible formats not

everyone is aware. The suggestion of distributing Shire newsletters to community organisations and shops around town was popular amongst attendees.

- Whilst not a core responsibility of the Shire, the community raised the need for further housing for the aged so they can remain within the community.
- The need for rails to be installed in the older toilet facilties around town that at this stage are unable to be upgraded to universal access, for example the Town hall, Walton street and O'shea Place toilets.
- The need for Shire advocacy on maintaining and improving access to medical services for example more access to the Doctor, dentist recruitment, assistance with travel to appointments and overall access to services for the aged was raised by a number of community members at the various forums.
- The need for short training courses at the Community Resource Centre, all agreed those offered are always of a high standard but suggested more that assisted the aged in the community with technology and various life skills.

Responsibility for Implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The *Disability Services Act 1993* requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communicating the plan to staff, contractors and people with disability

The community was informed through the local newspaper, the Shire website and social media that copies of the plan were available upon request and in alternative formats if required. A copy of the plan is always available on the Shire website www.corrigin.wa.gov.au

As plans are amended Shire staff, contractors and the community will be informed of the availability of updated plans using the above methods.

Review and Evaluation Mechanisms

The *Disability Services Act 1993* requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Department of Communities. The implementation plan is able to be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

The Shire's DAIP will have a full review and be submitted to the Department of Communities in 2030 for implementation in 2030/31. The report will outline what has been achieved under the Shire's DAIP 2025-2030.

Evaluation

An evaluation will occur as part of the five-yearly review of the DAIP. The community, staff and elected members will be consulted as per the endorsed consultation strategies, as with any Shire evaluation.

Reporting on the DAIP

The *Disability Services Act 1993* requires the Shire to report on the implementation of its DAIP in the Shire annual report outlining:

- progress towards the desired outcomes of the DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP, including forming part of the contract documentation, links to the relevant section of Council's website and inclusion in the annual report as well as development of an overarching policy and procedure for agents and contractors.

The Shire is also required to report on the progress in the prescribed format to the Department of Communities in July each year.

Strategies to Improve Access and Inclusion

The Shire of Corrigin is committed to achieving the following outcomes:

Outcome 1: People with disability have the same opportunities as other people to access the services of and events organised by a public authority.

- Ensure that people with disability are consulted on their needs for services and the current accessibility of current services.
- Monitor Shire services and access to information and where possible make improvements to ensure equitable access and inclusion.
- Further develop links between the DAIP and other shire plans and strategies.
- Ensure that events, whether organised or funded by the shire are accessible to people with disability.

Outcome 2: People with disability have the same opportunities as other people to access public authority buildings and other facilities of a public authority.

- Ensure that all buildings and facilities meet the standards for access and any additional needs.
- Ensure that all new or redevelopment works provide access to people with disability, where practicable.
- Review the parking facilities within the town centre and at shire facilities to ensure they meet the needs of people with disability in terms of quantity and location.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Council will ensure that the community is aware that the Shire information is available in alternative formats, upon request.
- Improve staff and Councillor awareness and knowledge of best practice in providing accessible information, including the use of concise language that includes inclusive language and how to provide that information to the public in alternative formats.
- Ensure that the Shire’s website continues to meet contemporary good practice and ease of use for people with disability.

Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

- Ensure that all elected members, employees and Shire contractors, existing and new are aware of disability and access issues and have the skills to provide appropriate services.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

- Continue to ensure that all grievance mechanisms are accessible for people with disability and are addressed accordingly.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

- Council will ensure that people with disability, their family, support people and disability service providers are actively consulted about the DAIP and other community consultation conducted by the Shire.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.

- Ensure the Shire management are aware and use inclusive recruitment practices.
- That human resource management policies and practices be improved to attract, recruit and retain people with disability.

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2025. It is intended that the Implementation Plan will be updated annually to progress the achievements of all strategies over the duration of the five-year plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of and events organised by the Shire of Corrigin.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	• Develop a feedback mechanism for all future reviews of services and review consultation guidelines in the Shire Community Engagement Policy.	Review annually	Chief Executive Officer (CEO)
Monitor Shire services to ensure equitable access and inclusion.	• Conduct systematic reviews of the accessibility of services. • Rectify identified barriers.	Review annually	Manager of Works & Services and Environmental Health Officer (EHO)
Ensure that events, whether provided of funded, are inclusive and accessible.	• Ensure all events are planned using the Accessible Events Checklist (available from the Department of Communities)	Review annually and after events	Community Resource Centre (CRC) Coordinator.

Outcome 2: People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Corrigin.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that all buildings and facilities meet the Australian standards for access.	• Identify access barriers to buildings and facilities. • Prioritise and make submissions to Council to commence work on rectifying identified barriers (rails to all public toilets)	Ongoing	EHO, Manager Works & Services, Building Officer
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	• Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. • Ensure that no development application is signed off without a declaration that it meets the legal requirements for accessibility.	Ongoing	EHO, Manager Works & Services, Building Officer, Contracted Building Surveyor.
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	• Audit existing Shire disabled parking bays and upgrade as necessary. • Identify and install additional bays if needed.	Ongoing	Manager Works & Services
Encourage local businesses, venues and community organisations the requirements	• Provide readily available information on the legal requirements and needs of people with disability.	Ongoing	EHO, CEO and CRC Coordinator

for, and benefits that can flow from provision of accessible venues.	• Promote the benefits of providing access to people with disability.		
Ensure disabled facilities and services are clearly indicated and accessible.	• Audit existing signage to disabled facilities and services, including toilets and parking and upgrade as necessary. • Ongoing upgrade of dual pathways and ramp access leading to disabled services and facilities.	Ongoing	EHO, Manager Works & Services, Building Officer

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that the community is aware that Shire information is available in alternative formats upon request.	• Ensure that all public documents carry a notation that the document is available in alternative formats. • Publicise the availability of other formats in the local newsletter and other media.	Ongoing	CEO, Deputy CEO (DCEO), Executive Support Officer and CRC Coordinator
Improve staff and elected members of awareness of accessible information needs and how to provide information in other formats.	• Train staff and elected members in providing accessible information to the community.	Ongoing	CEO, DCEO
Ensure that the Shire of Corrigin website meets contemporary good practice.	• Continually update and improve the Shire website to ensure it provides information regarding the availability of information in alternative formats and instructions on how. • Ensure documents on the website are easily converted to other formats once accessed.	Ongoing	CRC Coordinator

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Corrigin as other people receive.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that elected members and Shire employees are aware of access requirements and can provide appropriate services.	• Provide disability awareness training to both staff and elected members. Seek assistance from the Disability Strategy office with appropriate training to meet the needs of the organisation.	Ongoing	CEO, Deputy CEO (DCEO)

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Corrigin.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that grievance mechanisms are accessible for people with disability and are acted upon accordingly	• Review current grievance mechanisms and implement any improvements. • Promote accessible complaints mechanisms to the community, such as the web-based forms and smartphone apps.	Ongoing	CEO, DCEO, Customer Service Officer, CRC Coordinator

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin.			
Strategy	**Task**	**Timeline**	**Responsibility**
Ensure that people with disability are actively consulted about the DAIP and any other community consultation being conducted by the Shire.	• Consult people with disability in a range of different consultation mediums, for example interviews, surveys, community organisation meetings.	Ongoing	CEO, Councillors, CRC Coordinator
Ensure that people with disability are aware of and can access other established consultative processes.	• Continue to ensure all documents that require community consultation are available in alternative formats on request and published on the Shire website.	Ongoing	Executive Support Officer and CRC Coordinator

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.			
Strategy	**Task**	**Timeline**	**Responsibility**
Use inclusive recruitment practices.	• Make sure job advertisements are available in accessible formats. • Include Equal Employment Opportunity statement in the advert. • Make sure the interview is held in an accessible venue.	Ongoing	CEO, DCEO, Human Resource Manager
Improve methods of attracting, recruiting and retaining people with disability.	• Examine current methods of recruitment. • Assess current percentage of employees with disability. • Ensure that the needs of all members of staff with disability whether permanent of short term are catered for, eg return to work program after illness, age, or physical of mental needs change. • Update Human Resource Management processes, for example induction process to include information for carer/support person.	Ongoing	CEO, DCEO, Works & Services Manager, Human Resource Manager

Remove barriers to employ people with disability.	• Include disability friendly considerations in all workplaces. • Where feasible undertake projects to remove identified barriers to employing people with disability.	Ongoing	CEO and DCEO

SHIRE OF CORRIGIN CORPORATE BUSINESS PLAN 2021/2022 - 2024/2025

ANNUAL REPORT FINANCIAL YEAR 2024/25

OUR VISION	Strengthening our community now to grow and prosper into the future.

