



Agenda Attachments

May 2020

ATTACHMENT 7.1.1	MINUTES ORDINARY COUNCIL MEETING 21 APRIL 2020
ATTACHMENT 7.2.1.1	MINUTES SPECIAL COVID-19 LEMC MEETING 20 APRIL 2020
ATTACHMENT 7.2.1.2	MINUTES SPECIAL COVID-19 LEMC MEETING 4 MAY 2020
ATTACHMENT 7.2.2	MINUTES LEMC MEETING 11 MAY 2020
ATTACHMENT 7.2.3	MINUTES BUSHFIRE ADVISORY COMMITTEE MEETING
ATTACHMENT 8.1.2	ACCOUNTS FOR PAYMENT – APRIL
ATTACHMENT 8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS
ATTACHMENT 8.1.4	MONTHLY FINANCIAL REPORT (SEPARATE)
ATTACHMENT 8.2.1	FIREBREAK ORDER 2020-2021
ATTACHMENT 8.2.3	PLANNING APPLICATION 40 BOYD STREET, CORRIGIN
ATTACHMENT 8.2.4	PLANNING APPLICATION 63 WALTON STREET, CORRIGIN
ATTACHMENT 8.2.7	ROE TOURISM DRAFT MEMORANDUM OF UNDERSTANDING
ATTACHMENT 8.2.8	BUDGET REQUEST APPLICATIONS

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 21 APRIL 2020



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

CONTENTS

1	DECLARATION OF OPENING	3
1.1	COVID-19 ELECTRONIC MEETINGS	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE.....	10
3	PUBLIC QUESTION TIME.....	10
4	MEMORIALS.....	10
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	10
6	DECLARATIONS OF INTEREST	10
7	CONFIRMATION AND RECEIPT OF MINUTES.....	11
7.1	PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES.....	11
7.1.1	ORDINARY COUNCIL MEETING.....	11
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES.....	11
7.2.1	SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 11	
8	MATTERS REQUIRING A COUNCIL DECISION	12
8.1	CORPORATE AND COMMUNITY SERVICES REPORTS.....	12
8.1.1	CORRIGIN COMMUNITY RESOURCE CENTRE.....	12
8.1.2	ACCOUNTS FOR PAYMENT	15
8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS.....	17
8.1.4	MONTHLY FINANCIAL REPORT	19
8.2	GOVERNANCE AND COMPLIANCE	21
8.2.1	COMMUNITY SUPPORT INITIATIVES – RATES COLLECTION AND FINANCIAL HARDSHIP.....	21
8.2.2	COVID-19 LOCAL COMMUNITY AND BUSINESS SUPPORT INITIATIVES	33
8.2.3	ADOPTION OF FEES AND CHARGES 2020/2021	38
8.2.4	PLANNING CHANGES TO SUPPORT COVID-19 RESPONSE AND RECOVERY....	40
8.3	WORKS AND SERVICES.....	43
8.3.1	RAV 7 ASSESSMENTS.....	43
8.3.2	TENDER FOR THE RESTORATION WORKS ON THE TOWN HALL CEILING	52
8.3.3	TENDER INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES.....	56
9	CHIEF EXECUTIVE OFFICER REPORT	59
10	PRESIDENT’S REPORT	59
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS.....	59
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL	59
13	INFORMATION BULLETIN.....	59
14	WALGA AND CENTRAL ZONE MOTIONS.....	59
15	NEXT MEETING	59
16	MEETING CLOSURE	59

1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.01pm via zoom platform.

1.1 COVID-19 ELECTRONIC MEETINGS

Applicant:	Shire of Corrigin
Date:	15/04/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PH.0039
Attachment Ref:	NIL

SUMMARY

Council is asked to confirm the arrangements for electronic meetings and suspension of operational clauses in the Standing Orders Local Law for the duration of the COVID-19 pandemic.

BACKGROUND

Changes have been made to the Local Government Act (Administration Regulations) to enable councillors to participate in Council meetings by electronic means during a public health emergency or state of emergency situation.

These changes ensure that local governments can continue to hold council and committee meetings and make decisions in the best interests of the community.

The amendments also modify the provisions in the Local Government Act that relate to notice of a meeting and public question time to enable meetings to be held electronically.

If a meeting is held electronically, public question time requirements will be met if council allocates time for raising questions by members of the public and provides a means for questions to be submitted prior to the meeting.

COMMENT

The President requested that arrangements be made for council and committee meetings to be conducted by electronic means on 27 March 2020.

The Councillors participated in a trial run of the Zoom meeting platform on Friday 17 April 2020 prior to the Council meeting to prepare for the meeting, establish electronic meeting protocols and identify any potential problems.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

Local Government Amendment (COVID-19 Response) Bill 2020

r10.4. Suspension of local law

(1) A local government may, by resolution, suspend the operation of a specified local law, or specified provisions of a local law, made by the local government under this Act or any other Act.*

** Absolute majority required.*

Local Government (Administration) Regulations 1996

r 14A. Attendance by telephone etc. (Act s. 5.25(1) (ba))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting;
and

(b) the person is in a suitable place; and

(c) the council has approved* of the arrangement.

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

disability has the meaning given in the Disability Services Act 1993 section 3;

suitable place —

(a) in relation to a person with a disability — means a place that the council has approved* as a suitable place for the purpose of this paragraph; and

(b) in relation to any other person — means a place that the council has approved* as a suitable place for the purpose of this paragraph and that is located —

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;

townsite has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

* Absolute majority required.

14B. Attendance by telephone etc. after natural disaster (Act s. 5.25(1)(ba))

(1) If a council member is prevented from being physically present at a meeting of the council because of fire, flood, lightning, movement of land, storm, or any other natural disaster the member is to be taken to be present at the meeting if —

(a) the member is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the member is authorised to be present by —

(i) the Mayor; or

(ii) the President; or

(iii) the council.

(2) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(3) A place where a person referred to in this regulation is physically present during a meeting is not a place that is open to members of the public under section 5.23(1).

(4) In this regulation —

person referred to in this regulation, in respect of a meeting, means a council member who is prevented from being physically present at that meeting.

14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

- (1) In this regulation —
meeting means —
- (a) an ordinary meeting of the council; or
 - (b) a special meeting of the council; or
 - (c) a meeting of a committee of the council; or
 - (d) a meeting of an audit committee of a local government.
- (2) A member of a council or committee may attend a meeting by electronic means if —
- (a) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
 - (b) because of the public health emergency or state of emergency, the member is unable, or considers it inappropriate, to be present in person at a meeting; and
 - (c) the member is authorised to attend the meeting by electronic means by —
 - (i) the mayor; or
 - (ii) the president; or
 - (iii) the council.
- (3) A person who attends a meeting by electronic means is taken to be present at the meeting.

14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))

- (1) In this regulation —
meeting means —
- (a) an ordinary meeting of the council; or
 - (b) a special meeting of the council; or
 - (c) a meeting of a committee of the council; or
 - (d) a meeting of an audit committee of a local government.
- (2) A meeting may be held by electronic means —
- (a) if —
 - (i) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
 - (ii) because of the public health emergency or state of emergency, the mayor, president or council considers it appropriate for the meeting to be held by electronic means; or
 - (b) if —
 - (i) a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and
 - (ii) the mayor, president or council authorises the meeting to be held by electronic means.
- (3) The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communication, as determined by —
- (a) the mayor; or
 - (b) the president; or
 - (c) the council.

- (4) The CEO must be consulted before a determination is made under subregulation (3).

14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

- (1) In this regulation —
electronic meeting means a meeting held by electronic means under regulation 14D.
- (2) If a council or a committee is to hold an electronic meeting, the council or committee is taken to have complied with the requirement to give notice of the place of the meeting under section 5.5 and regulation 12 if the local government gives notice that the meeting will be conducted by electronic means.
- (3) If a council or a committee holds an electronic meeting —
(a) a person who attends the meeting by the electronic means determined under regulation 14D(3) is taken to attend the meeting for the purposes of the Act and these regulations; and
(b) the meeting is open to the members of the public under section 5.23(1) if —
(i) the council or committee complies with the requirement to make the unconfirmed minutes of the meeting available for public inspection under regulation 13; or
(ii) the council or committee publicly broadcasts the meeting on a website; or
(iii) the meeting or a broadcast of the meeting is otherwise accessible to the public.
- (4) If a council or a committee holds an electronic meeting, section 5.24 is modified so that the council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if —
(a) the council or committee provides a means to submit a question prior to the meeting; and
(b) the council or committee determines at the meeting —
(i) to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the council or committee; or
(ii) that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.
- (5) If a council or a committee holds an electronic meeting, for the purposes of regulation 14, a notice paper, agenda, report or other document may be —
(a) tabled at the meeting, or produced by the local government or a committee for presentation at the meeting, in any manner determined by the council or committee including by electronic means; and
(b) made available to members of the council or committee, or for inspection by members of the public, in any manner determined by the council or committee, including by electronic means.

POLICY IMPLICATIONS

8.3 Circulation of Agendas and Minutes

8.4 Dress Standard

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(47/2020) Moved: Cr Coppen

Seconded: Cr Dickinson

That Council

- 1. Note the decision of the President to arrange for council and committee meetings to be undertaken by electronic means during the COVID-19 pandemic until otherwise revoked.*
- 2. Acknowledge that councillors have provided the President with details of the place at which they will connect to the electronic meeting and the controls in place to ensure a stable connection is maintained, interruptions are limited and confidentiality is maintained.*
- 2. Suspend the operation of clauses 6.1 and 11.4 of the Shire of Corrigin Standing Orders Local Law for the duration of this electronic meeting, and future electronic meetings, as required during the COVID-19 pandemic and that these matters be determined at the discretion of the Presiding Member.*

Carried by Absolute Majority 7/0



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Our Ref: GOV.0024

PH.0038

Contact: Cr Des Hickey

27 March 2020

Ms Natalie Manton
Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Dear Natalie

RE: ATTENDANCE AT MEETINGS BY ELECTRONIC MEANS DURING PUBLIC HEALTH EMERGENCY

The WA State Government has declared a State of Emergency due to the outbreak of COVID-19 and the Shire of Corrigin will require changes to the meeting arrangements while this public health emergency continues to impact the district.

Please arrange for the following meetings to be undertaken by electronic means such as teleconference, web based meeting or other electronic communication platforms until otherwise revoked by me, as President of the Shire of Corrigin:

- Council Meetings
- Special Council Meetings
- all ordinary and special Committee Meetings including:
 - Audit and Risk Management Committee
- Advisory Committees
 - Local Emergency Management Committee
 - Bush Fire Advisory Committee
 - Corrigin Recreation and Events Centre Advisory Committee
 - Tourism and Economic Development Committee
- External Committees
 - WALGA Central County Zone meeting
 - Roe Regional Organisation of Councils including Roe Health
 - Wheatbelt South Regional Road Group
 - Wheatbelt South Aged Housing Alliance
 - Edna Stevenson Trust
 - Roe Tourism Association
 - Central Agcare
 - Corrigin Senior Citizens Committee

The meetings are to be convened in accordance with the requirements of the following Regulations of the Local Government (Administration) Regulations 1996 outlined below:

- 14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))
- 14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))
- 14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D. Hickey', with a large, sweeping underline.

Cr Des Hickey
President

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

(All Councillors attended electronically via Zoom)

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. M A Weguelin

Cr. F R Gilmore

Cr. J A Mason

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Coppen

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

K A Caley

K L Biglin

APOLOGIES

NIL

LEAVE OF ABSENCE

NIL

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire have been advised that Keith Noack and John Peach passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

Cr Hickey declared a Proximity Interest in item 8.3.1

Cr Jacobs declared a Proximity Interest in item 8.3.1

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 March 2020 (Attachment 7.1.1).

COUNCIL RESOLUTION

(48/2020) Moved: Cr Mason Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 March 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meetings held Monday 30 March 2020, Monday 6 April 2020 and Tuesday 14 April 2020.

COUNCIL RESOLUTION

(49/2020) Moved: Cr Weguelin Seconded: Cr Mason

That the Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meetings held Monday 30 March 2020 (Attachment 7.2.1.1), Monday 6 April 2020 (Attachment 7.2.1.2) and Tuesday 14 April 2020 (Attachment 7.2.1.3) be confirmed as true and correct records.

Carried 7/0

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/04/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – MARCH 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	8	74	Movie Club Fees	10	77
Photocopying / Printing / Faxing	21	231	Phonebook Sales	0	51
Laminating / Binding / Folding	2	39	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	9	61	Book Sales	0	2
Room Hire	8	68	Wrapping Paper / Postcard Sales	4	4
Equipment Hire	0	21	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	1	25	Phone calls	0	0
Resource Centre Membership Fees	0	12	Sale of Assets	0	0
Exam Supervision	0	5			
Total:	49	536	Total:	10	136
Monthly People through:	59				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	0	18	Corrigin Toy Library	5	72
Tourism	21	292	Broadband for Seniors / Webinars	6	99
Government Access Point	0	45	General Enquires (Face/Email/Website)	128	982
Community Information	28	226	Corrigin Public Library	31	536
Conf. / Vid Conf. / Training	139	948	Corrigin Library eResources	63	710
University Exams	0	8			
Total:	188	1537	Total:	233	2399
Monthly People through:	421				

TOTAL FOR THE MONTH OF MARCH: 480

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – MARCH 2020

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Holyoake	2	Professionals Office	Commercial Booking
Forrest Personnel	1	Professionals Office	Commercial Booking
Smyl Services	2	Professionals Office	Commercial Booking
Hutton & Northey	13	Conference Room	Commercial Booking
Optometrist	4	Professionals Office	Commercial Booking
Movie Club	10	Conference Room	N/A
Medical Students	24	Conference Room	N/A
Medical Students	24	Conference Room	N/A
Medical Students	24	Conference Room	N/A
Medical Students	24	Conference Room	N/A
Hutton & Northey	2	Video Conf Room	Commercial Booking
Holyoake	2	Professionals Office	Commercial Booking
Dept of Education	2	Video Conf Room	Hot Office Booking
Forrest Personnel	3	Professionals Office	Commercial Booking
Rural Traffic	4	Video Conf Room	Commercial Booking
DPIRD	3	Video Conf Room	Hot Office Booking

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	480				

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(50/2020) Moved: Cr Dickinson Seconded: Cr Coppen

That Council receives the Corrigin Community Resource Centre Report.

Carried 7/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/04/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – March 2020

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of March 2020 are provided as Attachment 8.1.2 – Accounts for Payment – March 2020.

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	14811 - 14954	\$893,393.78	
	Cheque	020493 - 020499	\$44,654.34	
	Direct Debit	March 2020	\$31,055.72	
	Payroll	March 2020	\$111,053.24	\$1,080,157.08
Trust	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	March 2020	\$54,845.75	\$54,845.75
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of March 2020				\$1,135,002.83

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – March 2020, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust, ES Trust and Licensing	EFT	EFT14810	EFT14811
Municipal	Cheque	020492	020493
Trust	Cheque	003390	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.10 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(51/2020) Moved: Cr Jacobs

Seconded: Cr Mason

That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,135,002.83 have been made during the month of March 2020.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	14/04/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 January 2020 to 28 February 2020.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(52/2020) Moved: Cr Coppen Seconded: Cr Gilmore

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 January 2020 to 28 February 2020 for \$910.86.

Carried 7/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	15/04/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report for March 2020

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 March 2020.

BACKGROUND

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

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

COMMENT

Council is still tracking along reasonably well in regards to cash flow, Council still has \$2,730,000 in short term investments. An amount of \$230,806 owing from Federal Assistance Grants (FAGS) which is due in May and claims to be made for Regional Road Group, Roads to Recovery, Blackspot and the Commodity Route funding's between now and the end of the financial year.

The capital expenditure is gaining pace however is still well below budget with many projects still to be carried out. There hasn't been too much impact on the capital expenditure due to the COVID-19 pandemic, the main reason is just timing.

Outstanding rate collection is slightly lower than this time last year with 89.91% of rate monies being collected since the beginning of the financial year.

The reserves term deposit matured on 2 April and has been locked away for another 60 days at a rate of 0.70%.

The interim audit has been completed by Moore Stephens completely offsite due to the COVID-19 restrictions. Staff put in a fantastic effort to ensure that everything requested was emailed or uploaded in a timely manner and given the circumstances with the extra pressure of preparing to work in isolation, completed the audit tasks without hesitation before they had to begin working from home which didn't leave a lot of time for either the staff or the auditors to get requests in and then the subsequent information out. The exit meeting for the interim audit is scheduled for Friday 17 April 2020 between the CEO, DCEO and Moore Stephens.

The budget preparation has been slow to start due to the last few weeks of preparing and supporting staff to work from home and the extra work resulting from the COVID-19 pandemic, however, requests and staff budgets are starting to flow in, we have information suggesting how we should be preparing the rates income and will be looking at getting into the budget fully shortly and workshops scheduled in the very near future.

Further information on the March financials is in the variance report included in the monthly financial report.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(53/2020) Moved: Cr Mason

Seconded: Cr Dickinson

That Council accept the Statement of Financial Activity for the month ending 31 March 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 7/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 COMMUNITY SUPPORT INITIATIVES – RATES COLLECTION AND FINANCIAL HARDSHIP

Applicant:	Shire of Corrigin
Date:	15/04/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	NIL

SUMMARY

Council is asked to review and endorse the minor changes to the existing policy for unpaid rates and financial hardship as well as ceasing of legal debt recovery action in response to COVID-19 situation.

BACKGROUND

The World Health Organisation declaration of a COVID-19 pandemic in January 2020 and subsequent state government Emergency Management Act 2005 (WA) and Public Health Act 2016 (WA) directions have had a significant financial impact on individuals and businesses in Corrigin.

In order to comply with the government directions several local business have had to close resulting in a significant drop in revenue and the loss of jobs.

In October 2018 Council revised the existing policies for unpaid rates and request for time to pay rates and combined them into a new Policy 2.1 Rates- Procedure for Unpaid Rates. The new policy included hardship provisions and negotiated special payment arrangements.