STATUS: ON TRACK (green) · MONITOR (amber) · HOLD (red) · COMPLETED (blue)

OUR KEY THEMES and OBJECTIVES Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan		OUR STRATEGIC MEASURES (what would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)	OUR INITIATIVES These initiatives are set to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		INITIATIVE LEADER	ACTIONS	STATUS	UPDATE COMMENTS
A. OUR COMMUNITY								
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people.	Young people are engaged and contribute as active citizens.	**1.1.1**	Develop a Youth Action Plan	DCEO	Consultation with youth and community, consultation with service providers and organisations, identify key themes, opportunities and priority areas, produce an achievable and measurable action plan for endorsement by Council	Completed	Action plan was endorsed by Council at the December 23 Council Meeting and released to the public via the website.
		Retention of key services including the childcare centre and district high school.	**1.1.2**	Prioritise strategies and together with local and regional stakeholders work towards implementing them.	CEO		Ongoing	Continue to promote the Edna Stevenson Scholarship Fund.
			1.1.3	Advocate for the retention of the district high school and childcare service.	Council		Ongoing	Continued to offer support to the High School and Daycare to advocate for staff, housing, and funding.
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire.	Retention of health facilities and visiting services	**1.2.1**	Support the medical practitioner to provide a sustainable business model at the Medical Centre to ensure residents have regular access to services	CEO		Completed	Contract entered with Dr Thyragaraj Ramakrishna and First Health in March 2020 for three years. Contract extended for a further three years as of April 2023. Continue to support all medical services to ensure there is an ongoing delivery of medical services to the community.
		Corrigin Medical Centre has a sustainable business model and centre is enhanced.	**1.2.2**	Work with neighbouring local governments, key stake holders to have a collaborative approach to the provision of medical and allied health services to the region	Council		Completed	Advocated for continual improvement of the health services available in the district. Industry was successful in changes to the Local Government (Functions and General) Regulations 1996 in relation to tender exemption for medical services in regional areas. Assisting neighbouring Shires with provision of medical services queries
		Ageing in place can occur. We achieve outcomes in the Aged Friendly Community Plan.	**1.2.3**	Renewal of Shire owned primary and allied health infrastructure in line with the Asset Management Plan and Long Term Financial Plan	Council	Update AMP to reflect current assets and replacement cycles, budget for renewal of infrastructure in line with the LTFP	Completed	Upgrade to Wellness Centre and Medical Centre Roof and minor refurbishments .
		Encourage the development of health, medical and aged care service industry in our Shire.	**1.2.4**	Undertake programs, strategies and initiatives from the Aged Friendly Community Plan	CEO	Ensure that all footpaths and ramps are properly maintained and are suitably located.	Ongoing	Regular maintenance to pathways and accessways. New Dual Access Pathway constructed on McAndrew Ave and Spanney Street
					CEO	Adopt a town planning scheme which allows for blocks suitable for "downsizing"	Completed	Limited demand for smaller lots less than 700m2. Residential lots avaialbe for multiple dwellings. Smaller blocks have been set up ready for units at the seniors village.
					CEO	Approach providers to rectify current gap in availability of home care	Ongoing	Collaborate with Senior Citizen's Committee to establish relationships with Home Care providers
					CEO	Continue with the development options for development of "cluster housing" initiatives to facilitate concentrated home care	Completed	Constructed two new aged housing units in 20/21, Power and water set up for three more units as funding becomes available.
					DCEO	Educate and enforce the use of footpaths/pathways by gopher users	Completed	CRC in collaboration with external stakeholders such as the Police have held Gopher Training days for the community that include road safety, safe operations of gophers and the importance of using the correct pathways.
					DCEO	Establish links with Alzheimers WA to seek their support in creating a dementia friendly program	Ongoing	Discussion with Alzheimers WA and referal to Senior Citizen's Committee.
					DCEO	Educate the elderly on the use of social media and technology	Completed	CRC held several workshops on the use of technology and social media.
			1.2.5	Collaborate with key stakeholders for the provision of sustainable aged care facilities and services	CEO	Attend Senior Citizen Committee meetings.	Ongoing	Assist Senior Citizens committee with future planning of building upgrades.

	OUR KEY THEMES and OBJECTIVES Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan	OUR STRATEGIC MEASURES (what would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)		OUR INITIATIVES These initiatives are set to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier	INITIATIVE LEADER	ACTIONS	STATUS ON TRACK / MONITOR / HOLD / COMPLETED	UPDATE COMMENTS
			1.2.6	Lobby stakeholders to ensure the necessary health and aged care services are accessible in Corrigin	CEO	Met with local members of state and federal parliament as well as service providers regarding aged care services.	Ongoing	
			1.2.7	Promote local employment and business opportunities in the health, medical and aged care service industry	CEO	Engagement with Wheatbelt Business Network, local and regional business, doctor, hospital, and aged care providers	Ongoing	
1.3	Support and help facilitate community events and inclusive initiatives.	Well attended local events and activities	1.3.1	Collaborate with the CRC and local groups to deliver community events and initiatives that are diverse and inclusive to local needs	DCEO	Plan and deliver a range of community activiteis and events with a focus onpriority groups including youth and seniors	Ongoing	School holiday programs, Adult Learners Week (pottery), Rotary Park Opening, Firestorm book launch, Succession Planning Workshop, SOCK Week, Pre Harvest Breakfasts
		CRC jointly plans with the Shire and local groups to deliver diverse and inclusive events.	1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity	CRC Coordinator	Support Arts organisations and initiatives through community grants	Ongoing	Ongoing interaction with Arts Club to promote arts based activities. Supported market days and exhibitions. Commenced planning for murals
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.	Volunteers feel supported by the Shire	1.4.1	Together with the CRC deliver targeted support and guidance to local volunteer organisations for their ongoing longevity, governance and valued contributions	CEO	Promote grants and workshops for sporting clubs and community groups.	Ongoing	Provided assistance to community groups and sporting clubs with funding opportunities and community grants. Community Assistance Program.
		CRC jointly plans with and reflects the needs of local groups.	1.4.2	Continue to lobby the key stakeholders to ensure the necessary support is provided for volunteer services who support Corrigin	CEO	Provide support to clubs and groups with information on funding opportunities.	Ongoing	Participated in meetings and information sessions on aged care providers. Meeting with the Minister of Lands and lobbied state government via WALGA to increase availability of housing availabe in Corrigin.
		Community Grant Scheme well subscribed.	1.4.3	Continue to provide the Community Grant Scheme	Council	Advertise scheme as per policy, compile applications, present to Council and include in the annual budget.	Ongoing	Advertising of the program annually with applications presented to Council at the April Council meeting.
1.5	Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan service delivery and respond to emergency situations (LEMC)	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response	CEO	Improve disaster preparation at evacuation centre	Ongoing	LEMC meetings held auarterly , attend regional meetings and workshops with DFES, Delivered training to bush fire brigade members. Submitted grant for generator at evacuation centre
			1.5.2	Scenario planning and training	CEO	Scenario planning held 6 monthly	Ongoing	LEMC meetings and exercises quarterly. Participation in regional emergency service meetings and information sessions. Bush Fire brigade member training.

B. OUR ECONOMY								
2.1	Support the diverse industry across the Shire.	Achievement of initiatives in our Tourism and Economic Development Strategy.	2.1.1	Identify and prioritise strategies in the Economic and Tourism Development Strategy and incorporate into LTFP and annual budgets	CEO	Attend Roe Toursim meetings	Ongoing	Participating in initiatives to promote Corrigin and the Pathways to Wave Rock. New brochiures and signage. Website updated
		Retain existing and attract new business to the Shire.	2.1.2	Together with the CRC and stakeholders implement priorities in the Economic and Tourism Development Strategy	CEO	Creation and implementation of tourism website and social media	Completed	Updated signage and communication with key tourism operators in the community to identify needs.
		Demonstrated progress with stakeholders to facilitate industrial land identification and expansion.	2.1.3	Determine and respond as required to the current and future demand for industrial land	CEO	Liaise with Dept Planning, Lands and Heritage to release Crown Land lots in industrial land	Completed	Department of Planning, Lands, and Heritage released one industrial lot to open market and other lots unavailable due to native title settlement claim.
			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	Council	Negotiate improved battery life on mobile phone tower in Corrigin	Completed	Lease with Crisp Wireless to install equipment in Corrigin. Lobbying of Telstra to improve services within the shire is ongoing. Battery life upgraded to mobile phone tower Corrigin
			2.1.5	Support local business development initiatives where possible	Council	Advocate for additional housing in Corrigin for key worker accommodation.	Ongoing	Needs analysis and business case developed to support funding application.

OUR KEY THEMES and OBJECTIVES Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan		OUR STRATEGIC MEASURES (what would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)	OUR INITIATIVES These initiatives are set to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier		INITIATIVE LEADER	ACTIONS	STATUS ON TRACK MONITOR HOLD COMPLETED	UPDATE COMMENTS
2.2	Coordinated planning and promotion of the visitor and tourist experience.	Visitors receive timely and accurate information about our attractions and services.	2.2.1	Update and improve visitor information infrastructure as well as online, face to face and print communication channels	Tourism Officer	Upgrade visitor infrastructure and signage infrastructure. Improve digital information to promote Corrigin and Pathways to Wave Rock. Maintain subscriptions to relevant tourism associations	Completed	Come Explore Corrigin integrated into the shire website. Roe Tourims, Corrigin and Bulyee RV Area and Gorge Rock signs installed. Rotary Park Redevelopment. RV Area promoted
		Visitors and tourists extend their stay in Corrigin.	2.2.2	Work towards and achieve RV Friendly accreditation	Tourism Officer	RV accreditation	Completed	
			2.2.3	Active participation and contribution to Roe Tourism to achieve local and regional tourism strategies	Tourism Officer	Attend Roe Tourism meetings and collaborate with neighbouring shires to increase tourism to the region.	Ongoing	Attend Roe Tourism meetings and implementation of strategies through promotional material, signage and active participation.
			2.2.4	Promote and support local events with emphases on events that deliver increased visitation	Tourism Officer	Assist sporting clubs and community groups to promote events.	Ongoing	Support Corrigin Agricultural Society for the annual Corrigin Show and Unveiling of the Mural. Corrigin Speedway. WA Golf Association regional event
2.3	Active engagement, participation and planning in regional groups.	Regional groupings help us achieve improved telecommunications reliability. We work collaboratively to achieve local benefit.	2.3.1	In collaboration with neighbouring local governments attract external funding for significant infrastructure and service priorities that meet resident and business needs.	CEO	Participate in Roe Regional Organisation of Councils (Roe ROC) Key Worker Housing Project	Ongoing	Housing Needs Analysis completed. Key Worker Housing Busines Case completed. Grant writer engaged to write funding application for new housing units in Corrigin and surrounding Roe ROC shires.
2.4	Local businesses and the Shire have access to diverse skills and experience.	Shire housing stock assists in attraction and retention of the local workforce.	2.4.1	Shire workforce to include trainees and apprentices	DCEO	Work with the school to identify suitable candidates and promote opportunities to students.	Completed	Hosted student work placement program and traineeship.
		We advocate for improvements in State Government housing policy.	2.4.2	Flexible employment models offered to Shire workforce to achieve positive community, social, environment and governance outcomes	DCEO	Implement outcomes identified from the Workforce Plan, adopt an application package to attract and retain staff.	Completed	Application package updated. Attraction and retention benefits offered including Health and Wellbeing Allowance, Housing Allowance, study leave, flexible work arrangements.
		Pathways for apprentices and trainees in the Shire business.	2.4.3	Develop a Shire of Corrigin Marketing Action Plan to promote our lifestyle, work opportunities and family focused community	DCEO	Shire of Corrigin website updated to promote lifestyle and work opportunities in Corrigin.	Completed	Website images and information updated
		Retention of the child care service.	2.4.4	Allocate resources and work towards achieving the Marketing Action Plan	CEO	Ensure Marketing Action Plan priorities are integrated into the LTFP and included in the Annual Budget.	Ongoing	annual review and update of website, newsletter, social media and networking activities
			2.4.5	Renewal and maintenance of Shire owned housing	Building Officer	Update 10 year building capital works and maintenance plan to ensure shire owned housing is maintanied and upgraded in a cost effective and timely manner	Ongoing	Regular maintenance by the Building Officer. Upgrades or renewals included in annual budget in line with 10 year plan.
			2.4.6	In collaboration with neighbouring local governments, advocate for improvements to State housing policy	CEO	Attend WALGA Central Country Zone meetings.	Ongoing	Avocacy through Roe ROC and Central Country Zone for social housing and for government employees.

	OUR KEY THEMES and OBJECTIVES Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan	OUR STRATEGIC MEASURES (what would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)		OUR INITIATIVES These initiatives are set to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier	INITIATIVE LEADER	ACTIONS	STATUS ON TRACK MONITOR HOLD COMPLETED	UPDATE COMMENTS
C. OUR ENVIRONMENT								
3.1	Safe, efficient and well maintained road and footpath infrastructure.	The road asset management plan has been reviewed and updated to include network hierarchy and service levels.	3.1.1	Update, review and achievement of the 10yr Road Works Program	Manager of Works and Services	Review 10 year capital works program for roads	Completed	10 year program reviewd annually. Major review 2024/25 to update plan for next 10 years.
		Achievement of the 10yr footpath replacement program aligned to our resource provision.	3.1.2	Update, review and achievement of the Road Asset Management Plan including network hierarchy and service levels	Manager Works and Service s	10 year footpath program updated	Completed	Bike Plan completed 2023/24
		Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)	3.1.3	Achievement towards the Footpath Management Plan	Manager Works and Service s	Construction of Spanney and McAndrew Street footpath	Completed	Completed June 2024.
		Footpaths, verges and trails are well maintained and managed according to their need and use.	3.1.4	Advocacy towards funding and improvements to state and federal owned roads	Council	Participate in meetings and respond to consultation for increased road and footpath funding.	Ongoing	Successful funding application for footpath upgrades.
3.2	Parks, gardens recreational and social spaces are safe and encourage active, engaged and healthy lifestyles.	Sport and recreation facility and surface improvements are planned in a coordinated manner.	3.2.1	Manage and maintain the Council's parks, gardens and open space at appropriate service levels and standards.	CEO	Ongoing regular maintenance and improvements to footall, cricket and hockey ovals.	Completed	Upgrade of football, crickete and hockey playing surface. Rotary Park Redevelopment completed. Preliminary consultation on Skate Park as existing facility is at end of useful life.
		Parks, nature reserves and community spaces are provided to ensure they are green, tidy, accessible and activated.	3.2.2	Redevelop Rotary Park and Hill street open space	CEO	Tree planting in Hill Street Reserve	Completed	Rotary Park upgrade is complete. Trees planed in Hill Street open space .
			3.2.3	Work with local sport and recreation clubs to plan sport and recreation facility upgrades in a cohesive and coordinated manner	Leading Hand Parks and Gardens	Improve parking areas at Corrigin Recreation and Events Centre (CREC). Address bird problem at CREC	Completed	Upgrades and maintenance to sporting fields and car park areas. Bird netting installed at CREC to deter swallows from nesting.
			3.2.4	Upgrade lighting at the Corrigin oval and hockey field	CEO	Upgrade of football and hockey lights. Train relevant sports club representatives on the usage of the system.	Jan-22	Lighting upgraded and new Hockey lights installed prior to the 2022 season.
			3.2.5	Forward plan with key stakeholders for the enhancement of the CBD	CEO	Investigate options to provide incentives to business owners to improve buildings in main street.	Ongoing	Council discussion of incentives for main street improvements
			3.2.6	Implement plans for the enhancement of the CBD as well as the townscape aesthetics	Leading Hand Parks and Gardens	Maintan main street parks and gardens	Ongoing	Main Street planting maintained.
3.3	We prepare and maintain our assets for the current and future community	Shire assets and facilities support the delivery of services and meet community need.	3.3.1	Shire Asset Management Plan reviewed, updated, integrated and implemented	DCEO	Review and update plan for endorsement by Council along with LTFP and Annual Budget	Completed	Completed as part of the annual budget process
			3.3.3	Review, update and work towards achievement of Disability, Access and Inclusion Plan (DAIP)	CEO	Major review of DAIP conducted 2025	Completed	Community consultation conducted as part of review in 2025.
3.4	Maintain a high standard of environmental health and waste services	Compliance with environmental health and waste legislation	3.4.1	Maintain an effective and efficient transfer station that allows for expansion and rehabilitation.	Environmental Health Officer	Annual reports are completed.	Completed	Department of Water and Environmet Regulation (DWER) annual reprot completed. Asbestos to Bendering Landfill site due to requirment for clearing permit to expand Corrigin Transfer Station
		Community education and engagement in waste avoidance, reduction and reuse.	3.4.2	Provide an effective and efficient recycling service as well as green waste disposal	Environmental Health Officer	Avon Waste contracted to manage recycling. Measuring and monitoring waste to Bendering Landfill.	Ongoing	Containers for Change Scheme servcice commenced 2020. Information provided to the community educating on recycling. Updated guidelines for the green waste disposal site to reduce fire risk.
			3.4.3	In collaboration with neighbouring local governments maintain the Bendering waste disposal site that allows for expansion and rehabilitation.	CEO	Engage consultant to update Bendering Landfill Management Plan June 2024	Completed	Bendering Waste Landfill Management Plan endorsed by Roe ROC member Councils in July 22 and 2024
			3.4.4	Deliver statutory requirements in Environmental Health.	Environmental Health Officer	Complete annual compliance reporting	Completed	Annual reports submitted to DWER for waste and water reuse scheme
3.5	Conservation of our natural environment	Management of nature reserves and invasive species.	3.5.1	Provide adequate infrastructure which allows the enjoyment of Council's natural resources, including reserves, but does not cause harm to the area.	CEO	Water reuse scheme, clearing road verges	Ongoing	
			3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stakeholders to address local concerns and issues facing the industry now and into the future.	CEO	Support local farmers in raising awareness of impact of ban on live export.	Ongoing	Liaison with Corrigin Farm Improvement Group and members of parliament. Supported local government submission to live sheep export ban.
			3.5.3	Work in collaboration with groups and organisations to deliver project and programs that promote and protect the districts natural resources as well as agricultural industry.	CEO	Lobby for changes road verge clearing permit requirements to reduce compliance cost and simplify prcess.	Completed	Submitted discussion paper to WALGA Central Country Zone, met with Director General DWER and hosted workshop on clearing permits
3.6	Demonstrate sustainable practices of water management	We implement Waterwise practices to minimise mains and groundwater consumption	3.6.1	Develop a vision for the sustainable practices of water management across the Shire	CEO	Upgrade water infrastructure to use ground water and reduce reliance on potable water.	Completed	Erection of new tanks, upgrades to underground water infrastructure and installation of water sustainability infrastructure was completed in 20/21 under the Drought Relief Funding program.
			3.6.3	Continue to implement and monitor Water wise practices across Shire owned facilities and services	CEO	Maintain and upgrade reuse water and underground water infrastructure.	Ongoing	Reuse and ground water used on gardens at Rotary Park and oval.