The main changes to the policy are to recognise the government directions to shut down or close a business resulting from the COVID-19 pandemic in the definition of exceptional hardship and to cease interest charges on overdue rates while a negotiated special payment arrangement is maintained.

In August 2019 Council passed the following resolution as part of the 2019/20 budget adoption.

Resolution 107/2019

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments:

- *Full payment and 1st instalment due date* 3 October 2019
- *2nd quarterly instalment due date* 3 December 2019
- *3rd quarterly instalment due date* 3 February 2020
- *4th quarterly instalment due date* 3 April 2020

Pursuant to Section 6.46 of the Local Government Act 1995, council offers a discount of 1% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before 3 October 2019 or 35 days after the date of service appearing on the rate notice, whichever is

the later.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.

Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

The fourth and final rates instalment was due on 3 April 2020 and it is normal practice to commence legal action to recover unpaid rates at this time.

Interest is charged on amounts that remain unpaid after the final date for payment or instalment date excluding deferred rates and pensioners.

COMMENT

The policy outlines the process for collection of unpaid rates to ensure that all ratepayers are treated fairly, equitably, consistently and supports those experiencing hardship.

The revised policy and procedure supports individuals and businesses experiencing financial hardship by making provision for special negotiated payment arrangements and relief from interest charges if the arrangement is maintained.

Despite the restrictions imposed by the government to manage the COVID-19 pandemic, some individuals and businesses have not experienced financial hardship in the same way as others. It is a reasonable community expectation that those with the capacity to pay will continue to pay their rates and debtor invoices. This policy stipulates that applications for payment arrangements or waiver of interest charges will need to be made in writing and provide evidence of financial hardship.

In recognition of the financial challenges resulting from the COVID-19 pandemic it is also recommended that the legal process to recover rates and other debts is suspended for six months until October 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

s 2.7(2) (b) Role of Council

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

2.1 Rates- Procedure for Unpaid Rates

2.2 Debt Collection

FINANCIAL IMPLICATIONS

Reduced penalty interest charges fees of approximately \$2,500 for the remainder of the 2019/20 financial year.

Legal fees are on charged to the ratepayer so there will be no net change to income from legal recovery process.

A delay in the collection of 100% of outstanding rates and service charges by 30 June 2020 will reduce income and will reduce the closing balance for the 2019/2020 financial year and may impact the delivery of services in the 2020/21 financial year.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
		4.1.2.2	Annual review of Council's policies and Corporate Business Plan
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(54/2020) Moved: Cr Coppen

Seconded: Cr Gilmore

That Council

1. *Endorse the revised Policy 2.1 Rates- Procedure of Unpaid Rates.*
2. *Suspend the legal debt recovery process for unpaid rates for six months until October 2020.*

Carried by Absolute Majority 7/0

2.1 Rates – Procedure for Unpaid Rates

Policy Owner:	Corporate and Community Services
Person Responsible:	Finance Officer - Rates
Date of Approval:	31 March 1989
Amended:	21 April 2015; 16 October 2018

Objective: To provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

Policy: The Shire of Corrigin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*, and the Guidelines and Policy Procedures;
- have regard to individuals *Serious Hardship* and/or *Exceptional Hardship/Circumstances* relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the CEO to enter into a Negotiated Special Payment Arrangement, detailing their *Serious Hardship* and/or *Exceptional Hardship/Circumstances* to warrant consideration and leniency.

Definitions

In the administration of this policy, the following will apply:

Serious Hardship and/or *Exceptional Hardship/Circumstances* has no statutory definition in case law and will normally be at the discretion of the courts to decide if circumstances warrant leniency. However, many agencies use these terms when considering applications for leniency. In effect it can mean a level of hardship that will also impact on innocent parties.

Circumstances will vary in each situation, however there are common elements which can be considered by a statutory authority/local government. These can include (but not limited to) the following:

Serious Hardship

Serious Hardship exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).

Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering *Serious Hardship*.

Financial Assets

There are several types of assets that are generally regarded as a normal and reasonable possession. A person is not expected to sell these to meet a payment. These assets include a motor vehicle and “tools of trade”.

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

Exceptional Hardship/Circumstances

These cover any unusual or exceptional circumstances that do not qualify as *Serious Hardship*, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the CEO.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the CEO.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency **such as a government direction to shut down or close a business due to the COVID-19 pandemic.**

Negotiated Special Payment Arrangement (NSPA)

A Negotiated Special Payment Arrangement is a non-legal (but binding) arrangement between the Debtor/Ratepayer and the Shire of Corrigin, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties.

GUIDELINES AND PROCEDURES

Debt Recovery Process

The following process is to be followed for the recovery of rates and service charges. Legal proceedings will continue until outstanding rates and service charges are paid in full or otherwise determined by the CEO and/or the Council.

Final Notice

- Where the rates remain outstanding fourteen (14) days after the due date shown on the Annual Rates Notice and the ratepayer has not elected to pay by the instalment option, a Final Notice shall be issued requesting payment in full within fourteen (14) days.
- Eligible pensioners registered under the *Rates and Charges (Rebates and Deferments Act) 1992* are exempt as they are entitled to pay by the 30th June under the legislation.

Notice of Intention to Summons (Demand Letter)

- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purposes of issuing a Demand Letter (Notice of Intention to Summons).
- The Demand Letter is to be issued within sixty (60) days of the expiry date on the Final Notice and must specify that the ratepayer has fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the Shire of Corrigin.
- Failure to enter into an agreed payment arrangement will result in the debt being referred to a debt collection agency and a General Procedure Claim being issued without further notice.

General Procedure Claim

- Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
- Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
- Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Manager Finance. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
- The signed *Admission of Claim* must be returned to the Shire of Corrigin for the Negotiated Special Payment Arrangement to be accepted.
- A person who is experiencing difficulty in making a payment, can apply to the Shire of Corrigin to make a Negotiated Special Payment Arrangement.

- When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Corrigin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
- Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
- If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the CEO based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Corrigin is advised circumstances.
- If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

Non-Service of General Procedure Claim

- When a General Procedure Claim is unable to be served, the Bailiff may advise whether the property is a rental property or may provide an alternative address for the General Procedure Claim to be re-issued. In the case of a rental property, the Managing Agent will be contacted to ascertain the owner/s new residential address. If the Managing Agent is responsible for payment of rates, then a Rates Notice will be re-issued to the managing agent for payment in full within fourteen (14) days.
- If a new address is supplied for the owner/s of the property, the address will be recorded and a Rates Notice re-issued for payment within fourteen (14) days. If payment is not received, the General Procedure Claim will be re-issued to the new address.
- Where an owner resides in a property which cannot be accessed by the Bailiff or the property is vacant, a *skip trace* will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

Property Sale and Seizure Order

- Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.

- The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned *Nulla Bona* (no goods), then a land warrant will be issued.
- If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council's prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

Rates or Service Charges Recoverable in Court (Section 6.56)

- If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery, in a court of appropriate jurisdiction.
- Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

Seizure of Rent (Section 6.60)

In cases where the owner of a leased or rented property on which rates outstanding cannot be located, or refuses to settle rates owed, a Notice will be served on the lessee under the provisions of the *Local Government Act 1995* - Section 6.60, requiring the lessee to pay to the Shire of Corrigin the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

Sale of Land (Section 6.64)

Where Rates and Service Charges are outstanding for a period of three (3) years or more, the Council may:

- from time to time lease the land;
- sell the land;
- have the land transferred to the Shire of Corrigin;
- have the land transferred to the Crown; or
- sell the land as per the *Local Government Act 1995* - Section 6.64. Council approval will be obtained prior to the above course of action being undertaken.

The above action under Section 6.64 of the *Local Government Act 1995*, will be reported on a confidential basis to the Council, for approval.

DEBTS (OTHER THAN RATES AND SERVICE CHARGES)

These Guidelines and Policy Procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.

Debt Management

It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service rendered to the debtor.

If the invoice is not paid by the due date then the following procedure will take place:

Recovery Procedure

- A letter or Reminder Notice will be issued advising the debtor that if there exists a dispute or query to contact the Shire of Corrigin, otherwise payment is expected within fourteen (14) days of the issue date of the letter;

- If no response is received from the debtor, then following a review of the circumstances with the relevant Shire of Corrigin employees involved, a Demand Notice may be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

Application for Special Payment Arrangement

Persons experiencing difficulties in paying their debts by the specified date, can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off

- Once all reasonable attempts to either locate the Debtor or to obtain payment have failed, or the cost of recovery exceeds the Debt amount the Finance Officer will submit a written request to the CEO for the invoice to be considered for write off.
- Approval will be sought from the CEO and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Debtors System.

Debt Raised in Error or Debt Adjustment

If a debt has been raised in error or requires an adjustment, then an explanation will be sought from the Finance Officer. Once this has been received, a credit note request will be raised which is to be authorised by both the Finance Officer and ~~Manager Finance~~ **Deputy CEO**, where applicable.

Other Action Which May be Taken

The following list of actions may also be instituted at the discretion of the CEO, against defaulting sundry Debtors, who do not respond to normal requests for payment:

- Issue a Letter of Demand;
- Commencement of Court proceedings to recover the outstanding monies;
- Rescinding any seasonal hall/reserve booking licence (if applicable);
- Refusing further hire of facilities, private works, etc.;
- Request “up-front” bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt;
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt; and
- Report to the Council to consider cancellation of a Lease Agreement (if applicable).

INTEREST ON OVERDUE MONIES

- Interest will be calculated on the total outstanding debt/rates once it has exceeded the due date. The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the *Local Government Act*.
- **Interest will cease to be charged on overdue rates while a Negotiated Special Payment Arrangement is maintained.**

- Should the ratepayer default in the Negotiated Special Payment Arrangement, the waiving of the interest will cease and interest, will be calculated from the date that the rates, or debt default occurred within the Negotiated Special Payment Arrangement.

APPLICATION FOR A NEGOTIATED SPECIAL PAYMENT ARRANGEMENTS

- Applicants are required to make a written request for a Special Payment Arrangement.
- Following an assessment by the Finance Officer, the Application will be referred to the ~~Manager Finance~~ Deputy CEO for approval.
- In the event of an Applicant being dissatisfied with the decision of the Finance Officer/Deputy CEO, they will have access rights for a review to the CEO.

DELEGATED AUTHORITY

The CEO will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council Delegated Authority Register.

2.2 DEBT COLLECTION

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Manager Finance
Date of Approval:	19 July 2016
Amended:	16 October 2018

Objective: The purpose of this policy is to provide guidance to Council in determining efficient, effective and economical procedures for debt collection.

This is achieved through manageable and efficient control over overdue accounts by closely monitoring aged accounts in an attempt to reduce the likely occurrence of unrecoverable debts and to ensure consistency for all debt collection activities

Policy:

Debt Management

Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing

A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non- payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

- A Statement will be sent at the end of the month advising the debtor that the account is due for payment.
- If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Corrigin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.
- If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

- If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement

Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off

Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off.

Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment

In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken

The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- Rescind any seasonal hall/reserve booking licence (if applicable).
- Refuse further hire of facilities, private works, etc.
- Request up-front bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt.
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt.
- Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).
- Commencement of Court proceedings to recover the outstanding monies.

8.2.2 COVID-19 LOCAL COMMUNITY AND BUSINESS SUPPORT INITIATIVES

Applicant:	Shire of Corrigin
Date:	15/04/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PH.0039
Attachment Ref:	NIL

SUMMARY

Council is asked to consider a range of community and business support initiatives in response to the adverse financial impacts of COVID-19 pandemic.

BACKGROUND

The COVID-19 pandemic is emerging rapidly and has required individuals, businesses, community groups and sporting clubs to respond to new government directives and adapt to changing conditions. Local government has a critical role in assisting the community and economy to manage the situation and prepare for the recovery period.

An Incident Management Team has been formed to review the ongoing COVID-19 situation and determine key actions and service delivery priorities to ensure essential services are maintained. The focus of the group will be to:

- Provide for the timely planning of Shire of Corrigin activities and resources to manage the incident.
- Provide support to the CEO in order to keep the Shire President and Councillors informed of the incident management response and recovery arrangements.
- Prepare and disseminate key information to staff, health workers, emergency service volunteers, local business owners and community members.
- Consider the likely impacts of an emergency incident and develop strategies to mitigate adverse effects.
- Respond in a timely manner and prepare for recovery from an incident.

The state government recently announced a stimulus package to support WA households and businesses including a freeze on household fees and charges. The Premier and Minister for Local Government have strongly encouraged all local governments to provide a range of initiatives to support the community and local economy

The WA Local Government Association (WALGA) held a special meeting in late March and endorsed the following measures for consideration by local governments:

- Consider not increasing rates for the 2020-21 financial year.
- Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy.
- Consider rate relief options to support small businesses affected by the COVID-19 pandemic.
- Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic.
- Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing.
- Prioritise Local Government spending with businesses and contractors located within the Local Government.
- Implement business friendly payment terms to support business cash flow.
- Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges.
- Redeploy staff affected by facility closures to tasks that support the community.

The Shire of Corrigin will continue to play an important role in communicating with elected members, staff, local business, emergency service providers and the wider community regarding the COVID-19 pandemic.

COMMENT

The Shire of Corrigin has developed a range of innovative solutions to service delivery keep staff and community members safe while continuing to deliver excellent customer service and maintain essential finance, works and community functions.

A range of initial actions have been taken in response to the emerging COVID-19 pandemic including:

- Monitoring information on the emerging situation from trusted government sources.
- Instigation of weekly meetings of the Local Emergency Management Committee.
- Development and implementation of the COVID-19 Business Continuity Plan and Communications Plan.
- Establishment of the COVID-19 Incident Management Team.
- Updated hardship policy.
- Social distancing and working from home
- Additional hygiene and cleaning measures.

The following relief measures and new initiatives to support the community and small businesses impacted by COVID-19 have been identified:

- Prioritise spending with businesses and contractors located in Corrigin.
- Fortnightly payment terms to support business cash flow.
- Retain existing staff and provide additional casual employment to members of the local community who have lost jobs as a result of business closures.
- Review lease agreements and residential tenancies and considering reductions in rent due to financial hardship.
- Continue existing capital works projects with special COVID-19 precautions if external trades are required.
- Identify capital projects that can be accelerated.
- Suspend legal action for debt collection and offer payment arrangements for unpaid rates and general debtors.
- Refund fees for cancelled bookings.
- Waive or refund winter sport fees.
- Promote community grants.
- Promote external funding and grant opportunities making applications where applicable.
- Identify and contact vulnerable people in community.

Reduced revenue from rates, fees and charge will require careful analysis of expenditure to ensure critical services are delivered.

In response to the request from the state government and Minister for Local Government for local governments to support the local economy it is recommended that the Shire of Corrigin develop the 2020/21 budget with a zero percent increase in rates and fees and charges.

It is recommended that Council support the development of community projects in the recovery phase to increase community connections including community, sport, arts and cultural initiatives.

In order to proceed with the existing capital works program and accelerate new projects to support local business and the community it is recommended that Council support the CEO in exercising discretion to renew or extend a contract that expires during the state of emergency.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

s 2.7(2) (b) Role of Council

s.5.42 Delegation of some powers or duties to the CEO

s.5.43 Limitations on delegations to the CEO

s.3.57 Tenders for providing goods or services

Local Government Amendment (COVID-19 Response) Bill 2020

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

r.18 Rejecting and accepting tenders

r.20 Variation of requirements before entry into contract

r.21A Varying a contract for the supply of goods or services

Local Government (Financial Management) Regulations 1996

r.18 public notice change of reserve

Delegation 1.2.8 Tender for Goods and Services

POLICY IMPLICATIONS

2.9 Purchasing Policy

2.12 Budget Consideration/ Preparation

FINANCIAL IMPLICATIONS

A zero rate increase is expected to yield the same budgeted income in 2020/21 as the 2019/20 total rates yield of \$2,620,998 including town, rural and minimum rates and applicable fees and charges.

Individual property owners may still experience a change in rates assessment notices due to the impact of valuations for rural land from the Valuer General which shows an overall increase of 3%.

Gross Rental Values for town properties are not expected to change for the 2020/21 financial year except in a small number of cases where a new house has been added, or improvements made, since last year's valuation.

Reduced fees and charges and increased capital expenditure will require careful budget planning and is likely to require the use of reserve funds.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
		4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of Integrated Planning and Reporting documents and informing strategies including Long Term Financial Plan, Asset Management Plan and Workforce Plan
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(55/2020) Moved: Cr Gilmore

Seconded: Cr Jacobs

That Council

1. *Notes and approves the initial actions taken in response to the COVID-19 pandemic including:*
 - *Monitoring information on the emerging situation from trusted government sources.*
 - *Instigation of weekly meetings of the Local Emergency Management Committee.*
 - *Development and implementation of the COVID-19 Business Continuity Plan and Communications Plan.*
 - *Establishment of the COVID-19 Incident Management Team.*
 - *Update rates and debt collection policy and financial hardship provisions.*
 - *Social distancing and working from home.*
 - *Additional hygiene and cleaning measures.*
2. *Approves a range of urgent relief measures and new initiatives to support the community and small businesses impacted by COVID-19 including:*
 - *Prioritise spending with businesses and contractors located in Corrigin*
 - *Fortnightly payment terms to support local business cash flow.*
 - *Retain existing staff and provide additional casual employment to members of the local community who have lost jobs as a result of business closures.*
 - *Continue existing capital works projects with special COVID-19 precautions if external trades are required.*
 - *Identify capital projects that can be accelerated.*
 - *Suspend legal action for debt collection and offer payment arrangements for unpaid rates and general debtors.*
 - *Review lease agreements and residential tenancies and consider reductions in rent due to financial hardship.*
 - *Refund fees for cancelled bookings.*
 - *Waive or refund winter sport fees.*
 - *Promote community grants.*
 - *Promote external funding and grant opportunities making applications where applicable.*
 - *Identifying and contacting vulnerable people in community.*
3. *Supports the proposal to develop the 2020/21 budget with a zero percent increase in rates and fees and charges.*
4. *Authorises the CEO to exercise discretion to renew or extend a contract that expires during the state of emergency.*
5. *Authorises the development of community projects in the recovery phase to increase community connections including community, sport, arts and cultural initiatives.*

Carried by Absolute Majority 7/0

8.2.3 ADOPTION OF FEES AND CHARGES 2020/2021

Applicant:	Shire of Corrigin
Date:	13/04/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0181
Attachment Ref:	Attachment 8.2.3 - Proposed Schedule of Fees and Charges 2020/2021

SUMMARY

Council is asked to consider adopting the Schedule of Fees and Charges for the 2020/21 year in advance of the main 2020/21 budget adoption.

BACKGROUND

In preparation for the 2020/21 budget the proposed schedule of fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new fees and charges can be incorporated into the draft budget workings.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council such as statutory charges.

COMMENT

Council fees and charges are generally reviewed annually with reference to the costs of maintaining council properties and delivering services to residents of the Shire of Corrigin.

The 2020/2021 Schedule of Fees and Charges has not changed from the 2019/2020 Schedule of Fees and Charges as requested by the State Government in an attempt to alleviate financial strain on the community during this time of hardship caused by the COVID-19 pandemic.

STATUTORY ENVIRONMENT

6.16. *Imposition of fees and charges*

(1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be*

(a) imposed during a financial year; and*

(b) amended from time to time during a financial year.*

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

POLICY IMPLICATIONS

2.13 Budget consideration/preparation

FINANCIAL IMPLICATIONS

Revenue raised from fees and charges during the 2020/21 financial year.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

Outcome 4.2 - An effective and efficient organisation

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
		4.2.2.2	Set appropriate Fees & Charges for applicable services that promote the use of services and limits the reliance of rate funding.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(56/2020) Moved: Cr Dickinson Seconded: Cr Weguelin

That Council adopt the attached Schedule of Fees and Charges for the 2020/21 financial year effective as of 1 July 2020.

Carried by Absolute Majority 7/0

8.2.4 PLANNING CHANGES TO SUPPORT COVID-19 RESPONSE AND RECOVERY

Applicant/Proponent:	Western Australian Government & Minister for Planning
Landowner:	Not applicable
Location:	All land with the Shire of Corrigin Municipal District
Date:	15 April 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	
Attachment Reference:	Attachment 8.2.4.1 - Planning and Development (Local Planning Schemes) Amendment Regulations 2020 Attachment 8.2.4.2 – Notice of Exemption issued by the Minister for Planning on 8 April 2020 Attachment 8.2.4.3 – Explanatory notes published by the Western Australian Planning Commission

SUMMARY

The following report provide details of recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic. It recommends the Shire Administration be authorised to prepare and publish information on the Shire's website, Facebook page and newsletter to inform the local community of the potential implications and associated obligations.

BACKGROUND AND COMMENT

On 3 April 2020 the *Planning and Development (Local Planning Schemes) Regulations 2015* were formally amended to empower the Minister for Planning to issue a notice to temporarily exempt the planning requirements prescribed in local planning schemes where such an exemption is considered necessary to respond to a State of Emergency, or to assist with the recovery.

On 8 April 2020 the Minister for Planning issued a Notice of Exemption to provide specific guidance to both landowners and local government on a range of temporary exemptions for certain approvals and requirements within local planning frameworks. These exemptions, which are a direct response to the current State of Emergency for the Coronavirus (COVID-19) pandemic, will remain in effect until 90 days after the end of the State of Emergency.

The exemptions remove any existing barriers within the planning system to ensure flexible and speedy responses to a changing crisis environment, support business and guarantee the provision of essential community services. They include:

- medical or health-related facilities required in response to the COVID-19 pandemic;
- truck and logistic companies needing to deliver goods but currently with restricted loading and unloading times;
- businesses seeking to adapt by changing their current approved use;
- restaurants and cafes required to sell takeaway in contravention of current planning conditions;
- people operating their businesses from residential zones;
- parking commercial vehicles on residential properties;
- a blanket two-year extension for all current development approvals;

- businesses needing to change advertising signs; and
- temporary workers accommodation.

A copy of the notice published in the Government Gazette providing details of the Planning and Development (Local Planning Schemes) Amendment Regulations 2020 is provided in Attachment 8.2.4.1.

A copy of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 is provided in Attachment 8.2.4.2.

A set of explanatory notes in relation to each exemption has been prepared and published by the Western Australian Planning Commission to guide implementation of the Notice of Exemption by local governments across the State (see Attachment 8.2.4.3).

Council should also note the following key points:

1. The exemptions listed in the Notice of Exemption are discretionary. There is no obligation for a local government or landowners to use an exemption if they do not wish to do so. However, if they wish to rely upon an exemption, all relevant conditions as stated in the Notice must be complied with.
2. The exemptions listed in the Notice of Exemption are temporary. The Notice does not provide a permanent exemption from a planning requirement under a local planning scheme. Once an exemption expires, the existing planning framework requirements, including existing conditions of approval, will apply. That means without a new or amended development approval:
 - any exempt condition of approval will be reinstated;
 - any uses that were exempt from planning approval requirements under the Notice will need to seek approval through the appropriate processes if no similar exemption applies under the existing planning framework;
 - any requirements that were exempt from applying, such as cash-in-lieu or the provision of car bays are not permanently waived; and
 - any temporary works associated with any exemption will need to be removed.

For this reason, many of the conditions set out in the Notice have a 90-day transitional period from the end of the State of Emergency, whenever that may be declared by the State government, to the end of the exemption. This period gives time for any landowner who wishes to continue the particular use or regularise any particular work to obtain a new or amended development approval. An application for development approval can be submitted and determined at any point while the exemption is in place if it is intended that the activity continues beyond the Notice period.

3. Given the very fast nature of change and uncertainty surrounding the Pandemic, it is impossible to forecast when the State of Emergency will finish, and when any necessary recovery phase might also conclude. As an in-built safeguard, the Minister is required to revoke the Notice if considered no longer necessary to respond to or recover from the emergency. Similarly, because of the dynamic changing nature of the Pandemic, the Minister also has the power to amend the Notice.

Given the significance of the recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* and the subsequent Notice of Exemption issued by the Minister for Planning in response to the COVID-19 pandemic, it is considered prudent and beneficial to inform the local community of its potential implications to raise awareness and ensure landowners comply with the relevant conditions as stated in the Notice if they wish to rely upon an exemption. This could be achieved through the preparation and publication of information on the Shire's website, Facebook page and newsletter.

STATUTORY ENVIRONMENT

- *Planning and Development Act 2005*
 - Part 15, Division 1 – ‘Subsidiary legislation made by Minister’
- *Planning and Development (Local Planning Schemes) Amendment Regulations 2020*
 - Amendments to the Deemed Provisions being Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- *Shire of Corrigin Local Planning Scheme No.2*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil aside from the cost associated with preparing and publishing information on the Shire’s website, Facebook page and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 which is expected to be in the order of \$350.00 excluding GST.

COMMUNITY AND STRATEGIC IMPLICATIONS

The recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015*, the subsequent Notice of Exemption issued by the Minister for Planning and the Shire’s recommended response are considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;

- *Economic Outcome 1.3 - Well supported diverse industry and business*

Social Objective - An effectively serviced, inclusive and resilient community.

- *Social Outcome 3.1 – An inclusive, welcoming and active community.*
- *Social Outcome 3.2 - A well-managed built environment.*

Leadership Objective - Strong governance and leadership.

- *Leadership Outcome 4.1 – A strategically focussed, dynamic Council serving the community.*

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(57/2020) Moved: Cr Mason

Seconded: Cr Gilmore

That Council resolve to:

1. *Note the recent amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic;*
2. *Acknowledge the Notice of Exemption issued by the Minister for Planning on 8 April 2020 providing details of the various temporary exemptions now in force for certain approvals and requirements under the Shire of Corrigin’s local planning framework; and*
3. *Authorise the Shire Administration to prepare and publish information on the Shire’s website, Facebook page and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 with the cost to be assigned to the Shire’s town planning budget for the 2020 financial year.*

Carried 7/0

Cr Jacobs declared interest and was put in the Zoom waiting room at 3.23pm

8.3 WORKS AND SERVICES

8.3.1 RAV 7 ASSESSMENTS

Applicant:	Shire of Corrigin
Date:	11/03/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

SUMMARY

Council is requested to consider the roads submitted to Main Roads for assessment to determine if suitable to amend the Restricted Access Vehicle Network (RAV).

BACKGROUND

Heavy Vehicle Services (HVS) has received applications to add or upgrade the following section of road(s) onto the Restricted Access Vehicle (RAV) Network within the Shire of Corrigin. The Shire of Corrigin is requested to provide support as the road owner to add or upgrade the following sections of road to the RAV network including any comments relating to road condition, planning conflicts or development issues that may be impacted.

In December 2019 Council passed the following Resolution 190/2019

That Council does not support the applications for the following roads to be assessed by Main Roads for addition to the RAV 7 network due to the poor sight distances at intersecting roads, narrow road sections and narrow shoulders on bitumen roads.

Nornakin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 9.72)
Sixty Eight Gate Rd	Rabbit Proof Fence Rd (SLK 0.00)	Wickepin-Corrigin Rd (SLK 7.72)
Bilbarin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 10.78)

Nornakin East Road and Bilbarin East Road, that were previously not supported by the shire, have now been assessed by Main Roads and deemed suitable with the listed conditions as shown in the table below.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Comments	Assessment outcomes
4040032	Nornakin East Road	0.00 7.69	6.80 9.72	RAV 4	RAV 7	Nornakin East Road between SLK 6.80 to 7.69 previously assessed and deemed suitable to be added to RAV Network 7. The remainder of Nornakin East Rd has now been assessed and deemed suitable for RAV 7 (subject to LGA support). SLK ranges from 0.00 – 6.80 and 7.69 - 9.72.	Suitable for RAV 7 with conditions: Intersection conditions: (to address entering sight distance deficiencies) No right turn permitted from Babakin Corrigin Rd into Nornakin East Rd and No right turn permitted from Nornakin East Rd into Babakin Corrigin Rd
4040009	Bilbarin East Rd	0.00	10.78	RAV 4	RAV 7	Nil	Suitable for RAV 7 with conditions: - Low Vol Type A 60km/h - Headlights must be switched on at all times. - Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40) - Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus

							driver confirms all school drop-offs/pick-ups have been completed on the road. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display amber flashing warning light on the prime mover.
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Main Roads have received an application as part of the Harvest Mass Management System for the following roads to be added to the RAV network and have requested that the Shire of Corrigin provide any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network.

If the road is deemed unsuitable to be added to the relevant RAV network when assessed it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Supporting Access Y/N	School Bus Route Y/N	Comments
4040026	Bulyee Rd	Bulyee – Kweda Rd (2.81)	LGA Boundary (11.98)	RAV 5	RAV 7	Y	No	
4040030	Bulyee – Kweda Rd	Existing RAV 7 Network (0.60)	North Kweda Rd (8.45)	RAV 6	RAV 7	Conditional	Yes Pingelly bus	Requires gravel in some sections.
4040070	Dwarlarking Rd	Bulyee Rd (0.00)	LGA Boundary (5.47)	RAV 4	RAV 7	No	No	Limited local road.

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements as outlined in the Standard Restricted Access Guidelines.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without road owner's approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools directly and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

COMMENT

Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context.

The recently adopted Road Maintenance Policy provides a strategic approach to road management to assist Council to deliver the highest level of service within budget constraints. Regional roads as identified in Main Roads WA *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes* are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government grants. Without State and Federal Government road grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In October 2019 Council adopted a road hierarchy and associated maintenance and renewal standard for roads in the shire. In the policy roads were defined as follows:

- **Major Roads** - Generally these will be regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- **Limited Local Roads** - Generally unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as school bus routes, harvest destinations and other factors will be considered.
- **Feeder Roads and Streets** - Generally are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

The Major and Collector roads indicated in green below have previously been approved by Council for RAV 7 status.

Major Roads and Collector Roads

Road Name	Road type	Maintenance arrangements
Bilbarin East Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bilbarin Quairading Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Babakin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Barber Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Bendering Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bullaring-Pingelly Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bullaring-Gorge Rock Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bulyee Road	Bitumen	Grade edges once a year during winter if conditions allow
Bulyee - Kweda	All gravel road	Sections of the road will be graded once a year if conditions allow
Bulyee Quairading Rd	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Corrigin-Bruce Rock Road	Wide Bitumen	Maintenance patching where required
Corrigin-Narembeen Road	7m Wide Bitumen seal	Where required, grade edges once a year during winter if conditions allow
Corrigin South Road (and Doyle Road (West))	Half gravel road	Sections of the road will be graded once a year if conditions allow.
Dry Well Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Gill Road, Kunjin	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Lomos South Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Lomos North Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Quairading-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Rabbit Proof Fence Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Wickepin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow

Council has recently been under pressure from farmers and transport operators to upgrade many roads in the shire from RAV 4 to RAV 7 and has set a precedent of supporting these upgrades. The upgrade of local distributor roads to RAV 7 standard will require additional and ongoing maintenance associated with heavy vehicles on these secondary roads.

Several of the Limited Rural Roads in the Road Hierarchy have also been assessed by Main Roads as suitable for RAV 7 access however the road maintenance policy acknowledges the limited capacity to maintain and renew these roads. In many cases these roads require widening and additional gravel.

Nornakin East Road and Bilbarin East Roads were previously not supported for RAV 7 access due to the narrow road width and sight distances. Main Roads has assessed the roads as suitable with conditions. There is still a concern over trucks passing on these roads however the low volume conditions including reduced speeds is imposed to mitigate risk and improve the safety for road users.

Based on the road hierarchy and previously supported RAV upgrades, it is recommended that Council supports the application for Bilbarin East Road be added to the RAV network to RAV 7.

A small portion of Nornakin East Road has already been approved by Main Roads and endorsed by Council for RAV 7 access and therefore the application is recommended for approval. However it is recommended that limited local roads as defined in the Road Maintenance Policy not be supported in future.

The Bulyee Road is a priority collector route and is listed in the Roads 2030 document as one of the roads suitable for Regional Road Group funding. The road has recently been cement stabilised and is expected to be able to support the heavier trucks. For these reasons it is recommended that the Bulyee Road be added to the RAV network to RAV 7.

It is recommended that Dwarlaking Road is not be supported due to the additional costs of upgrading and maintaining this limited local road (as defined in the Shire of Corrigin Road Hierarchy to a RAV 7 standard). This road is also used as a school bus route.

Based on the road hierarchy, it is recommended that Limited Local Roads as defined in the Road Maintenance Policy not be supported in future.

Details of the criteria used to assess Restricted Access vehicles can be found on the Main Roads

[Standard Restricted Access Vehicle Assessment Guidelines](#)

STATUTORY ENVIRONMENT

Local Government Act 1995

Road Traffic Act 1972

Road Traffic (Vehicles) Act 2012

Road Traffic (Vehicle Standards) Regulations 2002

POLICY IMPLICATIONS

11.3 Road Hierarchy, Maintenance and Renewal Policy

11.9 Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads

FINANCIAL IMPLICATIONS

The Shire of Corrigin 10 year road program details the cost of road maintenance, renewal and upgrades of approximately \$2million per annum.

There is a significant gap between amount of funding required for road maintenance, renewal and upgrade as outlined in the policy and funding availability.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Economic

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

Outcome 1.1 A well planned and connected transport and communications network within the district

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1.1 Develop and implement road asset management plans		1.1.1.1	Develop a road asset management plan including network hierarchy and service levels.
		1.1.1.3	Road asset management plan and footpath management plan to be incorporated in the review and expansion of the Asset Management Plan (AMP)

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(58/2020) Moved: Cr Mason

Seconded: Cr Dickinson

That Council

1. *Support the application for Bilbarin East Road to be added to the RAV network to RAV 7 based on the road hierarchy, and previously supported RAV upgrades, with the following low volume conditions:*

Low Vol Type A

- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display amber flashing warning light on the prime mover.*
- Headlights must be switched on at all times.*
- 60km/h*
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40)*
- For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.*
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.*
- Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.*

Carried 6/0

Cr Hickey declared an interest and was put into the Zoom waiting room 3.26pm

Cr Jacobs declared an interest and remained in the waiting room.

Cr Weguelin assumed the chair 3.26pm

COUNCIL RESOLUTION

(59/2020) Moved: Cr Gilmore Seconded: Cr Mason

2. Support the application for Nornakin Road (SLK 0.00- 6.8 and 7.69- 9.72) to be added to the RAV network to RAV 7, based on previously approved sections of this road, with the following low volume conditions:

Low Vol Type A

- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display amber flashing warning light on the prime mover.
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Headlights must be switched on at all times.
- 60km/h
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40)
- For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.
- Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

Carried 5/0

Cr Hickey re-entered the meeting and resumed the chair at 3.29pm

Cr Jacobs re-entered the meeting at 3.29pm

COUNCIL RESOLUTION

(60/2020) Moved: Cr Weguelin Seconded: Cr Dickinson

3. Support the application for the Bulyee Road to be assessed by Main Roads for addition to the RAV network as a RAV 7 based on the road hierarchy and recent road upgrade.

4. Support the application for the Bulyee Kweda Road to be assessed by Main Roads for addition to the RAV network as a RAV 7 based on the road hierarchy, and previously approved sections of this road, with the following low volume conditions:

Low Vol Type A

- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display amber flashing warning light on the prime mover.
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- Headlights must be switched on at all times.
- 60km/h
- Direct radio contact must be maintained with other restricted access vehicles to establish their position on or near the road (suggested UHF channel 40)
- For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.