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D. GOVERNANCE AND LEADERSHIP									
4.1	Succession planning for key leadership roles (Council and workforce)	We are an employer of choice, attracting and retaining people with the right attitude and skills in a diverse and productive workplace Our community spirit is a quality of our leadership and workforce.	**4.1.1**	Review, update and work towards the achievement of the Workforce Plan	CEO	Review and implement outcomes identified in the Workforce Plan.		Completed	Review of processes and employee satisfaction. EBA negotiations and renewal of agreement completed in September 22.
4.2	Communication to the workforce and community is consistent	We listen and we do what we say we are going to do.	**4.2.1**	Shire communication is aligned to policy and best practice engagement standards	CEO/DCEO	Update Customer Service Charter .Weekly staff meetings held		Ongoing	Regular staff meetings, Health and Wellbeing Allowance, additional COVID Leave and Employee Assistance Program to ensure staff are well supported
		Maintain a high standard of customer service.	**4.2.2**	Review and implementation of Council's Customer Service Charter	DCEO	Annual review of Charter for endorsement by Council in line with strategic and corporate business plans.		Completed	Review of the Customer Service Charter October 2024.
			4.2.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (policy/information on services etc.) to ensure a good standard of Customer Service.	DCEO	Knowledgeable Customer Service Officer employed and ongoing training provided		Completed	
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	We develop and maintain partnerships with government and non-government organisations to achieve positive outcomes for the Corrigin community and wider region	**4.3.1**	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes	CEO	Attend Roe Regional Organisation of Councils (Roe ROC) WALGA Centra Country Zone meetings		Ongoing	Collaborative projects include Bendering Landfill Site, Key Worker Housing Project, Regional Planning Strategy, Wheatbelt South Aged Housing Alliance
		Communication is clear, consistent and across multiple channels.	**4.3.2**	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes	Council	Attend Roe Regional Organisation of Councils (Roe ROC), WALGA Centra Country Zone meetings, Regional Road Group meetings		Ongoing	
4.4	Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community	Performance against targets - Strategic Community Plan and Corporate Business Plan goals.	**4.4.1**	Councillor training is provided and completed.	CEO	Councillors complete mandatory training modules within 12 months of joining Council		Ongoing	Current Councillors have all completed the mandatory training.
		Elected members are trained and supported to make well informed decisions.	**4.4.2**	Quarterly reports to Council, staff and the community on achievement of SCP and CBP outcomes (internal and external)	DCEO	Reports provided to Discussion Forum		Ongoing	
		Sound financial and asset management	**4.4.3**	Regular reviews of Council's Long Term Financial Plan (LTFP) to ensure the long term financial stability of the Shire.	CEO	Review LTFP for endorsement with annual budget		Completed	Review of LTFP presented to Council 2023 and 2024.
			4.4.4	Provide Council adequate and appropriate financial information on a timely basis.	DCEO	Monthly Financial reports at Ordinary Meeting of Council along with updates on financial position.		Ongoing	Monthly Financial Reports are presented to the Council monthly at the Ordinary Meeting of Council.
4.5	Implement systems and processes that meet legislative and audit obligations	Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.	**4.5.1**	Continual improvement in governance and operational policies, processes and implementation.	CEO	Maintain and update Annual Compliance Calendar, Compliance Audit Return		Ongoing	

Temporary and Moveable Accommodation Policy

Purpose
This policy provides guidance to support applications seeking an approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

Scope
This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with the Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries.
If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Practice
This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered in the Commercial and Town Centre zones.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receival of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

....End...

Referencing Documents

- *Local Government Act 1995*
- *Caravan and Camping Ground Act 1995*
- *Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*
- *Health (Miscellaneous Provisions) Act 1911*
- *Building Code of Australia / National Construction Code*
- *Shire of Corrigin Local Planning Scheme*

Temporary Accommodation Guidelines

Contents

1. Introduction

On 1 September 2024 the Department of Local Government, Sport and Cultural Industries introduced reforms for the *Caravan Parks and Camping Grounds Regulations 1997*. The reforms aim to create a streamlined application process for individuals seeking temporary accommodation approvals.

The reforms provided local governments with the opportunity to-

- Approve camping applications on private property or property other than a caravan park for up to 24 months
- Extend existing approvals
- Revoke approvals if there is a failure to comply with conditions

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed as part of the Temporary and Moveable Accommodation Policy, to ensure a consistent and transparent process when issuing approvals for temporary accommodation. It is important to read through and understand the Guidelines and policy prior to submitting your application.

2. Objectives

To provide information and outline the requirements for applicants to seek an approval for temporary accommodation.

3. Who do the Guidelines apply to?

The Guidelines apply to anyone wishing to utilise land they own or have the right to occupy for a period greater than 5 consecutive days. The Shire will receive applications from the following areas:

- Residential
- Rural Residential
- Rural Townsite
- Rural

The Shire will not consider any applications for camping in the Commercial or Town Centre and will only consider applications in the Industrial Zone in very limited circumstances.

4. How do I Apply?

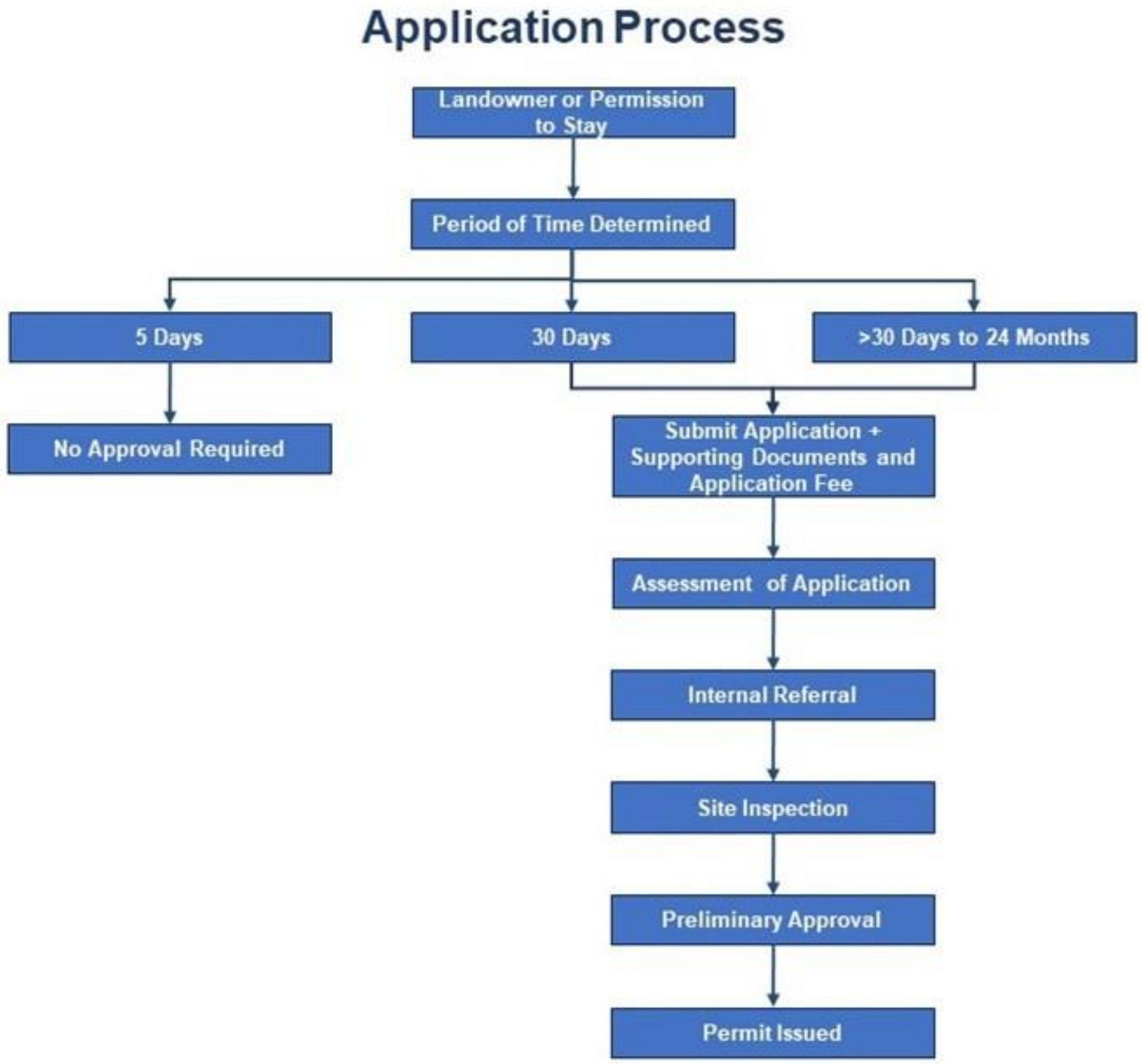
To apply for a permit for temporary accommodation, you will need to apply using the Temporary and Moveable Accommodation form and meet the following Guidelines.