- *Current written support from the road asset owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.*
5. *Not support the application for the Dwarlaking Road to be assessed by Main Roads for addition to the RAV network as a RAV 7 due to the additional costs of upgrading and maintaining this Limited Local Road (as defined in the Shire of Corrigin Road Hierarchy) to a RAV 7 standard.*
6. *Not support future applications for Limited Local Roads, as defined in the Road Hierarchy, Maintenance and Renewal Policy, due to the ongoing cost of upgrades and maintenance.*

Carried 7/0

8.3.2 TENDER FOR THE RESTORATION WORKS ON THE TOWN HALL CEILING

Applicant:	Shire of Corrigin
Date:	7/04/2020
Reporting Officer:	Emma Shaw- Administration officer
Disclosure of Interest:	NIL
File Ref:	FM.0020
Attachment Ref:	NIL

SUMMARY

This item advises Council of the submissions received in relation to Request for Tender (RFT) 3-2020, Corrigin Town Hall Ceiling Restoration Project. Council is asked to consider the recommended successful tenderer to restore the Town Hall ceiling which represents best value for money.

BACKGROUND

The Corrigin Town Hall is located at 21 Goyder Street and was built in 1928 and opened in 1929. The hall is listed in the Shire of Corrigin Heritage Inventory as one of three iconic buildings of exceptional significance and is also listed on the State Heritage Register.

In October 2019 Laura Gray was engaged as the heritage and conservation consultant for this project given her extensive background work involving the Corrigin Town Hall. Ms Gray had assessed the town hall in 2001 and again in 2018 and created a Conservation Management Strategy outlining the urgent works required on the ceiling to prevent further deterioration, as well as other minor aesthetic works.

The ceiling was classed as “failed but retrievable, badly deteriorated, potential structural problems” and the need to restore both the main hall ceiling and the foyer ceiling was emphasised. The recommendations in the Conservation Management Strategy were used to develop a detailed scope of works for the Corrigin Town Hall ceiling repairs.

Damaged ceiling battens were repaired in 2018 and in 2019 the Corrigin Town Hall was closed to the public when another ceiling batten fell down. McDowell and Affleck Engineers were engaged to assess the stability of the roof in November 2019, and for the safety of the community the hall was closed. The report from McDowell and Affleck also contributed to the scope of works and was included in the RFT.

Lotterywest was approached for funding and the response was received that the nature of the works required did not fit their updated framework.

The cost of restoring the ceiling was expected to exceed \$150,000 requiring tenders to be called. Council has made provision in the 2019/20 annual budget to restore the ceiling. Tendering provided the most effective method of determining value for money, as this project is of specialist nature due to it being a state heritage listed building it was important to ensure the contractor had extensive experience in heritage restorations.

Tenders were advertised statewide on the 29 February 2020 and closed on 3 April 2020. After receiving several expressions of interest in the town hall, two tender responses were received.

Tenders were received as follows:

Company Name	Price Incl GST
Colgan Industries PTY LTD	\$139,379.90
HI Constructions (AUST) PTY LTD	\$226,984.93

The tender responses were evaluated by a panel comprising the Chief Executive Officer, Natalie Manton, Building Maintenance Officer, Kody Broun and Administrative Officer, Emma Shaw against a pre-determined selection criteria.

Criteria	Weighting
Tendered price	20%
Relevant company experience	30%
Operator skills and experience	15%
Tenderer's resources	10%
Heritage Knowledge	20%
Regional price preference	5%

COMMENT

The submissions received were both professional, detailed and addressed the selection criteria.

Evaluation for <u>Corrigin Town Hall Ceiling Restoration</u>															
		Tendered Price		Relevant Company Experience		Operator Skill and Experience		Tenderer's Resources		Heritage Knowledge		Regional Price Preference			
		20%		30%		15%		10%		20%		5%			
		The tendered price(s) will be considered along with related factors affecting the total cost to the Principal. Early settlement discounts, lifetime costs. Principal's contract management costs		Organisations to demonstrate recent experience with providing services of a similar size and scope. Quality and standard of work. Competency and proven track record		CV of key staff. Tenderer's role in performing contract		Plant equipment and materials. Contingency measures. Safety record. Current commitments		Understanding of heritage building practices. Understanding of the scope of work and technical expertise in working with heritage buildings		Regional Price Preference of 5% for tenderer's in Shire of Corrigin			
Applicant	\$		Weighted Score		Weighted Score		Weighted Score		Weighted Score		Weighted Score		Weighted Score	TOTAL weighted score	RANKING
Coglan Heritage Team PTY LTD	\$139,379.90	13	52.0	15	45.0	13	39.0	14	28.0	13	52.0	1	1.0	172.0	1
Hi Constructions (Aust) Pty Ltd	\$226,984.93	10	40.0	14	42.0	11	33.0	11	22.0	14	56.0	1	1.0	152.0	2

Referee checks were conducted on both companies as neither had carried out works in the Shire of Corrigin. Referees were very supportive of both companies.

Based on the weighted evaluations the officers have rated Colgan Heritage Team as representing the best value for money based on the following:

- Providing a price within the budget allocation.
- Providing the most recent experience of works with a similar scope.
- Providing details of the qualifications and experience of all relevant staff and sub-contractors.
- Outlining of plant and equipment, contingency measures and safety record as well as a list of current work commitments with deadlines of completion dates.

Taking into consideration the current COVID-19 pandemic, negotiations with the successful tenderer will need to include additional social distancing and hygiene provisions to ensure the health and safety of the community and the contractors carrying out the works.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

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*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:

- a. Sole supplier arrangements 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;*
 - and*
 - iv. Rationale for why the supply is unique and cannot be sources through other suppliers;**
- b. 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 the:
 - *proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,*
 - *current supply contract expiry is imminent,*
 - *value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and*
 - *The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.**
- c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.*
- d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.*

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is deemed to be suitable.

FINANCIAL IMPLICATIONS

Cost of carrying out the Town hall Ceiling restoration is included as part of the capital expenditure in 2019/20 annual budget of \$150,000

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(61/2020) Moved: Cr Dickinson Seconded: Cr Weguelin

That Council:

- 1. Accepts the Tender submitted by Colgan Industries Pty Ltd as the best value for money tender for the restoration of the Corrigin Town Hall ceiling.*
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the contract.*

Carried by Absolute Majority 7/0

8.3.3 TENDER INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

Applicant:	Shire of Corrigin
Date:	16/04/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0020
Attachment Ref:	NIL

REASON FOR CONFIDENTIALITY

The Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals information about the business, professional, commercial or financial affairs of a person.

COUNCIL RESOLUTION

(62/2020) Moved: Cr Dickinson Seconded: Cr Gilmore

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

Carried 7/0

Note: The meeting was closed to the public.

Kirsten Biglin left the room at 3.42pm.

SUMMARY

Council is asked to consider the recommended successful tenderer to supply information and communication services.

BACKGROUND

In 2019, Council engaged AMD Chartered Accountants to carry out the Regulation 17 review and the Financial Management System review.

The outcome of the Financial Management System review was that Council did not have a formal agreement in place for the services of information and communications technology. There was a recommendation in the review advising Council to test the market and put in place a formal contract with a provider. The risk of not following the recommendation is that we may not be receiving value for money and the need to test the market was imperative.

A tender was put out to the market in February 2020 after some extensive research into the specifications, equipment on hand and comprehensive analysis of requirements from a provider. The tender closed on March 4 with 12 responses received.

The weighted assessment method was used to assess the tender responses and weighting criteria was as follows:

Criteria	Weighting
Tendered Price	20%
Availability/Timeliness/Efficiency	20%
Knowledge and Experience of Personnel	30%

Knowledge and Experience in Local Government ICT requirements	25%
Regional Price Preference	5%

COMMENT

All tenderers scores were quite varied in the qualitative criterion assessment, all having similar experience in providing IT services but differed in experience with local government.

The specifications of the tender were prescriptive and not all providers could provide the services without having to subcontract them out to third parties which was not acceptable to the Shire of Corrigin.

After extensive evaluation by the CEO, DCEO and Governance Project Officer, the above weighted criteria was deemed to be an accurate reflection of the responses against the specifications.

Reference checks were carried out on the current provider and the preferred tenders.

There were two tenders that came in with a ranking of 1 however the tenders were quite different and the decision came down to experience, information provided and service levels.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

(1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

(2) *Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150, 000 unless sub-regulation (2) states otherwise.*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if:*

(a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

(b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;*

Regulation 18(4) of the Functions and General Regulations

Regulation 20(1) of the Functions and General Regulations

Regulation 20(2) of the Functions and General Regulations

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is deemed to be suitable.

FINANCIAL IMPLICATIONS

Cost of tendered price will be included in the 2020/21 Annual budget

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(63/2020) Moved: Cr Coppen

Seconded: Cr Mason

That Council:

1. *Accepts the tender submitted by Wallis Computer Solutions as the best level of service and value for money.*
2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the contract.*

Carried by Absolute Majority 7/0

COUNCIL RESOLUTION

(64/2020) Moved: Cr Dickinson

Seconded: Cr Weguelin

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

Carried 7/0

Kirsten Biglin re-entered the room at 3.54pm.

9 CHIEF EXECUTIVE OFFICER REPORT

The CEO has been kept busy to responding to the changing COVID-19 pandemic and associated legislation changes and government directions.

The administration staff have been working from home and outside staff are continuing to work with additional hygiene measures and social distancing.

The Shire of Corrigin has been working on some interesting and engaging community projects As we move to the management and recovery stage of the COVID-19 situation.

10 PRESIDENT'S REPORT

Attending Special COVID-19 Local Emergency Management Committee meetings and webinars.

The President thanked the CEO and shire staff both Administration and Works for keeping on top of things and keeping busy during this time.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 19 May 2020 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 4.00pm.

President: _____ Date: _____



SPECIAL COVID-19 Local Emergency Management Committee Meeting

Minutes

Monday 20 April 2020

1.00pm

By Teleconference

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

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

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Communities, Child Protection and Family Support
- Representatives from other agencies as required

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting 1.02pm

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Deputy Shire President	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Chair St John Ambulance	G Dawson
Deputy Recovery Officer	L Baker
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen
Corrigin Pharmacy	M Hooper
Department of Communities	N Blackburn
Dept of Primary Industries and Regional Development	A Lacey
St John Ambulance, Community paramedic	L Evans
Corrigin Volunteer Fire and Rescue	D Di Fulvio

Apologies

Department of Communities	J Spadaccini
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton

No Response

Corrigin Medical Surgery Doctor	T Ramakrishna
Chief Bush Fire Control Officer	G Evans
DFES, District Emergency Management Advisor	A Smith
Principal, Corrigin District High School	H Prance
Health Services Manager, Corrigin District Hospital	L Reed

3. Hazard Management Agency Report

As at 17 April 2020 there were 535 confirmed cases of COVID-19 in WA with 10 cases in the Wheatbelt region.

Only one new case overnight as at 19 April 2020 bringing the total in WA to 545.

4. Agency Reports and Updates - Business Continuity Plans

Hospital and general practitioner

- NIL

St John Ambulance

- Business as usual

Pharmacy

- Town quieting down, no more panic buying.
- High level of deliveries.
- Flu shots are being supplied gradually.

Police

- All going well, no new reports.

Volunteer Fire and Rescue

- Business as usual.

Bush Fire Control Officer

- NIL

DFES

- Business as usual.
- Attended two fires over the weekend and car accident.

Department Communities, Child Protection and Family Support

- State Emergency Welfare Plan.
- Recovery work has started.

School

- NIL

Shire

- Concentrating on recovery phase.
- Planning jobs for new casual employees to do around town.
- Contractors and employee checklists.

Dept of Primary Industries and Regional Development

- Economic impact will be bigger than health impact.
- Rural west providing support to small businesses.
- Travel passes for across regions is now live.

IGA

- Still running low on some stock.
- Alcohol limit has been lifted as of today.

5. Incident Response team

6. Other Items/Questions/Concerns

7. NEXT MEETING

The next COVID-19 Local Emergency Management meeting will be Monday 4 May 2020.

The next LEMC meeting will be Monday 11 May 2020 at 1.00pm.

Meeting dates for 2020 are as follows.

- Monday 10 August 2020 at 1.00pm
- Monday 9 November 2020 at 1.00pm

8. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 1.16pm.



SPECIAL COVID-19 Local Emergency Management Committee Meeting

Minutes

Monday 4 May 2020

1.00pm

By Teleconference

1.0 NAME

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2.0 ROLE OF THE COMMITTEE

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3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

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

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- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Communities, Child Protection and Family Support
- Representatives from other agencies as required

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting 1.00pm.

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Deputy Shire President	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Chair St John Ambulance	G Dawson
Deputy Recovery Officer	L Baker
Corrigin Pharmacy	M Hooper
Department of Communities	N Blackburn
Dept of Primary Industries and Regional Development	A Lacey
Health Services Manager, Corrigin District Hospital	L Reed
Sergeant, Corrigin Police	C Morgan

Apologies

No Response

DFES Area Officer, Narrogin East	G Hansen
St John Ambulance, Community paramedic	L Evans
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Corrigin Medical Surgery Doctor	T Ramakrishna
Chief Bush Fire Control Officer	G Evans
DFES, District Emergency Management Advisor	A Smith
Principal, Corrigin District High School	H Prance
Department of Communities	J Spadaccini

3. Hazard Management Agency Report

As at 28 April 2020 there were 550 confirmed cases of COVID-19 in WA with 10 cases in the Wheatbelt region.

5 days in a row of 0 cases.

4. Agency Reports and Updates - Business Continuity Plans

Hospital and general practitioner

- Provided an overview of the WA statistics.
- 22 active cases in WA.

St John Ambulance

- Receiving updates of new PPE, prepared for potential second wave of the virus.
- Some COVID-19 testing will take place at schools.

Pharmacy

- Still doing deliveries.
- Administering lots of flu shots.

Police

- NIL

Volunteer Fire and Rescue

- NIL

Bush Fire Control Officer

- NIL

DFES

- NIL

Department Communities, Child Protection and Family Support

- Little change, still providing support to those in isolation.
- Providing support to the metro area and Rottnest.

School

- NIL

Shire

- WA Local Government Association doing weekly updates.
- Implemented community support initiatives.
- Accelerated capital works.
- 10 new casual workers at the Shire to boost local employment.
- Government considering a plan for future relaxing border restrictions based on medical advice.

Dept of Primary Industries and Regional Development

- NIL

IGA

- Home deliveries still active.

5. Incident Response team

6. Other Items/Questions/Concerns

Discussions surrounding

- Children going back to high schools and boarding schools.
- Travelling within the Wheatbelt region.
- Local unemployment.

7. NEXT MEETING

The next COVID-19 Local Emergency Management meeting will be Monday 11 May 2020 at 1pm.

The next LEMC meeting will be Monday 11 May 2020 at 1.00pm.

Meeting dates for 2020 are as follows.

- Monday 10 August 2020 at 1.00pm
- Monday 9 November 2020 at 1.00pm

8. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 1.26pm.



Local Emergency Management Committee Meeting

Minutes

Monday 11 May 2020

1.00pm

By Teleconference

PRESENTATION FROM TELSTRA AND WESTERN POWER

Presentation from Telstra and Western Power on power and telecommunication problems experienced over summer period.

1.0 NAME

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

4.0 MEMBERSHIP

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

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Child Protection and Family Support
- Representatives from other agencies as required

5.0 MEETING PROCEEDINGS

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

- **Every meeting:**
 - Confirmation of local emergency management arrangements contacts details and key holders;
 - Review of any post-incident reports and post exercise reports generated since last meeting;
 - Progress of emergency risk management process;
 - Progress of treatment strategies arising from emergency risk management process;
 - Progress of development or review of local emergency management arrangements; and
 - Other matters determined by the local government.
- **First quarter:**
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
 - Begin developing annual business plan.
- **Second quarter:**
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
 - Finalisation and approval of annual business plan.
- **Third quarter:**
 - Identify emergency management projects for possible grant funding.
- **Fourth quarter:**
 - National and State funding nominations.

PRESENTATION FROM TELSTRA

Presentation from Telstra on telecommunication problems experienced over summer period. Mr Boyd Brown explained the issues that occurred with the outages in November 2019 and early 2020 and the findings they came across when solving the problems. Mr Brown explained the how outages tend to happen in Corrigin and how they plan to work with Western Power to minimise outages in the future.

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.44pm.

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Deputy Shire President	Cr. M Weguelin
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Chair St John Ambulance	G Dawson
Health Services Manager, Corrigin District Hospital	L Reed
Deputy Recovery Officer	L Baker
Dept of Primary Industries and Regional Development	A Lacey
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Telstra	B Brown

Apologies

Sergeant, Corrigin Police	C Morgan
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No Response

DFES, District Emergency Management Advisor	A Smith
DFES Area Officer, Narrogin East	G Hansen
Chief Bush Fire Control Officer	G Evans
St John Ambulance, Community paramedic	L Evans
Principal, Corrigin District High School	H Prance
Department of Communities	J Spadaccini

3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 10 February 2020 (Attachment 1).

Moved: L Baker Seconded: Cr Weguelin

That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 10 February 2020 be confirmed as a true and accurate record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Confirmation of local emergency management arrangements contact details and key holders.

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents COVID-19

Weekly COVID-19 LEMC meetings have been held since 30 March 2020

5.2 Exercises

COVID-19 pandemic provided a real life experience of assessing, reacting, managing and planning for the recovery of an emergency situation.

The Shire of Corrigin has reviewed and revised the COVID-19 Business Continuity Plan and Communication Plan.

Agencies have responded to emergency service and public health advice, notices and directions from government and public health authorities.

6. DEVELOPMENT OF FUTURE EXERCISES

Possible exercises could include:

- Repeat of radio communications exercise
- RFDS Patient transfer if large fire in Corrigin Reserve or if lights were to fail on the airstrip.
- Interruption to critical water supplies
- Outbreak of COVID-19.

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

Letter from Chair State Emergency Management Committee (SEMC) indicated that the SEMC resolved that:

- There will be no consequences for LEMCs that don't submit an annual report.
- No annual reports are required from DEMC's, Subcommittees or Reference Groups. The Chairs and Executive Officers, will however, be required to approve relevant draft content for inclusion in the SEMC annual report.
- The SEMC will submit an annual report, albeit in a reduced format.

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

9. FUNDING

9.1 Airstrip Lighting Upgrade

The Shire of Corrigin commenced an application for the Regional Airstrip Upgrade Program to replace the airstrip lights with LED lights to the full length of the strip and upgrade the radio control system for pilots to turn the lights on.

In order to make the airstrip lights with current standards new cabling would need to be installed along the length of the airstrip at a cost of \$250,000.

A second funding is expected to open in May 2020 but as yet no information on the dates as yet.

9.2 Drought Funding

Projects for drought funding is still being finalised but is expected to include a project on improving storage of underground water which would be available in case of an emergency.

10. OTHER MATTERS

10.1 Corona Virus

The following information has been provided by the Department of Health in relation to the Corona Virus:

Flu Vaccination Campaign

It is more important than ever to be vaccinated this year – especially if the influenza season overlaps with more COVID-19 cases. Further information can be found at https://healthywa.wa.gov.au/Articles/F_I/Flu-influenza

G2G Pass

State of Emergency has been declared for the whole of Western Australia (WA) and a number of Directions restricting the ability of a person to travel into and within WA have been given by the State Emergency Coordinator.

The G2G PASS is an initiative of the Western Australia Police Force (WA Police) in response to these Directions.

To get the App visit:

<https://www.g2gpass.com.au/initiative>

COVIDSafe App

The COVIDSafe App speeds up contacting people exposed to coronavirus (COVID-19). The new COVIDSafe App is completely voluntary and helps state and territory health officials to quickly contact people who may have been exposed to COVID-19. Downloading the app is something you can do to protect you, your family and friends and save the lives of other Australians. The more Australians connect to the COVIDSafe App, the quicker the virus can be detected.

For further information regarding the App visit:

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

11. REPORTS

Department of Communities

NIL

Department of Primary Industries and Regional Development

No further developments since last meeting

Wheatbelt South WALGA – Road Safety

Rodney Thornton WALGA Roadwise reported that there has been 30 regional fatalities this year with 9 being from the Wheatbelt.

DFES

NIL

Corrigin Police

NIL

St John Ambulance

No further developments since last meeting

Corrigin District Hospital

Outlined how the hospital would handle situation if multiple COVID-19 patients were identified in Corrigin.

Corrigin Volunteer Fire and Rescue

No further developments since last meeting

Chief Bush Fire Control Officer

NIL

Corrigin District High School

NIL

Shire of Corrigin

- Discussions around re-opening our facilities and recovery phase.
- Staff back in the office.
- Will continue to monitor the virus and promote the restrictions in place.

Recovery Officer

NIL

Deputy Recovery Officer

NIL

12. NEXT MEETING

Next Special COVID-19 LEMC Meeting 8 June 2020 at 1.00pm.

The next meeting will be Monday 10 August 2020 at 1.00pm.

Meeting dates for 2020 are as follows.

- Monday 9 November 2020 at 1.00pm

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 2.06pm



BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes

Tuesday 24 March 2020

**MEETING CONDUCTED VIA EMAIL DUE TO
COVID-19 RESTRICTIONS**

1. DECLARATION OF OPENING

2. ATTENDANCE AND APOLOGIES

Apologies
Grant Hansen

3. CONFIRMATION OF PREVIOUS MINUTES –

The minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on 10 October 2019 were not confirmed due to the cancellation of the in person meeting and will be confirmed at the next meeting.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

5. ELECTION OF OFFICERS

Recommendations 1-8 accepted by email correspondence.

Recommendation 1

Moved ***Seconded***

That Greg Evans be appointed Chief Bush Fire Control Officer for 2020/21.

Recommendation 2

Moved ***Seconded***

That Andrew Szczecinski be appointed Deputy Chief Bush Fire Control Officer for 2020/21.

Recommendation 3

Moved ***Seconded***

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2020/21.

Fire Control Officers

Recommendation 4

Moved ***Seconded***

That the following people be appointed as Bush Fire Control Officers for 2020/21:

Bilbarin Brigade

Sadow Jacobs	PO Box 37, Corrigin	9065 2042	0427 652 042
Bruce Mills	Post Office, Corrigin	9062 9012	0428 956 779
Steven Bolt	PO Box 226, Corrigin	9065 2043	0427 652 043
Paul McBeath	PO Box 87, Corrigin	9062 9024	0427 629 024

Bullaring Brigade

Andrew Szczecinski	PO Box 124, Corrigin	9065 7014	0429 657 014
Greg Evans	Post Office, Bullaring	9065 7021	0429 657 021
Greg Doyle	PO Box 109, Corrigin	9880 9048	0427 809 044
Craig Jespersen	PO Box 18, Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71, Corrigin	9063 7014	0429 883 799

Bulyee/Kunjin Brigade

Ray Hathaway	PO Box 90, Brookton	9642 7045	0488 138 904
Tony Guinness	PO Box 35, Corrigin	9065 7079	0429 657 004
John Hewett	PO Box 239, Corrigin	9063 2480	0427 632 480
Braden Grylls	PO Box 115, Corrigin	9065 8006	0428 658 048

Corrigin East Brigade

Tim George	PO Box 159, Corrigin	9065 5045	0427 655 045
Kim Courboules	PO Box 79, Corrigin		0427 632 624
Bruce Talbot	PO Box 75, Corrigin	9063 2132	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26, Corrigin	9063 2956	0488 632 107
Adam Rendell	PO Box 200, Corrigin	9063 2291	0427 632 291
Natalie Manton	PO Box 221, Corrigin	9063 2203	0427 425 727

Fire Weather Officers***Recommendation 5******Moved Seconded***

That the Chief Bush Fire Control Officer, the two Deputy Chief Bush Fire Control Officers and Sandow Jacobs be appointed as Fire Weather Officers for 2020/21.

Harvest Ban Officers***Recommendation 6******Moved Seconded***

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Ray Hathaway, Braden Grylls (if Ray Hathaway is unavailable) as authorised Harvest Ban Officers for 2020/21.

Training Officer***Recommendation 7******Moved Seconded***

That that Greg Evans be appointed as training Officer for 2020/21.

Dual Fire Control Officers***Recommendation 8******Moved Seconded***

That the following people be appointed as Dual Fire Control Officers for 2020/21:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Ray Hathaway
Wickepin Shire	Craig Jespersen, Greg Doyle
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Greg Doyle, Bryce Nicholls
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Ray Hathaway, Braden Grylls

Note: Bruce Rock does not appoint Dual Fire Control Officers. The Shire of Corrigin Bush Fire Advisory Committee (BFAC) considers it appropriate to continue to recommend to Council that Dual Fire Control Officers be appointed to all neighbouring local governments.

6. GENERAL BUSINESS

1. Fire Reports

The Shire of Corrigin experienced a relatively quiet bush fire season this year with only three fires (based on the number of reports received back from BFCO's). The very hot and dry weather conditions, combined with numerous Total Fire Ban days, proved challenging for our Wheatbelt neighbours who experienced some large fires. Thank you to our volunteer fire fighters who assisted the Shire of Kondinin with large fires in Kondinin and Forestania during December 2019.

Bulyee fires debrief was held on 20 Feb 2020.

2. Corrigin Bush Fire Brigade Policies and Procedures

Would we like to develop something like Quairading has developed?
This could be worked on in the coming months and hopefully presented at the October meeting.

3. Delegated Authority

Road closures handout from DFES

Bush fire control officers have the delegated power to close a road but must ensure it is safe and seek permission from Main Roads before opening the road.

Communication is important, especially if the road is impacted by heavy smoke and when operating between shires.

4. Fuel Cards

Volunteer fuel cards for the 2019/2020 financial year have been available at the Great Southern Fuels Corrigin Office since 31 October 2019.

Each Bushfire Control Officer's allocation is as follows. This allocation has changed due to the amalgamation of the Bulyee and Kunjin brigades.

Bushfire Control Officers -2019/2020

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 950.00
Andrew Szczecinski	\$ 450.00
Steven Bolt	\$ 450.00
Sadow Jacobs	\$ 210.00
Bruce Mills	\$ 210.00
Paul McBeath	\$ 210.00
Greg Doyle	\$ 210.00
Craig Jespersen	\$ 210.00
Bryce Nicholls	\$ 210.00
Ray Hathaway	\$ 210.00
Tony Guinness	\$ 210.00
John Hewett	\$ 210.00
Braden Grylls	\$ 210.00

Tim George	\$ 210.00
Kim Courboules	\$ 210.00
Bruce Talbot	\$ 210.00
Garrick Connelly	\$ 210.00
Adam Rendell	\$ 210.00
	\$ 5,000.00

The preferences for collection are as follows:

1. Bulk pick up using personal fuel trailer/jerry cans/vehicles/boats
2. As part of a bulk delivery – please note that Great Southern Fuels will not be offering special deliveries for the allocated amount as it's not financially viable for them for such a small amount
3. Bulk drop – Great Southern Fuels are willing to do a 'drop' to the most central farm in each brigade where BFCO's can meet and collect their allocated amount. This is to cater for those BFCO's that do not have road worthy/licenced fuel trailers to collect their allocated amount in Corrigin. This will need to be pre-arranged.

The fuels cards will expire in June 2020 so if you haven't already, please try to collect your allocation as soon as possible.

5. Firebreak Order 2020/2021

Please review the firebreak order for 2020/21 and notify Kirsten Biglin eso@corrigin.wa.gov.au of any required changes.

6. Fire Brigade Lists

Fire brigade membership lists and contact details were reviewed and notify Kirsten Biglin eso@corrigin.wa.gov.au of any required changes.

7. Bush Fire Radios

Some radios were serviced by P K Technology in November 2019 to fix problems identified during the November call up.

The following bush fire control officers were having trouble with their radios during the call up test:

- Greg Evans
- Paul McBeth
- Craig Jespersen
- Bryce Nicholls
- Tim George – Receives but couldn't transmit. This one is the most urgent.
- Ray Hathaway
- Adam Rendell – transfer to new vehicle
- Shire office - Need to change from the green WAERN to the yellow WAERN
- Garrick Connelly – installation required
- Tony Guinness

The remaining radios to be serviced in April 2020.

Stocktake of bush fire radios within the shire. Please refer to the attached report and notify Kirsten Biglin eso@corrigin.wa.gov.au if any details need updating.

8. Training

It is pleasing to see that 52 new members have joined brigades in the Shire of Corrigin in the past three years. Many of these new members have not had any training and it is important that they are as prepared for the task of firefighting as possible to be an effective fire fighter and ensure their own safety.

9. Burning Permits

For early permits please tick box on permit requiring landholder to notify shire on the day they are burning. This is very helpful when we receive calls from members of the public asking if help is required at a fire.

10. Text Messages

Shire staff will continue to maintain the Telstra SMS messaging service and have been encouraging SMS recipients to opt out if the service is no longer required.

Brigades may wish to set up their own What's App messaging groups but this will not be maintained by the Shire.

11. Bush Fire Brigade Insurance

As we head into autumn it is a good time to reflect on how prepared we are for the bush fire season and check our emergency plans are up to date. While the Shire of Corrigin takes a leading role in emergency management planning and response, we rely on the invaluable support provided by our volunteer bush fire brigade members. These committed volunteers turn out at a moments notice and are often required to work in high risk environments to protect our community assets and private property.

The Shire of Corrigin recognises the vital service provided by our volunteer bush fire brigades and takes out comprehensive insurance to protect volunteer bush fire brigade members who are fighting fires under the direction of the Chief Bush Fire Control Officer.

What's covered?

Personal Injury Protection

Applies when a volunteer firefighter (or anyone acting under the control of the local government's Bushfire Control Officer) suffers an injury caused by undertaking normal brigade activities. The entitlements mirror the Workers' Compensation and Injury Management Act (1981) and follow the prescribed amounts as gazetted by WorkCover WA every year. In the event that a volunteer is injured, priority should be given to seeking medical treatment. Once the volunteer or their representatives are able to, they can lodge a personal injury claim with the Shire, which is then forward to our insurer, LGIS, for processing.

Motor Vehicle and Plant Damage

Insurance protection applies when there is loss or damage to appliances, equipment and apparatus owned by a bushfire brigade or privately owned.

Personal Property

Volunteers who are members of a local brigade may sustain accidental damage to or loss of their personal property whilst they are actively engaged in duties designated to them and deemed “normal brigade activities”. Personal property is generally considered to be clothing and items normally worn or carried on or kept with the person. This includes items such as glasses and mobile phones which can be lost or damaged whilst the volunteer is performing their duties. The Shire of Corrigin insurer will consider claims for personal property under these terms and should loss or damage occur volunteers should report the matter to their supervisor, CEO or Bushfire Control Officer for advice around submitting a claim to LGIS.

Third Party Liability

Whilst conducting activities during fire control and fire control management practices there may be instances where volunteers need to act decisively in order to reduce or mitigate risk of the spread of fire. As a result there may be occasions where damage to property or injury to third parties could occur and a volunteer may be considered personally responsible.

There are immunities under relevant and appropriate legislation available and the Shire of Corrigin insurance will also provide cover for volunteers who are acting in accordance with the duties assigned to them and in accordance with the Bush Fires Act 1954 (as amended). Should any volunteer be made aware of any likely action against them personally, they should report the matter to their supervisor, CEO or Bushfire Control Officer regarding any claims.

To ensure our volunteer fire fighters are covered by the Shire of Corrigin bush fire insurance they must be:

- Register as a member of a bush fire brigade,
- Be over 16 years of age,
- Acting under the direction of a Bush Fire Control Officer.

12. Water Supplies for Fire Fighting

Water Corporation have issued the following reminder that people cannot rely on public water supplies in the event of a fire:

While we make every effort to maintain supply, loss of electricity may cause pumps that transfer water to our storage tanks to fail and we may not be able to respond to system failures in areas that are deemed by DFES or Western Power to be unsafe for our crews to enter. For those residents who choose to stay and defend their homes, it's imperative that they have an independent water supply as well as their own pumping capability.

Scheme water cannot be guaranteed during a bushfire

Water Corporation is prepared for bushfire season. However, we cannot guarantee that water pressure or water supply will be maintained in the event of a bushfire. Extreme demand, fire damage and power cuts can all result in a total loss of water.

If you plan to stay and defend your property during a bushfire, you must have your own independent water supply and pumping capability, and must not rely on scheme water.

*Full details about how to prepare for the bushfire season can be found at **firechat.wa.gov.au***