Prior to making the application you will need to ensure

1. You are the owner of the land or have permission to camp on the land
2. Length of stay
3. The proposed camp is suitable and safe to reside in
4. You can meet the requirements of the Guidelines and Policy
5. Your proposed camp is suitable for the proposed timeframe

4.1. Application Process

The following decision tree outlines the application process, expected timeframes and requirements based on your proposed length of stay. Further details are stepped out below and provided within the guidelines.



Please take the following steps when preparing and submitting your application-

1. Read through the Policy and Guidelines and ensure you can meet the requirements
2. Choose an appropriate site, based on the parameters within the Guidelines
3. Prepare site plans. Site plans can be hand drawn but need to be neat and legible
4. Prepare supporting documentation, please use the checklist with the application form to ensure all necessary items are provided
5. Submit the application with supporting documentation
6. The Shire will generate an invoice for the application, and email this to you with an acknowledgement receipt
7. Shire officers will assess the application once payment has been received. The application will be referred internally for comment, neighbour referrals will be completed and we may request a preliminary onsite inspection
8. Missing information - A request for further information will be sent, this will place the application on hold until the information is provided
9. Application complete – Preliminary approval will be issued with conditions
10. Permit issued; it is the responsibility of the applicant to ensure the permit conditions are complied with

5. Are there any fees payable?

The application and permit fee is set by Council annually.

If the proposed lot is located within a kerbside waste collection area, the Shire will require the permit holder to access this bin service. Note this will be issued through rates and charged to the property owner. If you are not the property owner, please advise the owner prior to this request.

6. Permit Duration

An application can be made for up to 24 consecutive months subject to the proposed temporary accommodation (see Table 1) with the option to renew for a further 24 months. Any reapplication will require the completion of a new form, fee and be accompanied by a structural report confirming the integrity of the temporary accommodation.

Table 1: Temporary Accommodation Type and Permitted Length of Stay

Temporary Accommodation Type	Permitted Length of Stay
Tent, swag, roof top or similar	Maximum 30 consecutive days in any 12-month period subject to provision of amenities
Camper trailer and non-self-contained van	Up to 24 months subject to the provision of services and amenities OR when accompanied with a dwelling
Self-contained caravan, Recreational Vehicle (RV), Bus or Tiny Home on Wheels	Up to 24 months

6.1. Conditions of Permit

The Shire will place conditions on the permit. The conditions will be based on the Policy, Guidelines, the *Caravan Park and Camping Ground Regulations 1997* and any other applicable legislation.

6.2. Cancellation of Permit

If you cease to use the permit, the local government must be notified in writing by the permit holder. Any fees paid in respect to the cancelled application or permit will be forfeited.

6.3. Change of Ownership

The permit for Temporary Accommodation is non-transferable to another person or property. Notification of cancelation of the existing permit is to be submitted and a new application received.

Any fees paid in respect to the existing permit will be considered forfeited. All relevant fees will apply to the new application.

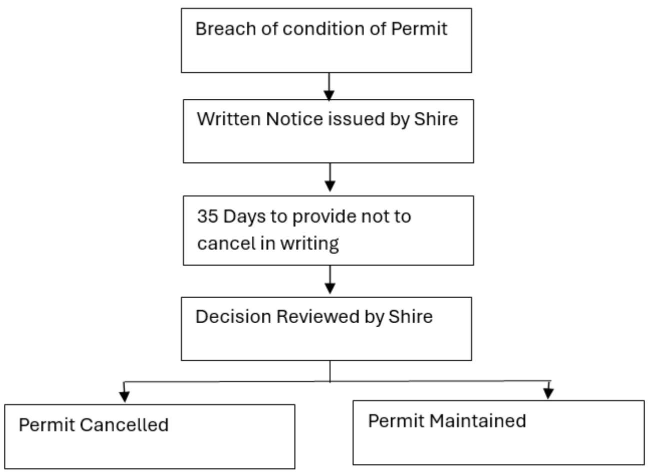
7. Compliance and Enforcement

Temporary and Moveable Accommodation is governed by the *Caravan Parks and Camping Grounds Regulations 1997*. Penalties for failure to comply are set within the legislation and will be enforced by authorised officers.

7.1. Revoking of Approval

As per the *Caravan Parks and Camping Grounds Regulations 1997, r11A (5)* the local government can revoke a permit if a condition of the approval has been breached. Written notice will be given to the permit holder notifying the intention of the Shire to revoke the approval within 35 days after the notice is given unless the holder shows cause as to why the approval should not be revoked. The Shire will consider any written response as to why the permit should not be cancelled during this time period. A response and final decision will be provided in writing.

Breach of conditions of Permit



8. Guidelines

The following sections outline the parameters to be considered and complied with when seeking approval for temporary accommodation.

Amenity

Any external fixtures, utilities and facilities such as aerials, satellite dishes, clothes lines or other external fixates are to be situated so they are not visually obtrusive and where possible located out of view from the primary street or any public area.

Temporary accommodation is to be maintained, as not to cause a nuisance or become injurious or dangerous to the health of the occupants and the neighbouring properties.

8.1. Keeping of Animals

Dogs and animals are permitted with the temporary accommodation but must be kept in accordance with:

- Shire of Corrigin Local Planning Scheme
- Shire of Corrigin Health Local Law
- Dog Act 1976 and the Shire of Corrigin Dogs Local Law 2021
- Cat Act 2011

8.2. Renting out Temporary Accommodation

The approval to reside in temporary accommodation is provided to the applicant, whose name/s will appear on the permit only. If you wish to rent out the temporary accommodation, the individual who wishes to reside will need to make an application.

8.3. Number of People and Camps

The permit to camp is issued to the individual/s wishing to reside in a temporary accommodation camp therefore any additional camps aren't permitted under the permit. The number of people to be considered will be based on the availability and number of amenities to support the camp.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, only one temporary accommodation will be approved per lot, if you are intending to have friends or family stay in another caravan, you will need to seek approval from the Shire for up to 3 months and from the Minister for Local Government, Sport and Cultural Industries for greater than 3 months.

8.4. Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to approved water, wastewater disposal and rubbish disposal at all times. A habitable state means in a good state of repair with no major maintenance concerns that would render it unsafe to reside within.

Any handrails and balustrades are to be in place for stairs. All stairs are to be slip resistance.

Safety glazing installed where necessary for impact resistance. Electrical and plumbing certifications are to be provided where relevant.

All construction and materials are to meet the requirements of the Australian Standards. Structural certifications and engineer tie downs may be required, depending on choice and duration of temporary accommodation.

The mobility of the temporary accommodation is to be maintained to ensure it can be moved under its own power or be towed within 24 hours of any services being disconnected. All road registered temporary accommodation is to be maintained to a road worthy state and all vehicle registrations are to be maintained.

8.5. Kitchen Facilities

Cooking facilities must be provided for use with the temporary accommodation.
Ensure your camp has the following-

- Dishwashing sink with hot and cold water
- All wastewater connected to an approved disposal method
- Approved cooking apparatus
- All cooking areas adequately ventilated
- Note - gas and plumbing must comply with relevant Australian Standards and maintained in a sound condition

If your camp has cooking facilities outside the temporary accommodation, the applicant must comply with any prohibited burning period or total fire ban. An alternate cooking method is to be described and utilised during these time periods and outlined within the Bushfire Action Plan.

8.6. Toilets and Showers

All temporary accommodation arrangements are to have access to an adequate number of toilets and showers for the number of people proposed to reside.
If the proposal is for a vacant lot, the following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or Recreational Vehicle (RV)
- An ablution block built either within an existing shed or separate – subject to Planning and Building approval
- Temporary ablution subject to length of stay and, if self-contained, a pump out contract signed and submitted for the duration of the permit period. Please note the production of receipts will be requested as part of the permit condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation on a lot with an inhabited dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional loading placed on them if the temporary accommodation intends to utilise them. The following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- Access to existing toilets and showers subject to the quantity of bedrooms and available ablutions

8.7. Laundry Facilities

There are two options available for laundry facilities-

- The provision of a laundry is not a condition of the permit, but consideration must be given to how the storage of clothing and bedding is to be maintained and managed. A person shall not wash or permit the keeping of any soiled clothing or bedding within an area where food is being kept, prepared or served;

OR

- A laundry facility is to be provided but not situated within a room in which food is stored, prepared, served or consumed. All wastewater from the laundry is to be connected to an approved wastewater receptacle.

8.8. Waste Management

All rubbish and recycling are to be managed as to not create a nuisance, odorous or become a breeding area or attractant to vermin.

If a kerbside general rubbish or recycling service is available, the applicant must apply and utilise this service and pay the fees as per the endorsed Fees and Charges. Be mindful the fees will be issued via the Shire rates to the landowner not the applicant.

If a kerbside service isn't available, the applicant will need to provide a suitable receptacle for depositing rubbish and recyclables and maintain the receptacle in a sound condition. All rubbish will need to be deposited at the Shire of Corrigin refuse site on a weekly basis and recyclables on a fortnightly basis.

8.9. Wastewater Management

No wastewater from temporary accommodation shall be discharged onto the ground surface. All wastewater is to be disposed of in an approved receptacle as per below-

- Approved connection to reticulated sewerage
- Connection to an approved onsite wastewater system

8.10. Water Supply

If scheme water connection is available, the temporary accommodation must be connected or have access to this supply. Otherwise, a storage supply of up to 100,000 litres is to be provided subject to length of stay, please see below for a guide-

Table 2: Temporary Accommodation Length of Stay and Potable Water Supply

Temporary Accommodation Type	Permitted Length of Stay
Maximum 30 consecutive days in any 12-month period	Access to a scheme water supply tap outlet or containerised water supply
Up to 24 Months	Access to a scheme water supply tap outlet or 100,000L potable water storage tank[1]

[1]The installation of rainwater tanks may be subject to Planning and Building approval.

All drinking water connection pipework must be suitable for potable water supply.

8.11. Emergency Management and Safety

To ensure the safety of occupants, the following will need to be considered and form part of the permit to reside in temporary accommodation.

The lot is to be adequately identified at the temporary accommodation access road to ensure emergency services can easily find the property. For rural and rural residential areas, this can be via a road side identifier number, to be applied for through the Shire. For residential areas in town this can be via a visible number.

Fire safety is critical to ensure the temporary accommodation doesn't endanger the occupants or surrounding areas. All temporary accommodation is to have the following-

- Accessible and in-service fire extinguisher and fire blanket
- Smoke alarm either hard wired or batter operated
- Compliant fire breaks and asset protection zones – website link here
- Bushfire Action Plan
- Subscribed to the Emergency WA website

No outside cooking or naked flames are permitted during the prohibited burning period as set out in the Fire Hazard Reduction Notice website link here

All temporary accommodation is to be situated outside of flood prone areas and protected from stormwater runoff.

All temporary accommodation is to have an emergency kit to assist in an emergency the following links outline what can be contained within an emergency kit-

- Bushfire Prepare - DFES
- Flood Prepare - DFES

All temporary accommodation is to have access to a suitable first aid kit.

All temporary accommodation is to be adequately screened to prevent insects particularly mosquitoes from entering the accommodation.

8.12. Access Roads

Access roads to the temporary accommodation must be constructed and maintained for a 2-wheel drive vehicle. This is to ensure emergency services can easily access the temporary accommodation.

8.13. Communication

Ensuring adequate communication can be maintained in an emergency the following would suffice:

- Mobile phone with adequate reception
- Satellite phone

On the application form a primary contact must be nominated and is responsible for all communications in relation to the permit.

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15 APPLICANT DETAILS

Official Name of Organisation:	Corrigin P+C (Corrigin Triathlon committee)
Street Address:	53 Lynch street, Corrigin WA 6375
Postal Address:	
Email:	

Is the organisation GST registered? **Yes** ☐ **No** ☐

Is the organisation incorporated? **Yes** ☒ **No** ☐

Number of Paid Staff:	0
Number of Volunteers:	24
Contact Person:	Emma + Andrew Poultney
Position Title:	Organisers
Phone Number(s):	0428152880 + 0429029032
Email:	cranelle1429@gmail.com

15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? **Yes** ☐ **No** ☒

If No, please provide details of previous application/funding:

We have previously applied for funding to bring a traffic management team down from perth.

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15.1 INCORPORATED SPONSOR DETAILS (IF APPLICBLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges? **Yes** ☐ **No** ☐

If Yes, please provide details:

15.2 PROJECT DETAILS

Project Name:	Corrigin Triathlon
Project Start Date:	march 26
Finish Date:	march 26
Funds Requested from Council:	$6892 without multi message frame or $8426 w:
Project Details:	Alternatively the Shire buy the signs and hire them to us. Then we will just need $1800 for 2 traffic controllers

17 APPENDIX BUDGET B : BUDGET - GRANT

PROJECT TITLE: Corrigin Triathlon 2026

INCOME:

Contributor	Description	Amount
Entry fees		$1600
Grant		$ 6892 - signs 1500 - traffic control
	TOTAL INCOME:	$ $9992

Project Expenditure

Description	Amount (Ex GST)	GST	Amount (Inc GST)
Signs	$6892		$6892
Traffic controllers x 2 (5hrs)	$150 an hour x 5 x 2 = $1500		$1500
medals	$ 60		$60
Printing (CRC)	$80		$80
Traffic management plan	donated.		$0
Timing mats	donated		$0
TOTAL INCOME:			$ 8532.

corsign

Signage | Traffic | Mining | Safety | Installation

Quotation

P (08) 9248 9262 W www.corsign.com.au
E sales@corsign.com.au | accounts@corsign.com.au
A 8 Accomplish Way, Gnangara WA 6077

Quote #: **00095902**

Bill To: Shire of Corrigin
P.O Box 221
CORRIGIN WA 6375

Delivery Address: Shire of Corrigin
Shire Depot
Lot 514 Walton St
CORRIGIN WA 6375
Acc: 52354

PO Number: Jo

Ship Via: Stirling Freight

Terms: Net 30th after EOM

Date: 30/05/2025

Qty	Code	Description	Price	Total	
2	MMS-TER-1	Drive Safely 1200x300 W/Blu CL400WZ corflute	$18.00	$36.00	GST
7	MMS-ADV-42	Side Road Closed 600x600 B/Y CL400WZ corflute	$18.00	$126.00	GST
5	MMS-REG-4(L)	No Left Turn 600x600 R/B/W CL400WZ corflute	$18.00	$90.00	GST
2	MMS-REG-4(R)	No Right Turn 600x600 R/B/W CL400WZ corflute	$18.00	$36.00	GST
31	MMS-EVE-1	Symbolic Cyclist 600x600 B/Org CL1100 corflute	$22.00	$682.00	GST
18	MMS-EVE-7	Symb Runner 600x600 B/Org CL1100 corflute	$22.00	$396.00	GST
32	MMS-EVE-9	End Event 1200x600 B/Y CL400WZ corflute	$32.00	$1,024.00	GST
1	MMS-DIV-9	Detour ^ 1200x300 B/Y CL400WZ corflute	$18.00	$18.00	GST
6	MMS-ADV-32	Road Closed 1200x600 B/Y CL400WZ corflute	$32.00	$192.00	GST
1	MMS-DIV-4(L)	Detour Left 1200x300 B/Y CL400WZ corflute	$18.00	$18.00	GST
2	MMS-ADV-33	Road Closed Ahead 1200x600 B/Y CL400WZ corflute	$32.00	$64.00	GST
13	MMS-EVE-4	***MOD SIZE*** Event In Progress 600x600 B/Y CL400 corflute	$20.00	$260.00	GST
2	MMS-EVE-10	Event Ahead 1200x600 B/Y CL400WZ corflute	$32.00	$64.00	GST
1	T5-1AL	Detour Left 1200x300 B/Y CL400 WZ Refl Boxed Edge	$54.00	$54.00	GST
2	T5-1AR	Detour Right 1200x300 B/Y CL400WZ Refl Boxed Edge	$54.00	$108.00	GST

PLEASE NOTE:
Unit prices quoted do not include freight or delivery costs.
Lead times will vary for any signage requiring manufacture.
Quoted pricing is based on total order acceptance and may be subject to alteration should quantities be changed.