7. OTHER BUSINESS

8. MEETING CLOSURE

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
3391	30/04/2020	CORRIGIN BADMINTON CLUB	BOND REFUND	\$ 50.00	TRUST
20500	23/04/2020	SYNERGY	ELECTRICITY CHARGES	\$ 6,674.07	MUNI
20501	23/04/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 5,564.90	MUNI
EFT14955	09/04/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14956	09/04/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT14957	15/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	OVERNIGHT CASH DEPOSIT FACILITY INVESTMENT	\$ 500,000.00	MUNI
EFT14958	15/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	OVERNIGHT CASH DEPOSIT FACILITY INVESTMENT	\$ 500,000.00	MUNI
EFT14959	23/04/2020	3POINT IT	COMPUTER CONSULTANCY - RESOLVE CRC IT ISSUES	\$ 66.00	MUNI
EFT14960	23/04/2020	AC ELECTRICS WA	SUPPLY EXTENSION LEAD FOR BABAKIN-CORRIGIN CRICKET CLUB	\$ 186.12	MUNI
EFT14961	23/04/2020	ADVANCED AUTOLOGIC PTY LTD	2 OF 20 LITRE HAND SANITISER	\$ 660.00	MUNI
EFT14962	23/04/2020	AVON WASTE	5 WEEKS RUBBISH COLLECTION - MARCH 2020	\$ 22,114.86	MUNI
EFT14963	23/04/2020	BEST OFFICE SYSTEMS	SUPPLY NEW DATA PROJECTOR TO BE INSTALLED AT CREC	\$ 5,846.50	MUNI
EFT14964	23/04/2020	BGC QUARRIES	55.44 TONNES OF CONCRETE MIX BLEND BLUE METAL AGGREGATE	\$ 2,772.95	MUNI
EFT14965	23/04/2020	BITUTEK PTY LTD	SEAL BULYEE ROAD	\$ 160,753.58	MUNI
EFT14966	23/04/2020	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.38	MUNI
EFT14967	23/04/2020	BULLIVANTS PTY LTD	REPLACEMENT CHAIN SLING ASSEMBLY	\$ 390.01	MUNI
EFT14968	23/04/2020	CLOUD COLLECTIONS PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 720.95	MUNI
EFT14969	23/04/2020	CORRIGIN ENGINEERING PTY LTD	FLAT BAR FOR NICHE WALL AT CEMETERY	\$ 283.65	MUNI
EFT14970	23/04/2020	CORRIGIN FLOORBALL	BOND REFUND	\$ 150.00	MUNI
EFT14971	23/04/2020	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 3,859.25	MUNI
EFT14972	23/04/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 369.77	MUNI
EFT14973	23/04/2020	CORRIGIN TYREPOWER	NEW TYRES AND WHEEL BALANCE FOR CREW CAB TRUCK	\$ 1,960.00	MUNI
EFT14974	23/04/2020	DAVES TREE SERVICE	PRUNE STREET TREES IN CORRIGIN AND BULLARING TOWNSITES	\$ 14,080.00	MUNI
EFT14975	23/04/2020	DR T RAMAKRISHNA	INCENTIVE PAYMENT AS PER AGREEMENT	\$ 14,534.35	MUNI
EFT14976	23/04/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	7,000KG GP CEMENT, SPRAYING CHEMICALS, RYEGRASS FOR OVAL	\$ 4,631.00	MUNI
EFT14977	23/04/2020	EMMA ELAINE SHAW	STAFF REIMBURSEMENT	\$ 885.25	MUNI
EFT14978	23/04/2020	HANSON CONSTRUCTION MATERIALS PTY LTD	52 TONNES OF CONCRETE SAND	\$ 2,163.88	MUNI
EFT14979	23/04/2020	JR & A HERSEY PTY LTD	PERSONAL PROTECTIVE EQUIPMENT, HARDWARE SUPPLIES	\$ 2,864.73	MUNI
EFT14980	23/04/2020	KING COUNTRY ROOFING WA	DEBTOR REFUND DUE TO OVERPAYMENT	\$ 97.50	MUNI
EFT14981	23/04/2020	KELLY ROBERTS	BOND REFUND	\$ 150.00	MUNI
EFT14982	23/04/2020	LIMESTONE BUILDING BLOCK COMPANY PTY LTD	LIMESTONE BLOCKS FOR DOCTORS HOUSE	\$ 2,679.00	MUNI
EFT14983	23/04/2020	MARKETFORCE	ADVERTISING - RFT03-2020 TOWN HALL CEILING RESTORATION	\$ 567.20	MUNI
EFT14984	23/04/2020	NARROGIN CARPETS & CURTAINS	REPLACEMENT VERTICAL BLIND SLATS FOR 10 LAWTON WAY	\$ 160.00	MUNI
EFT14985	23/04/2020	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - UTE, GRADER, CEO & ROE EHO VEHICLES	\$ 1,797.73	MUNI
EFT14986	23/04/2020	NUTRIEN AG SOLUTIONS LIMITED	NEW FENCE FOR DAM	\$ 4,325.98	MUNI
EFT14987	23/04/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	PURCHASE OF 2 SHIRE LAPTOPS, RESOLVE IT ISSUES	\$ 3,062.50	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT14988	23/04/2020	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 211.95	MUNI
EFT14989	23/04/2020	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES - BULYEE ROAD	\$ 369.63	MUNI
EFT14990	23/04/2020	SIGMA CHEMICALS	POOL CHEMICALS	\$ 511.23	MUNI
EFT14991	23/04/2020	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - NETBALL COURTS, CREC	\$ 1,878.25	MUNI
EFT14992	23/04/2020	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 4,226.20	MUNI
EFT14993	23/04/2020	THE WINDMILL NEWSPAPER	ADVERTISING - THANK A VOLUNTEER DAY CANCELLED	\$ 70.00	MUNI
EFT14994	23/04/2020	WARREN KENNY CARPENTRY SERVICES	CONSTRUCTION OF BOUNDARY FENCE AT MEDICAL CENTRE	\$ 2,816.00	MUNI
EFT14995	23/04/2020	WEST COAST ASBESTOS REGISTERS	ASBESTOS FENCE REMOVAL AND DISPOSAL	\$ 2,186.25	MUNI
EFT14996	23/04/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE - CREW CAB TRUCK	\$ 860.00	MUNI
EFT14997	23/04/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14998	23/04/2020	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT14999	23/04/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15000	23/04/2020	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT15001	27/04/2020	SEGALS OUTDOOR FURNITURE	MODULAR OUTDOOR SETTINGS FOR CREC	\$ 1,198.00	MUNI
EFT15002	29/04/2020	ROCK OF CAGES	DEPOSIT PAYMENT FOR GABION ROCK CAGES	\$ 5,290.00	MUNI
EFT15003	30/04/2020	J.H. PIETRZAK (CORRIGIN VET)	BOND REFUND	\$ 50.00	MUNI
EFT15004	30/04/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,100L EMULSION, 12T PATCHING ASPHALT, 58.28T AGGREGATE	\$ 12,408.35	MUNI
EFT15005	30/04/2020	BROWNLEY'S PLUMBING & GAS	PLUMBING REPAIRS - GIGGLE POTS DAY CARE	\$ 465.30	MUNI
EFT15006	30/04/2020	CORRIGIN ENGINEERING PTY LTD	HANDLE FOR LIMESTONE LIFTER	\$ 10.86	MUNI
EFT15007	30/04/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 307.86	MUNI
EFT15008	30/04/2020	CORRIGIN PHARMACY	RESTOCKING OF ADMINISTRATION AND WORKS FIRST AID KITS	\$ 269.57	MUNI
EFT15009	30/04/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	20 LITRES OF BIFENTHRIN TITAN	\$ 187.00	MUNI
EFT15010	30/04/2020	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR APRIL 2020	\$ 11,880.00	MUNI
EFT15011	30/04/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR MARCH 2020	\$ 13,333.34	MUNI
EFT15012	30/04/2020	NATURAL PARK	168 TONNES OF YELLOW SAND	\$ 1,108.80	MUNI
EFT15013	30/04/2020	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - UTES, MINI DRUM ROLLER	\$ 1,477.38	MUNI
EFT15014	30/04/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	PURCHASE OF 1 SHIRE LAPTOP, RESOLVE IT ISSUES	\$ 2,955.00	MUNI
EFT15015	30/04/2020	SIGMA CHEMICALS	POOL CHEMICALS	\$ 981.75	MUNI
EFT15016	30/04/2020	THE DAN TURNER FAMILY TRUST	INSPECTION OF BRICK WORK CRACKING IN POOL PLANT ROOM	\$ 440.00	MUNI
EFT15017	30/04/2020	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGE	\$ 79.20	MUNI
EFT15018	30/04/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE - ROLLER	\$ 758.17	MUNI
EFT15019	30/04/2020	WILSONS SIGN SOLUTIONS	SUPPLY HONOUR BOARD UPDATES	\$ 104.50	MUNI
EFT15020	30/04/2020	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 200.00	MUNI
DD11682.1	23/04/2020	SHIRE OF CORRIGIN - MUNICIPAL	UNCLAIMED ANIMAL TRAP BONDS	\$ 60.00	TRUST
DD11686.1	01/04/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD11687.1	01/04/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD11688.1	01/04/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 74.21	MUNI
DD11689.1	01/04/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD11705.1	01/04/2020	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 147.88	MUNI
DD11646.1	08/04/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,273.33	MUNI
DD11646.2	08/04/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11646.3	08/04/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 303.68	MUNI
DD11646.4	08/04/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,519.03	MUNI
DD11646.5	08/04/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 844.48	MUNI
DD11646.6	08/04/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD11646.7	08/04/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 134.66	MUNI
DD11662.1	10/04/2020	TELSTRA	MOBILE PHONE CHARGES	\$ 333.94	MUNI
DD11678.1	16/04/2020	TELSTRA	PHONE CHARGES	\$ 18.92	MUNI
DD11685.1	19/04/2020	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD11672.1	22/04/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,062.14	MUNI
DD11672.2	22/04/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11672.3	22/04/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 306.88	MUNI
DD11672.4	22/04/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,518.79	MUNI
DD11672.5	22/04/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 844.48	MUNI
DD11672.6	22/04/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD11672.7	22/04/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 157.83	MUNI
DD11699.1	28/04/2020	TELSTRA	PHONE CHARGES	\$ 73.59	MUNI
DD11700.1	28/04/2020	TELSTRA	PHONE CHARGES	\$ 291.98	MUNI
DD11701.1	28/04/2020	TELSTRA	PHONE CHARGES	\$ 114.84	MUNI
DD11702.1	28/04/2020	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD11703.1	30/04/2020	TELSTRA	PHONE CHARGES	\$ 1,360.23	MUNI
DD11704.1	30/04/2020	TELSTRA	PHONE CHARGES	\$ 158.60	MUNI
DD11634.1	01/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 784.85	LIC
DD11636.1	02/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 16.75	LIC
DD11649.1	06/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 22,615.45	LIC
DD11651.1	09/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,980.60	LIC
DD11661.1	15/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,018.25	LIC
DD11664.1	16/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 345.20	LIC
DD11669.1	20/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 7,683.40	LIC
DD11680.1	23/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,433.80	LIC
DD11698.1	28/04/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 249.65	LIC
JNL	09/04/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 08/04/2020	\$ 53,255.05	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
JNL	23/04/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 22/04/2020	\$ 53,843.41	MUNI

\$ 1,505,432.26

MUNICIPAL ACCOUNT PAYMENTS	\$ 1,469,194.31
TRUST ACCOUNT PAYMENTS	\$ 110.00
LICENSING ACCOUNT PAYMENTS	\$ 36,127.95
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 1,505,432.26



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 FEBRUARY 2020 TO 27 MARCH 2020

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
2/03/2020	CALTEX BENTLEY	FUEL FOR CEO VEHICLE	\$ 61.88
		CREDIT CARD TOTAL	\$ 61.88
CARD NUMBER 4557-XXXX-XXXX-0935			
29/02/2020	CELLMATE	PHONE COVER FOR BUILDING MAINT. OFFICER	\$ 55.00
6/03/2020	MERCURE HOTEL PERTH	MEALS DURING TRAINING IN PERTH	\$ 31.00
		CREDIT CARD TOTAL	\$ 86.00
BILLING ACCOUNT			\$ -
TOTAL CREDIT CARD PAYMENTS			\$ 147.88

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and confirm that from the descriptions on the documentation provided that ;

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

Kylie Caley *Kylie Caley* 29 / 04 /2020 .

I, Natalie Manton, Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-0935 and confirm that from the descriptions on the documentation provided that ;

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

Natalie Manton *Natalie Manton* 29 / 4 /2020 .



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 584 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON
Account No:
Statement Period: 29 February 2020 to 27 March 2020
Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Mar 2020	\$61.88	CALTEX BENTLEY BENTLEY	Fuel for CEO vehicle				74940520063
Total for this period	\$61.88		Totals				

Employee declaration

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

Cardholder signature:

Date:

Natalie
Manton

Digitally signed by Natalie
Manton
DN: cn=Natalie Manton,
o=Shire of Corrigin, ou=CEO,
email=ceo@corrigin.wa.gov.a
u, c=AU
Date: 2020.04.24 09:40:30
+08'00'



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 488 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MS KYLIE ANN CALEY
Account No:
Statement Period: 29 February 2020 to 27 March 2020
Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Mar 2020	\$55.00	CELLMATE SECRET HARBOU	Phonecover for building maintenance officer				74564450062
6 Mar 2020	\$31.00	Mercure Hotel Perth FD INPerth	Meals during training in Perth				74619700066
Total for this period	\$86.00		Totals				

Employee declaration

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

Cardholder signature: *MS Kaley*

Date: 23/4/20

087/21/01/M01278/S003593/1007185



SHIRE OF CORRIGIN



April 2020

MONTHLY FINANCIAL REPORT

SHIRE OF CORRIGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

TABLE OF CONTENTS

Monthly Summary Information	2 - 5
Statement of Financial Activity by Program	6
Statement of Financial Activity by Nature or Type	8
Note 1 Net Current Assets	10
Note 2 Explanation of Material Variances	11-12
Note 3 Cash and Investments	13
Note 4 Receivables	14
Note 5 Rating Revenue	15
Note 6 Disposal of Assets	16
Note 7 Capital Acquisitions	17-19
Note 8 Borrowings	20
Note 9 Reserves	21
Note 10 Grants and Contributions	22
Note 11 Trust Fund	23

Items of Significance

The material variance adopted by the Shire of Corrigin for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Original Budget	Original	YTD Budget	YTD Actual	Variance
Capital Expenditure						
Buildings						
As per Capital Budget	3.17%	1,120,400		463,809	35,488	428,321
Infrastructure - Roads						
As per Capital Budget	64.88%	3,464,153		2,822,600	2,247,446	575,154
Parks, Gardens, Recreation Facilities						
As per Capital Budget	0.00%	257,000		23,330	-	257,000
Other Infrastructure						
As per Capital Budget	58.39%	123,500		102,210	72,116	30,094

% Compares current ytd actuals to annual budget

% Compares current ytd actuals to annual budget	* Note	30 April 2019	30 April 2020
Adjusted Net Current Assets	226%	\$ 1,563,119	\$ 3,539,984
Cash and Equivalent - Unrestricted	1454%	\$ 248,520	\$ 3,614,257
Cash and Equivalent - Restricted	144%	\$ 1,439,735	\$ 2,074,165
Receivables - Rates	95%	\$ 199,698	\$ 189,621
Receivables - Other	12%	\$ 129,824	\$ 15,378
Payables	32%	\$ 171,783	\$ 54,655

* Note: Compares current ytd actuals to prior year actuals at the same time

PREPARATION TIMING AND REVIEW

Date prepared: 14 May 2020
Prepared by: Kylie Caley, DCEO
Reviewed by: Natalie Manton, CEO

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

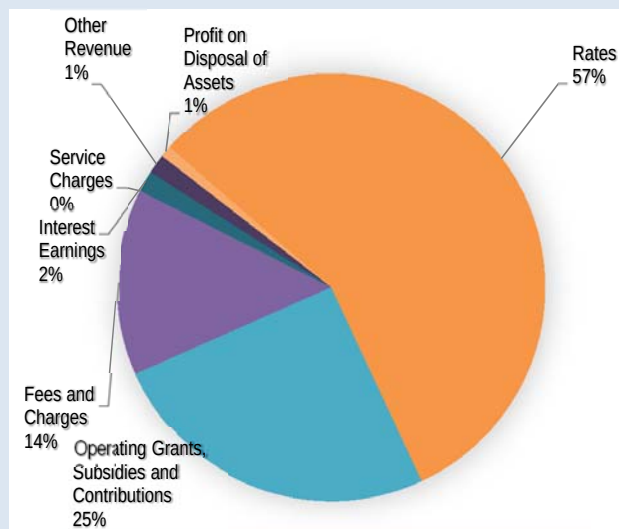
CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

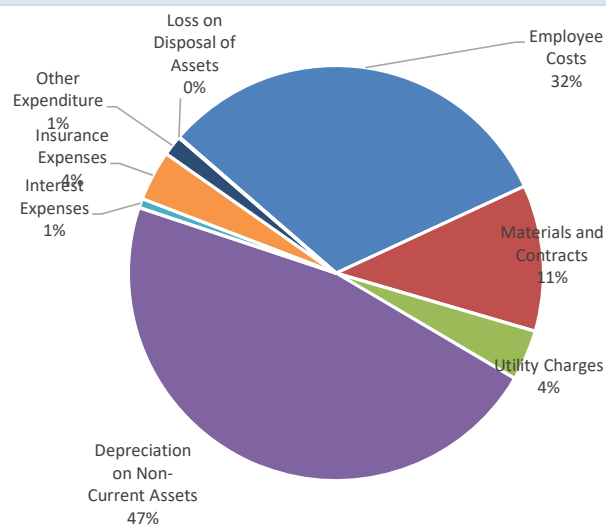
ROUNDING OFF FIGURES

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

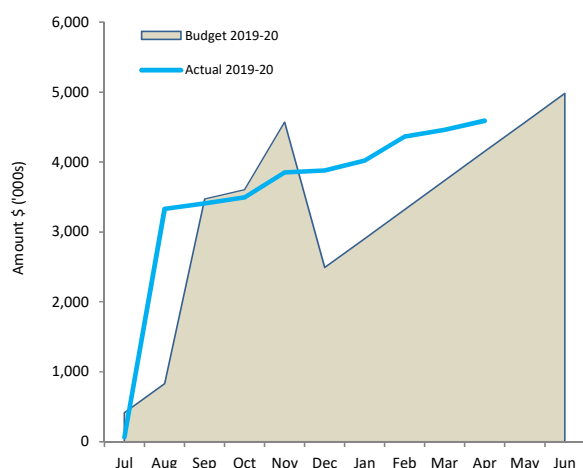
OPERATING REVENUE



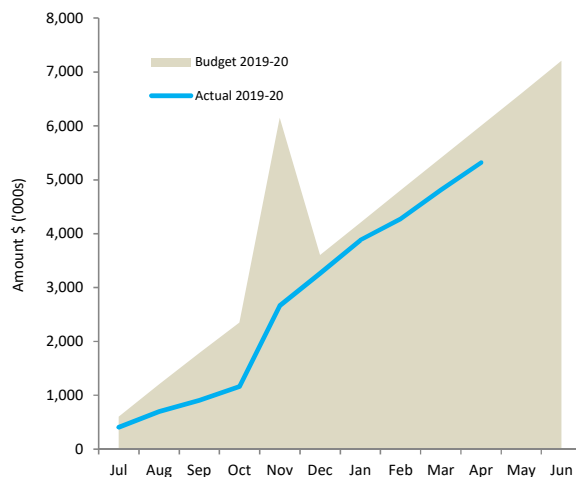
OPERATING EXPENSES



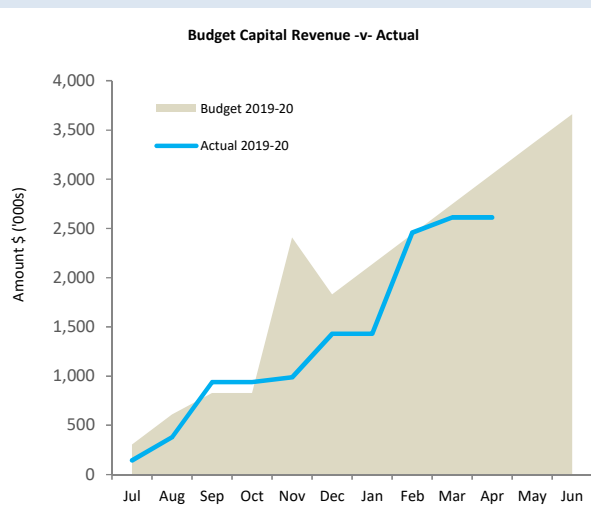
Budget Operating Revenues -v- Actual



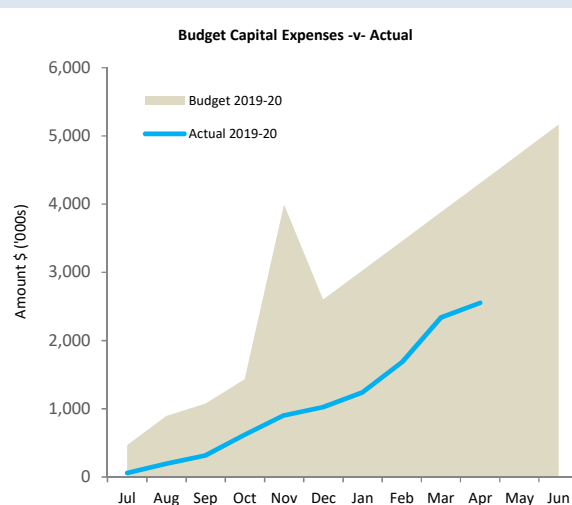
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2020