Sub-Total:
GST:
Total:
Applied:

Balance:

ARTWORK:
This quotation allows for ONE colour proof and ONE amendment only. Any additional changes requested will be charged at our standard hourly rate of $80.00 plus GST

corsign

Signage | Traffic | Mining | Safety | Installation

Quotation

P (08) 9248 9262 W www.corsign.com.au
E sales@corsign.com.au | accounts@corsign.com.au
A 8 Accomplish Way, Gnangara WA 6077

Quote #: **00095902**

Bill To: Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Delivery Address: Shire of Corrigin
Shire Depot
Lot 514 Walton St
CORRIGIN WA 6375
Acc: 52354

PO Number: Jo

Ship Via: Stirling Freight

Terms: Net 30th after EOM

Date: 30/05/2025

Qty	Code	Description	Price	Total	
4	T5-6	Arrow 600x600 B/Y CL400WZ Refl Boxed Edge	$52.00	$208.00	GST
59	MMSFRAME-1200x900	Multi Message Frame 1200x900	$26.00	$1,534.00	GST
66	BIPOD-18	Pair of Bipod Legs 18mm	$26.00	$1,716.00	GST
7	BB2500B	Barrier Board 2500x200mm Black with Yellow Class 400 Reflective	$40.00	$280.00	GST
7	BB-LEG	Pair of Barrier Board Legs (Ylw)	$25.00	$175.00	GST

PLEASE NOTE:
Unit prices quoted do not include freight or delivery costs.
Lead times will vary for any signage requiring manufacture.
Quoted pricing is based on total order acceptance and may be subject to alteration should quantities be changed.

Sub-Total:	$9,197.00
GST:	$919.70
Total:	$10,116.70
Applied:	$0.00
Balance:	**$10,116.70**

ARTWORK:
This quotation allows for ONE colour proof and ONE amendment only. Any additional changes requested will be charged at our standard hourly rate of $80.00 plus GST

mainroads Approved Signage Manufacturer

AVERY DENNISON Certified Converter

WALGA

WA Owned & Operated

corsign
Signage | Traffic | Mining | Safety | Installation

Quotation

P (08) 9248 9262 W www.corsign.com.au
E sales@corsign.com.au | accounts@corsign.com.au
A 8 Accomplish Way, Gnangara WA 6077

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Acc: 52354

PO Number: Jo

Ship Via: Stirling Freight

Terms: Net 30th after EOM

Date: 30/05/2025

Qty	Code	Description	Price	Total	
8	MMS-ADV-31	Road Closed 600x600 B/Y CL400WZ corflute	$18.00	$144.00	GST
2	MMS-ADV-3	60km Speed Limit Ahead 600x600 B/W CL400WZ corflute	$18.00	$36.00	GST
2	MMS-ADV-10	Do Not Overtake 1200x300 B/W CL400WZ corflute	$18.00	$36.00	GST
2	MMS-ADV-9	Detour Ahead 600x600 B/Y CL400WZ corflute	$18.00	$36.00	GST
19	MMS-ADV-11	Drive Slowly 1200x300 W/Blu CL400WZ corflute	$18.00	$342.00	GST
2	MMS-REG-1	60 Speed Limit 600x600 R/B/W CL400WZ corflute	$18.00	$36.00	GST
2	MMS-ADV-28	Reduce Speed 1200x300 W/R CL400WZ corflute	$18.00	$36.00	GST
4	MMS-EVE-2	End Event 600x600 B/Y CL400WZ corflute	$18.00	$72.00	GST
2	MMS-TER-3	End Detour 600x600 B/Y CL400WZ corflute	$18.00	$36.00	GST
34	MMS-TER-6	Thank You 1200x300 W/Blu CL400WZ corflute	$18.00	$612.00	GST
2	MMS-DIV-7	Local Traffic Only 600X600 B/Y CL400WZ corflute	$18.00	$36.00	GST
32	MMS-EVE-4	Event In Progress 1200x300 B/Y CL400 corflute	$18.00	$576.00	GST
2	MMS-ADV-43	Side Road Closed 1200x600 B/Y CL400WZ corflute	$32.00	$64.00	GST
1	MMS-ADV-56	Detour Ahead 1200x300 B/Y CL400WZ corflute	$18.00	$18.00	GST
2	MMS-REG-2	End 60 Speed Limit 600x600 B/W CL400WZ corflute	$18.00	$36.00	GST

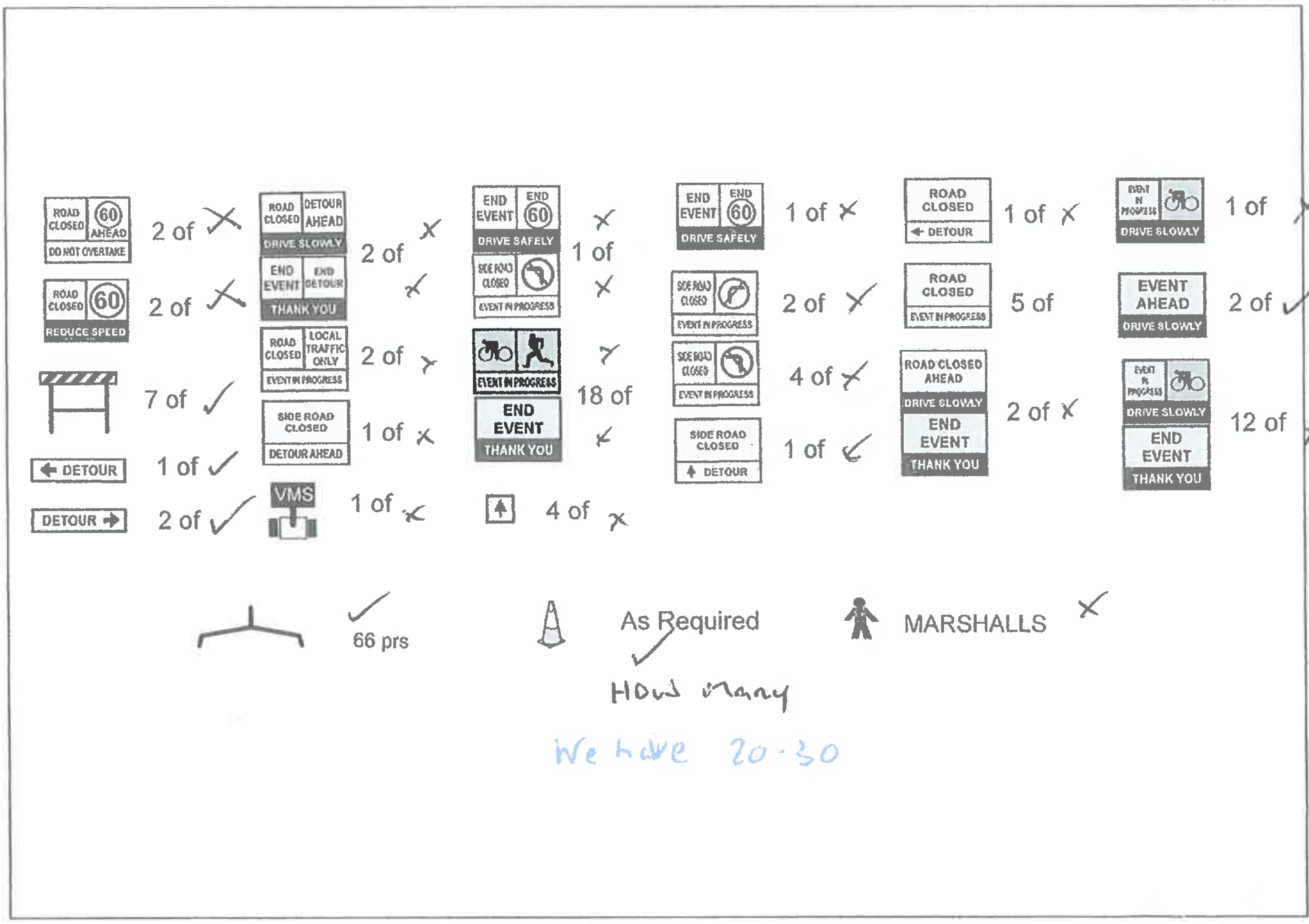
PLEASE NOTE:
Unit prices quoted do not include freight or delivery costs.
Lead times will vary for any signage requiring manufacture.
Quoted pricing is based on total order acceptance and may be subject to alteration should quantities be changed.