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Annual Budget	Amended Annual Budget	Amended YTD Annual Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	Var.
	Note	\$		\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)	
Revenue from operating activities								
Governance		1,904	1,705	1,555	1,491	(64)	(4%)	
General Purpose Funding - Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%	
General Purpose Funding - Other		1,039,153	1,036,761	792,534	827,906	35,372	4%	
Law, Order and Public Safety		52,589	52,589	40,880	43,452	2,572	6%	
Health		220,635	215,792	164,010	184,167	20,157	12%	▲
Education and Welfare		167,602	146,320	129,790	127,378	(2,412)	(2%)	
Housing		137,754	141,411	117,820	116,742	(1,078)	(1%)	
Community Amenities		230,478	230,828	226,738	224,543	(2,195)	(1%)	
Recreation and Culture		57,505	57,505	49,640	42,467	(7,173)	(14%)	
Transport		287,906	289,725	285,015	211,244	(73,771)	(26%)	▼
Economic Services		45,600	54,600	44,510	65,935	21,425	48%	▲
Other Property and Services		140,440	129,810	115,090	144,590	29,500	26%	▲
		4,981,597	4,957,077	4,567,613	4,590,854			
Expenditure from operating activities								
Governance		(735,166)	(733,331)	(590,516)	(498,651)	91,865	16%	▲
General Purpose Funding		(69,928)	(79,928)	(66,580)	(66,345)	235	0%	
Law, Order and Public Safety		(137,212)	(138,697)	(119,885)	(105,876)	14,009	12%	▲
Health		(570,708)	(591,024)	(499,265)	(457,984)	41,281	8%	
Education and Welfare		(332,258)	(328,581)	(275,190)	(262,731)	12,459	5%	
Housing		(189,047)	(192,058)	(159,680)	(120,173)	39,507	25%	▲
Community Amenities		(548,667)	(554,841)	(462,250)	(405,116)	57,134	12%	▲
Recreation and Culture		(1,530,478)	(1,552,835)	(1,293,967)	(1,174,052)	119,915	9%	
Transport		(2,572,587)	(2,688,991)	(2,240,670)	(2,042,377)	198,293	9%	
Economic Services		(312,982)	(311,282)	(259,560)	(232,516)	27,044	10%	▲
Other Property and Services		(208,502)	(208,358)	(179,672)	50,146	229,818	128%	▲
		(7,207,536)	(7,379,926)	(6,147,235)	(5,315,676)			
Operating activities excluded from budget								
Add Back Depreciation		2,541,920	2,577,533	2,147,640	2,479,508	331,868	15%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,245)	(113,574)	(36,356)	77,218	(68%)	
Movement in Deferred Penioner Rebates		0	0	0	(3,282)	(3,282)		
Amount attributable to operating activities		208,988	44,440	454,444	1,715,047			
Investing Activities								
Contributions	11	3,662,952	3,166,952	2,410,687	2,612,217	201,530	8%	
Proceeds from Disposal of Assets	6	193,696	193,696	0	83,868	83,868		▲
Capital Acquisitions	7	(5,622,053)	(4,723,161)	(3,997,322)	(2,552,925)	1,444,397	36%	▲
Amount attributable to investing activities		(1,765,405)	(1,362,513)	(1,586,635)	143,161			
Financing Activities								
Transfer from Reserves	10	220	220	0	220	220		
Repayment of Debentures	9	(78,572)	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	10	(353,622)	(353,622)	0	(29,653)	(29,653)		▼
Amount attributable to financing activities		(431,974)	(431,974)	(39,286)	(68,269)			
Closing Funding Surplus(Deficit)	1(b)	(261,305)	(0)	578,569	3,539,984			

KEY INFORMATION

2 for an explanation of the reasons for the variance.

threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

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

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %
		\$		\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)
Revenue from operating activities							
Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%
Operating Grants, Subsidies and Contributions	11	1,483,609	1,445,718	1,143,758	1,161,920	18,161	2%
Fees and Charges		637,504	660,980	593,274	647,012	53,738	9%
Interest Earnings		59,670	64,670	53,880	72,820	18,940	35% ▲
Other Revenue		51,890	51,690	42,680	68,063	25,383	59% ▲
Profit on Disposal of Assets	6	148,893	133,989	133,989	40,102	(93,888)	(70%)
		4,981,597	4,957,078	4,567,613	4,590,854		
Expenditure from operating activities							
Employee Costs		(2,433,498)	(2,433,268)	(2,027,172)	(1,686,816)	340,356	17% ▲
Materials and Contracts		(1,550,892)	(1,683,460)	(1,398,988)	(606,273)	792,715	57% ▲
Utility Charges		(209,561)	(258,990)	(215,560)	(209,752)	5,808	3%
Depreciation on Non-Current Assets		(2,541,920)	(2,577,533)	(2,147,640)	(2,479,508)	(331,868)	(15%) ▼
Interest Expenses		(87,227)	(75,980)	(63,310)	(38,441)	24,869	39% ▲
Insurance Expenses		(242,116)	(209,846)	(189,074)	(208,701)	(19,627)	(10%) ▼
Other Expenditure		(100,422)	(117,106)	(85,075)	(82,440)	2,635	3%
Loss on Disposal of Assets	6	(41,900)	(23,744)	(20,415)	(3,745)	16,670	82%
		(7,207,536)	(7,379,927)	(6,147,235)	(5,315,676)		
Operating activities excluded from budget							
Add back Depreciation		2,541,920	2,577,533	2,147,640	2,479,508	331,868	15% ▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,244)	(113,574)	(36,356)	77,218	(68%)
Movement in Deferred Pensioner Rebates		0	0	0	(3,282)	(3,282)	
Adjust Provisions and Accruals		0	0	0	0	0	
Amount attributable to operating activities		208,988	44,440	454,444	1,715,047		
Investing activities							
Non-operating grants, subsidies and contributions	11	3,662,952	3,166,952	2,410,687	2,612,217	201,530	8%
Proceeds from Disposal of Assets	6	193,696	193,696	0	83,868	83,868	▲
Land held for resale		0	0	0	0	0	
Capital acquisitions	7	(5,622,053)	(4,723,161)	(3,997,322)	(2,552,925)	1,444,397	36% ▲
Amount attributable to investing activities		(1,765,405)	(1,362,513)	(1,586,635)	143,161		
Financing Activities							
Proceeds from New Debentures		0		0	0	0	
Self-Supporting Loan Principal		0		0	0	0	
Transfer from Reserves	10	220	220	0	220	220	
Advances to Community Groups		0		0	0	0	
Repayment of Debentures	9	(78,572)	(78,572)	(39,286)	(38,836)	450	1%
Transfer to Reserves	10	(353,622)	(353,622)	0	(29,653)	(29,653)	▼
Amount attributable to financing activities		(431,974)	(431,974)	(39,286)	(68,269)		
Closing Funding Surplus (Deficit)	1(b)	(261,305)	(0)	578,569	3,539,984		

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave *(Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

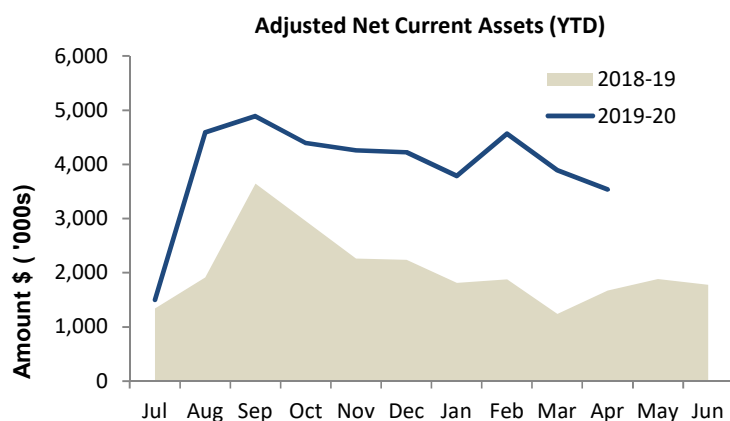
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019 \$	This Time Last Year 30 Apr 2019 \$	Year to Date Actual 30 Apr 2020 \$
Current Assets				
Short term Investment	3	900,000	1,200,000	2,730,000
Cash Unrestricted	3	1,075,998	248,520	884,257
Cash Restricted	3	2,044,732	1,439,735	2,074,165
Receivables - Rates	4	135,726	199,698	189,621
Receivables - Other	4	43,914	129,824	15,378
Accrued Income		0	26,893	0
Interest / ATO Receivable		20,895	39,947	29,299
Inventories		82,537	222,852	83,155
Land held for resale - current		60,000	60,000	60,000
		4,363,802	3,567,468	6,065,877
Less: Current Liabilities				
Payables		(171,783)	(61,545)	(54,655)
Provisions - employee		(337,242)	(443,070)	(337,242)
Long term borrowings		(78,572)	(37,956)	(39,736)
		(587,596)	(542,570)	(431,633)
Unadjusted Net Current Assets		3,776,205	3,024,898	5,634,243
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,044,732)	(1,439,735)	(2,074,165)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Less: Trust Liability as of 30 June 2019		0	0	170
Add: Long term borrowings		78,572	37,956	39,736
Adjusted Net Current Assets		1,750,045	1,563,119	3,539,984

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus (Deficit)

\$3.54 M

Last Year YTD

Surplus (Deficit)

\$1.56 M

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 budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	35,372	4%		Permanent	Legal fees for debt collection higher than YTD budget, penalty interest higher than YTD budget, interest on investments higher than annual budget.
Health	20,157	12%	▲	Timing	Scheme contributions higher than YTD budget
Recreation and Culture	(7,173)	(14%)		Timing	Sporting club levies waived at March meeting resulting in income being lower than budget
Transport	(73,771)	(26%)	▼	Timing	Profit on sale of plant is lower than anticipated due to not trading loader in and sale process not started due to pandemic restrictions.
Economic Services	21,425	48%	▲	Permanent	Sheep sale commission income higher than anticipated. Standpipe income is higher than anticipated YTD budget.
Other Property and Services	29,500	26%	▲	Timing	Paid Parental Leave offset by wages and salaries.
Expenditure from operating activities					
Governance	91,865	16%	▲	Timing	Admin allocations are under YTD budget, any adjustments will be made at year end. Training expenses are below YTD budget. Maintenance Chambers expense is below YTD budget. Members consultancy is below YTD budget
Law, Order and Public Safety	14,009	12%	▲		Admin allocations are under YTD budget, any adjustments will be made at year end. Ranger expenses under YTD budget. Emergency call out expenditure is under anticipated YTD budget
Health	41,281	8%		Timing	Medical services expenditure is under anticipated YTD budget. ROEHealth expenditure is under anticipated YTD budget.
Education and Welfare	12,459	5%		Timing	Program as a whole is under YTD budget, no specific item is materially under budget.
Housing	39,507	25%	▲	Timing	Housing maintenance expenditure under YTD budget. Other housing cost allocation to programs hasn't been budgeted for.
Community Amenities	57,134	12%	▲	Timing	Sanitation expenditure is under anticipated YTD budget, public convenience expenditure is under YTD budget.
Recreation and Culture	119,915	9%		Timing	Expenditure over whole program is down at YTD, CREC operating expenditure is below YTD budget, main oval expenditure is below YTD budget.
Transport	198,293	9%		Timing	Road maintenance expenditure is below YTD budget. Town maintenance expenditure is below YTD budget.

Economic Services	27,044	10%	▲	Timing	Program as a whole is under YTD budget, no specific item is materially under budget.
Other Property and Services	229,818	128%	▲	Timing	Under YTD budget due to allocations, investigation as to why over allocating, any adjustments will be made at year end
Investing Activities					
Non-operating Grants, Subsidies & Contributions	201,530	8%		Timing	Funding has not been received in line with the anticipated timing at the time of the budget.
Capital Acquisitions	1,444,397	36%	▲		Timing of budgeted capital expenditure is quite late for various reasons, bigger expenditure items have either been ordered or are planned to be started shortly.
Financing Activities					
Transfer to Reserves	(29,653)		▼	Timing	No YTD budget for interest due to changing term deposit maturity dates.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

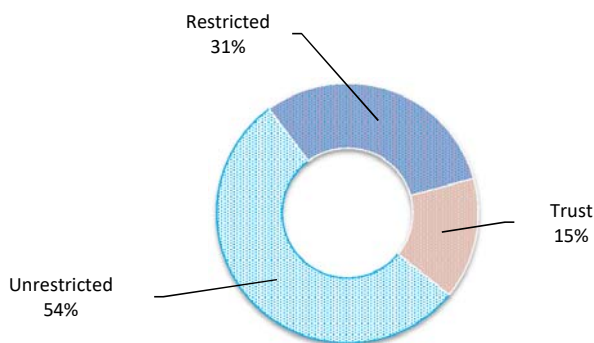
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	900			900			
At Call Deposits							
Municipal Fund	883,357			883,357			
Reserve Fund		2,074,165		2,074,165	NAB	0.70%	1/06/2020
Trust Fund			80,396	80,396			
Stevenson Trust Fund			925,999	925,999			
Licensing Trust Fund			6,701	6,701			
Term Deposits							
WA Treasury Corporation - OCDF	2,730,000			2,730,000	WATC	0.70%	at call
Total	3,614,257	2,074,165	1,013,096	6,700,618			

SIGNIFICANT ACCOUNTING POLICIES

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

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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$6.7 M	\$3.61 M

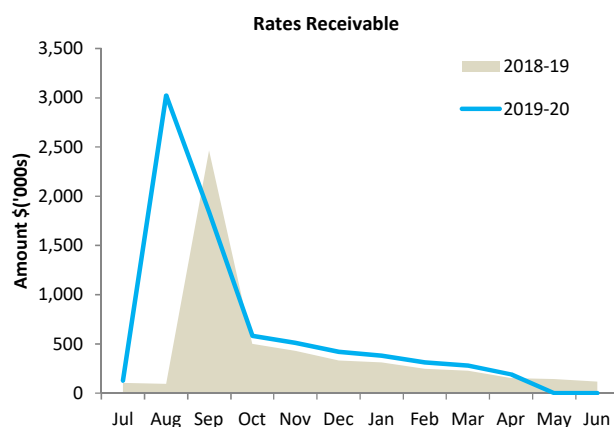
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	30 April 2020
	\$	\$
Opening Arrears Previous Years	135,726	135,726
Levied this year	2,529,078	2,634,055
Less Collections to date	(2,529,078)	(2,580,160)
Equals Current Outstanding	135,726	189,621
Net Rates Collectable	135,726	189,621
% Collected	94.91%	93.15%

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.

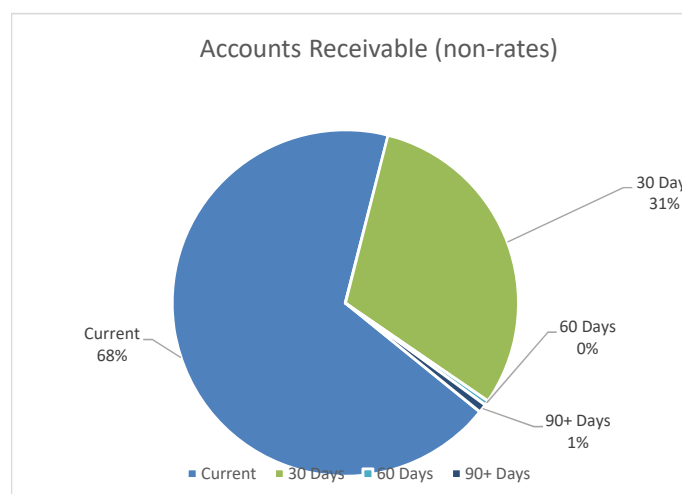


Collected	Rates Due
93%	\$189,621

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	10,479	4,708	67	125	15,378
Percentage	68.14%	30.61%	0.43%	0.81%	
Balance per Trial Balance					
Sundry debtors					15,378
GST receivable					29,299
Accrued Income					0
Provision for Doubtful Debts					0
Total Receivables General Outstanding					44,677
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$44,677
Over 30 Days
32%
Over 90 Days
1%

30/06/2020
30/04/2020

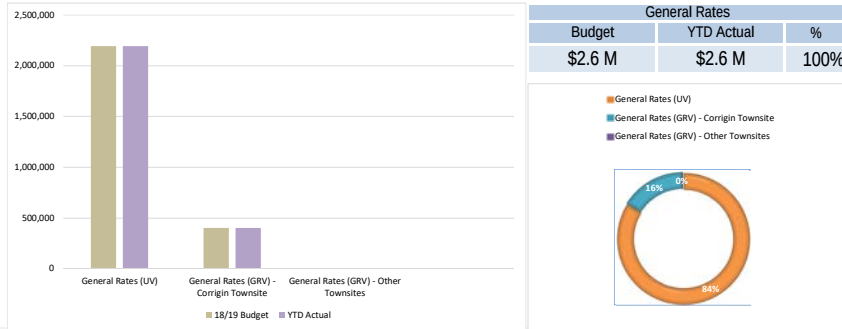
General Rate Revenue		Original Budget						YTD Actual			
		Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates
RATE TYPE		\$			\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
General Rates (UV)		0.014389	343	152,378,000	2,192,567			2,192,567	2,192,567		2,192,567
General Rates (GRV) - Corrigin Townsite		0.091332	408	4,390,106	400,957			400,957	400,957		400,957
General Rates (GRV) - Other Townsites		0.091332	3	18,980	1,733			1,733	1,733	482	2,215
											0
Minimum Payment											
General Rates (UV)		390	14	101,687	5,460			5,460	5,070		5,070
General Rates (GRV) - Corrigin Townsite		390	42	80,531	16,380			16,380	15,990		15,990
General Rates (GRV) - Other Townsites		390	10	12,230	3,900			3,900	3,900		3,900
					0			0			0
								0			0
								0			0
Sub-Totals			820	156,981,534	2,620,998	0	0	2,620,997	2,620,218	482	2,620,699
Discount								(20,967)			(19,761)
Concession								0			
Amount from General Rates								2,600,030			2,600,938
Ex-Gratia Rates								33,116			33,116
Total General Rates								2,633,146			2,634,055
Totals								2,633,146			2,634,055