ARTWORK:
This quotation allows for ONE colour proof and ONE amendment only. Any additional changes requested will be charged at our standard hourly rate of $80.00 plus GST

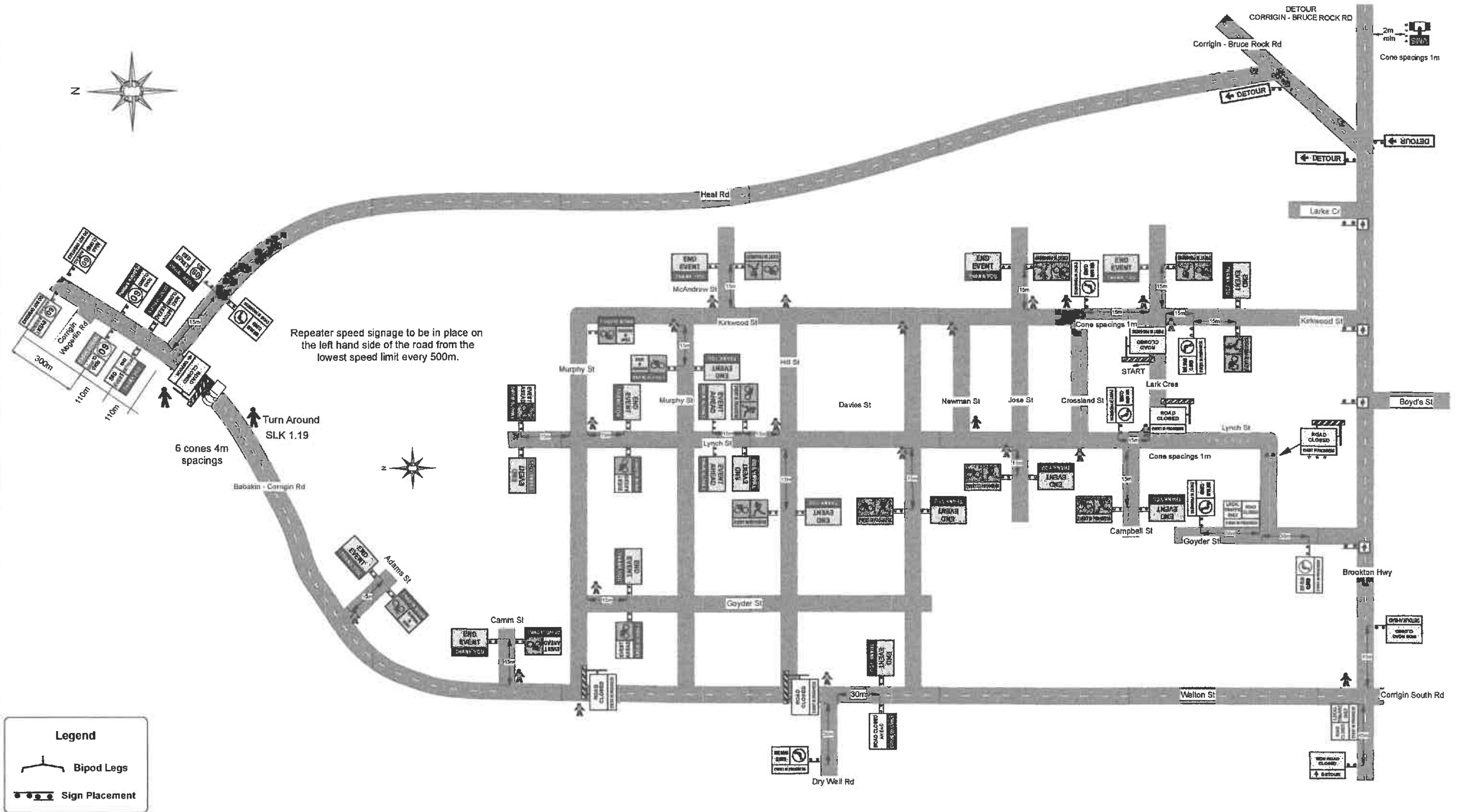
Sub-Total:
GST:
Total:
Applied:

Balance:

www.invarion.com



TGS 266-01 Corrigin Triathlon Club.
Approach Speed 50km/h to 110km/h.



WA TRAFFIC PLANNING	Date: 27/01/24. Author: M C Franzinelli : KTS-AWTM-21-126-05, EXP. 21/05/2024. Project: Corrigin Triathlon Client: Corrigin Triathlon Club. Client Contact: Andrew Poultney Contact No. 0429 629 032
	TGS 266-01 Shows the Advanced signage layout in place for competitors to negotiate the Corrigin Triathlon to create a safe event place. Signature

This Scheme is not to scale. This Traffic Guidance Scheme spacing and design are in accordance with AGTTM, AS 1742.3 and The Main Roads WA Traffic Management for Events on Roads Code of Practice.

Outlook

Corrigin community grant

From Corrigin DHS P & C Association <corriginpandc@gmail.com>
Date Tue 6/10/2025 9:53 PM
To Myra Henry <dceo@corrigin.wa.gov.au>
Cc Emma Poultney - MTA Travel <epoultney@mtatravel.com.au>

To Corrigin Shire Council,

The Corrigin P&C acknowledges and supports Emma Poultney, on behalf of Corrigin Triathlon, applying for the Corrigin Community Grant to purchase road safety signs and traffic management under the banner of the Corrigin P&C.

Kind regards,
Kez Fisher
Corrigin P&C President

CORRIGIN TIDY TOWN COMMITTEE

23 Walton St, Corrigin 6375

Phone: 08 9063 2555
Email: awjeff@exemail.com.au

President: J Jones
Sec/Treas: A Jeffrey

28th May 2025

The President & Councillors,
Shire of Corrigin,
9 Lynch Street
Corrigin, 6375

Dear Des,

Following discussion at our AGM it was decided to again apply to the Shire for $1,000 financial support for the coming year.

Two other points were raised for the Shire's attention:

When the Shire next checks roads around town could it please inspect the road around Wildflower Drive and the Lookout, as that road is used by lots of tourists all year and is in disrepair.

Could the Shire also inspect rubbish thrown over the edge of hillside at Lookout to find a solution as how to manage.

Also, when is the sign of Trott Drive being replaced?

Thanking you,

Kind regards,

AWJeffrey

Ann Jeffrey
Sec/Treas

SHIRE OF CORRIGIN
BUDGET AMENDMENT REPORT
FOR THE PERIOD ENDED 31 MAY 2025

1. BUDGET AMENDMENTS LISTING

Account Code	Description	Classification	Original Budget	Proposed Budget	Change - (Non Cash	in Available	in Available	Budget Running Balance	Comments
					$	$	$	$	
	Budget Adoption	Opening Surplus(Deficit)	3,177,009	3,177,009			0	0	
12680	Capital Expenditure - Air Strip Upgrade	Capital Expenses	- 336,092	- 373,771		0	(37,679)	(37,679)	Airstrip upgrade contract cost more than anticipated.
10652	Profit on Sale of Invetory - Granite Rise Land Sale	Operating Revenue	32,080	90,218		58,138	0	20,459	Sale of Granite Rise Blocks – sold more blocks than anticipated.
	Land Subdivision Reserve - Transfer to	Capital Revenue	- 32,080	- 90,218		0	(58,138)	(37,679)	Increased movement to Reserve from sale of extra blocks.
03205	Interest On Investments Income	Operating Revenue	55,000	92,679		37,679	0	0	Received more interest income than anticipated.
05120	DFES - Mitigation Activity - Fire Management	Operating Expenses	- 141,170	- 71,170		70,000	0	70,000	Decrease in expenditure for mitigation works.
05125	DFES Bushfire Mitigation Funding	Operating Revenue	203,820	133,820		0	(70,000)	0	Decrease in income for mitigation works.
05117	DRFAWA - February 2022 Fire	Operating Expenses	- 523,573	- 352,225		171,348	0	171,348	Decrease in expenditure for Disaster Recovery Works related to the fire.
05118	DRFAWA Funding - February 2022 Fire	Operating Revenue	407,588	236,240		0	(171,348)	0	Decrease in expenditure for Disaster Recovery Works related to the fire.
12218	DRFAWA - Flood Damage Road Reinstatement	Operating Expenses	- 1,116,444	- 329,162		787,282	0	787,282	Decrease in expenditure for Disaster Recovery Works related to the flood.
12258	DRFAWA Funding	Operating Revenue	787,282	-		0	(787,282)	0	Decrease in income for Disaster Recovery Works related to the flood.
	Grants & Contributions Reserve - Transfer to	Capital Expenses	2,545,174	2,098,531		0	(446,643)	(446,643)	Movement in Reserve to match actuals
	Grants & Contributions Reserve - Transfer from	Capital Revenue	- 3,183,135	- 2,514,785		668,350	0	221,707	Movement in Reserve to match actuals
12260	Grant - Wheatbelt Secondary Freight Network	Operating Revenue	575,327	353,620		0	(221,707)	0	Wheatbelt Secondary Freight Income held in Reserves to be moved in the 25/26 years once all claims are finalised.
					0	1,792,797	(1,792,797)		