Graph Data	Budget	Actual
General Rates (UV)	2,198,027	2,197,637
General Rates (GRV) - Corrigin Townsite	417,337	416,947
General Rates (GRV) - Other Townsites	5,633	6,115

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

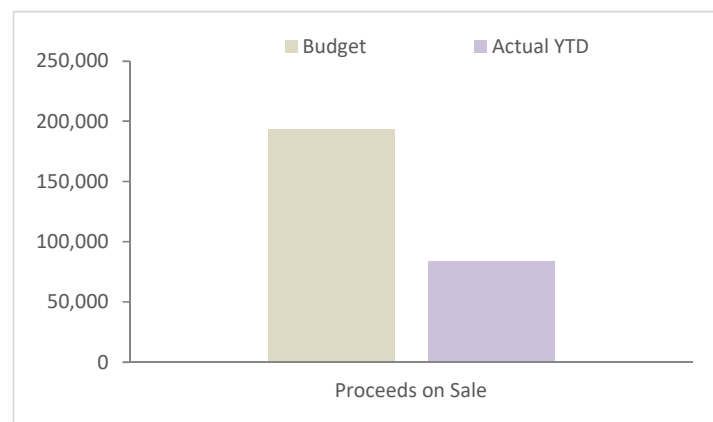


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

			Amended Budget				YTD Actual			
Asset No.	Plant No.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
1001017	P4CR	EHO VEHICLE	26,475	22,730	0	(3,745)	26,475	22,730	0	(3,745)
1000773	PCR4650	KUBOTA MOWER 4WD	11,183	13,002	1,819	0	11,183	13,002	1,819	0
10102	P016	GALLAGHER MOWER	1,050	10,000	8,950	0			0	0
100537	PCR2	L90F VOLVO LOADER	14,890	100,000	85,110	0			0	0
1000769	PCR17	UTILITY VEHICLE	0	13,654	13,654	0	0	13,654	13,654	0
1000770	PCR22	UTILITY VEHICLE	9,854	19,765	9,911	0	9,854	19,765	9,910	0
1000847	P2CR	DCEO VEHICLE	0	14,545	14,545	0	0	14,545	14,545	0
		MISC SMALL PLANT	20,000	0		(20,000)	0	173	173	0
			83,452	193,696	133,989	(23,745)	47,512	83,868	40,102	(3,745)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$193,696	\$83,868	43%

Capital Acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$		\$	\$	\$
Land	0	0	0	0	0
Buildings	1,120,400	616,529	463,809	35,488	(428,321)
Plant & Equipment	657,000	587,873	585,373	197,874	(387,499)
Furniture & Equipment	0	0	0	0	0
Infrastructure - Roads, Footpaths, Kerbing, Drainage, etc	3,464,153	3,387,259	2,822,600	2,247,446	(575,154)
Parks, Gardens, Recreation Facilities	257,000	12,000	23,330	0	(23,330)
Sewerage	0	0	0	0	0
Other Infrastructure	123,500	119,500	102,210	72,116	(30,094)
Capital Expenditure Totals	5,622,053	4,723,161	3,997,322	2,552,925	(1,444,397)

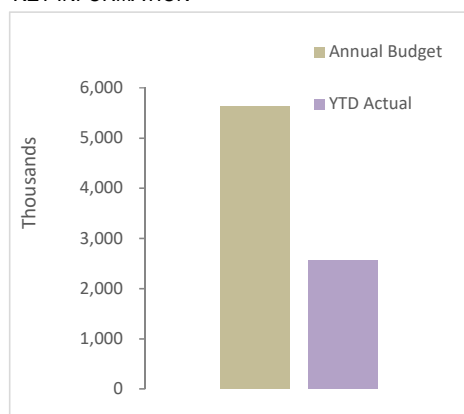
Capital Acquisitions Funded By:

	\$		\$	\$	\$
Capital grants and contributions	1,305,275	984,139	984,139	1,031,168	47,029
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	193,696	193,696	0	83,868	83,868
Contribution - operations	4,123,082		3,013,183	1,437,889	(1,575,294)
Capital Funding Total	5,622,053	1,177,835	3,997,322	2,552,925	(1,444,397)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

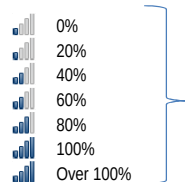


Acquisitions	Annual Budget		YTD Actual	% Spent
	\$5.62 M		\$2.55 M	45%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$1.31 M		\$1.03 M	79%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion

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

		Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Capital Expenditure							
Land							
	Nil						
	Sub Total - Land		0		0	0	
Buildings							
0%	MEDICAL CENTRE	07780	15,000	20,000	10000	0	10,000
64%	32 CAMM STREET	09182	30,000	19,129	19129	19,129	(0)
0%	11 COURBOULES CRESCENT	09286	15,000	20,000	10000	0	10,000
0%	15 MCANDREW AVENUE	09283	7,000	0	0	0	0
0%	TOWN HALL UPGRADE	11180	156,000	156,000	130000	0	130,000
0%	CARAVAN PARK	13282	200,000	200,000	166660	0	166,660
0%	AGED HOUSING PROJECT	J08411	665,400	169,400	91360	0	91,360
27%	RECREATION & EVENTS CENTRE - INDOOR COURT ANTI GLARE	11388	16,000	16,000	13330	4,300	9,030
75%	SWIMMING POOL UPGRADE - PLANT ROOM REPAIR	11280	16,000	16,000	23330	12,059	11,271
3%	Sub Total - Buildings		1,120,400	616,529	463,809	35,488	428,321
Plant & Equipment							
83%	EDRHS VEHICLE (4CR)	07481	40,000	33,184	33184	33,184	(0)
88%	DCEO VEHICLE (2CR)	14583	30,000	26,504	26504	26,504	(0)
0%	LOADER - CR2	12395	370,000	370,000	370000	0	370,000
75%	UTILITY VEHICLE - CR17	14288	45,000	33,699	33699	33,699	(0)
0%	UTILITY VEHICLE - CR22	12403	45,000	31,719	39219	31,719	7,500
0%	MOWER	12401	53,000	39,090	39090	39,090	0
0%	SMALL PLANT PURCHASES	14287	20,000	20,000	10000	0	10,000
0%	BULYEE HALL PUMP	13783	5,000	5,357	5357	5,357	(0)
0%	NETBALL COURT CLEANER	11389	16,000	8,500	8500	8,500	0
100%	GALLAGHER MOWER	12402	33,000	19,820	19820	19,820	0
30%	Sub Total - Plant & Equipment		657,000	587,873	585,373	197,874	387,499
Furniture & Equipment							
			0	0	0	0	0
	Sub Total - Furniture & Equipment		0	0	0	0	0

			Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Infrastructure - Roads								
85%		GILL ROAD	RR020	312,145	312,145	260110	266,874	(6,764)
113%		RRG - CORRIGIN NAREMBEEN ROAD	RG174	160,588	160,588	133810	181,689	(47,879)
0%		OWN RESOURCES - CORRIGIN NAREMBEEN ROAD	CR174	86,047	95,200	79330	628	78,702
18%		BULARING PINGELLY ROAD	12198	131,721	131,721	109760	24,305	85,455
0%		BULLARING GORGE ROCK ROAD	12175	126,460	126,460	105370	0	105,370
0%		BILBARIN EAST ROAD	12174	57,865	57,865	48220	0	48,220
94%		BULYEE ROAD	12192	1,111,310	1,111,310	926070	1,041,450	(115,380)
29%		BS - QUAIRADING CORRIGIN ROAD	BS172	839,320	839,320	699420	241,916	457,504
60%		RRG - QUAIRADING CORRIGIN ROAD	RG172	348,403	262,356	218620	208,353	10,267
0%		BS - FENCE ROAD	BS007	290,294	290,294	241890	282,231	(40,341)
65%		Sub Total - Roads		3,464,153	3,387,259	2,822,600	2,247,446	575,154
Parks, Gardens, Recreation Facilities								
0%		SWIMMING POOL UPGRADE - LIMESTONE WALL	11280	12,000	12,000	23330	0	23,330
0%		OVAL LIGHTING UPGRADE	11390	220,000	0	0	0	0
0%		CREC CARPARKING	11396	25,000	0	0	0	0
0%		Sub Total - Parks, Gardens, Recreation Facilities		257,000	12,000	23,330	0	23,330
Sewerage								
Nil								
Sub Total - Sewerage								
				0	0	0	0	0
Other Infrastructure								
99%		FOOTPATH UPGRADE	12281	64,000	64,000	53310	63,516	(10,206)
1%		CREC PLAYGROUND SHADE STRUCTURES	11397	20,000	32,000	16000	171	15,829
0%		MAIN STREET SHADE STUCTURES	11369	10,000	0	0	0	0
0%		WATER STORAGE	13781	14,000	14,000	11660	0	11,660
89%		NICHE WALL UPGRADE	10785	9,500	9,500	7910	8,430	(520)
0%		RECREATION & EVENTS CENTRE - WATER DEFLECTION	11388	6,000	0	13330	0	13,330
58%		Sub Total - Urban Infrastructure		123,500	119,500	102,210	72,116	30,094
45%		Total		5,622,053	4,723,161	3,997,322	2,552,925	1,444,397

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

FINANCING ACTIVITIES ACTIVITIES
NOTE 8 NOTE 8
BORROWINGS BORROWINGS

Information on Borrowings		New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	2018/19	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture													
Loan 102 - Corrigin Recreation Centre	1,656,925	0	0	0	38,836	78,572	78,572	1,618,089	1,578,353	1,578,353	38,441	87,227	78,980
	1,656,925	0	0	0	38,836	78,572	78,572	1,618,089	1,578,353	1,578,353	38,441	87,227	78,980
Total	1,656,925	0	0	0	38,836	78,572	78,572	1,618,089	1,578,353	1,578,353	38,441	87,227	78,980

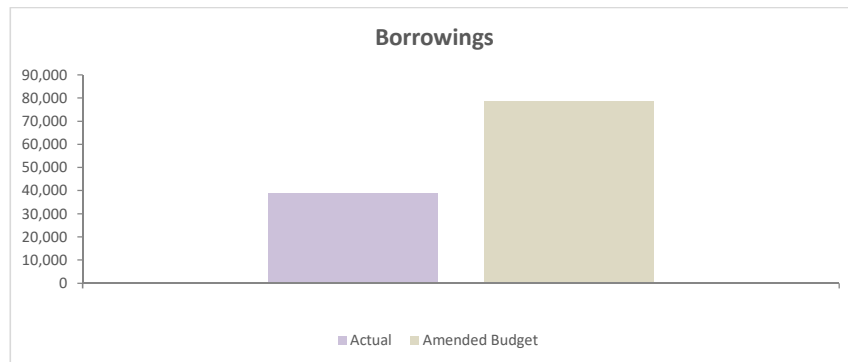
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	
\$38,836	
Interest Earned	Interest Expense
\$72,820	\$38,441
Reserves Bal	Loans Due
\$2.07 M	\$1.62 M

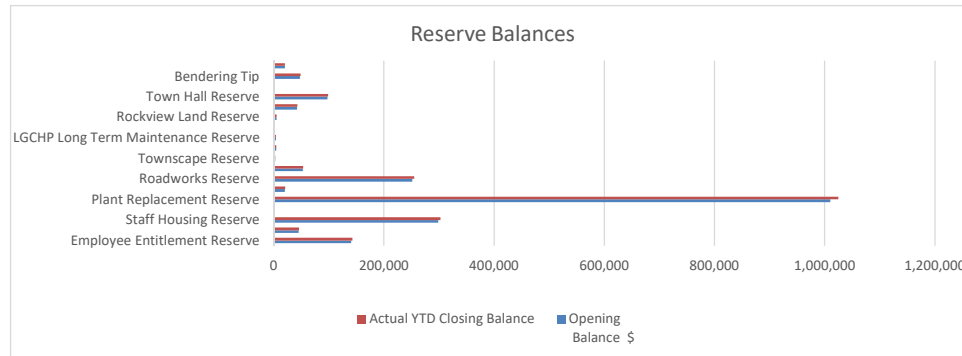
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	140,748	2,727	2,026	12,000		0	0	155,475	142,774
Community Bus Reserve	45,063	873	649	0		0	0	45,936	45,712
Staff Housing Reserve	298,280	5,780	4,294	12,000		0	0	316,060	302,574
Office Equipment Reserve	1,536	30	22	5,000		0	0	6,566	1,558
Plant Replacement Reserve	1,010,153	19,573	14,541	0		0	0	1,029,726	1,024,694
Swimming Pool Reserve	20,562	398	296	10,000		0	0	30,960	20,858
Roadworks Reserve	251,650	4,876	3,622	10,000		0	0	266,526	255,272
Land Subdivision Reserve	52,602	1,020	757	0		0	0	53,622	53,359
Townscape Reserve	2,676	52	39	5,000		0	0	7,728	2,715
Medical Reserve	4,760	92	69	0		0	0	4,852	4,829
LGCHP Long Term Maintenance Reserve	3,946	76	57	0		0	0	4,022	4,003
Community Development Reserve	179	0	0	0		(179)	(179)	0	0
Rockview Land Reserve	4,895	95	70	0		0	0	4,990	4,965
Senior Citizens Units	42,424	822	611	0		0	0	43,246	43,035
Town Hall Reserve	97,568	1,891	1,404	0		0	0	99,459	98,972
Child Care Reserve	41	0	0	0		(41)	(41)	0	0
Bendering Tip	47,649	923	689	5,006	220	0	0	53,578	48,558
Recreation Reserve	20,000	388	288	255,000		0	0	275,388	20,288
	2,044,732	39,616	29,433	314,006	220	(220)	(220)	2,398,134	2,074,165

KEY INFORMATION



Grants and Contributions

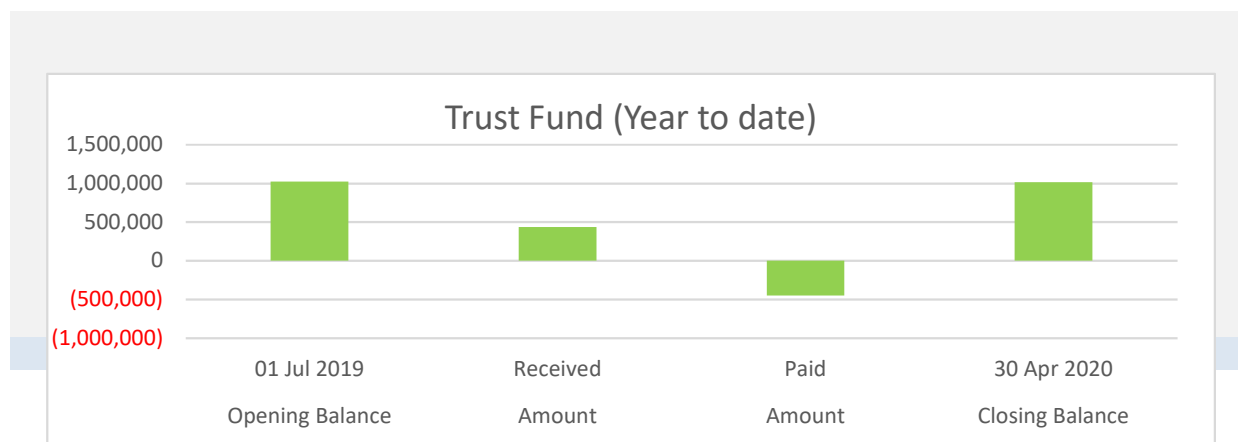
	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Legal Fees Income	10,000	10,000	8,330	0	(8,330)
Grants Commission Grant Received - General Purpose	565,090	606,505	454,878	454,879	1
Grants Commission Grant Received- Roads	365,027	316,720	237,540	237,540	0
Governance					
Thank a Volunteer Day Funding Income	854	855	855	855	0
Miscellaneous Income	0	0	0	0	0
Health					
Scheme Income	189,481	189,481	142,110	162,517	20,407
Other Health Reimbursements Income	1,000	0	0	0	0
Education & Welfare					
CRC Funding Income	104,052	104,052	94,630	94,630	0
Resource Centre Grant Funding	33,000	3,000	2,500	2,284	(216)
Recreation & Culture					
Swimming Pool Subsidy	0	0	0	657	657
Bikeweek Grant Income	500	500	410	0	(410)
Other Cultural Income	5,700	5,300	4,410	5,505	1,095
Community Donations	100	100	80	0	(80)
Transport	0				
Main Roads Direct Grant	165,646	165,646	165,646	165,646	0
Miscellaneous Income	0	0	0	0	0
Other Property & Services					
Diesel Fuel Rebate	0	0	0	0	0
Reimbursements					
Reimbursements	0	0	0	1,757	1,757
Law & Order					
DFES Grant	43,159	43,159	32,370	34,742	2,372
Economic Services					
Caravan and Camping Income - Defibrillator Grant	0	0	0	909	909
Operating grants, subsidies and contributions Total	1,483,609	1,445,318	1,143,758	1,161,920	18,161
Non-operating grants, subsidies and contributions					
Education and Welfare					
Aged Housing Project	496,000	0	0	0	0
CRC Funding Income	0	0	0	0	0
Transport					
Regional Road Group	339,327	339,327	254,496	271,462	16,966
Roads to Recovery	435,275	435,275	326,457	356,520	30,063
WANDRAA	329,676	329,676	274,730	329,648	54,918
Federal Blackspot	839,320	839,320	629,490	826,282	196,792
MRWA Blackspot	193,529	193,529	145,146	0	(145,146)
Commodity Route	997,825	997,825	748,368	798,260	49,892
Regional Bicycle Network Funding	32,000	32,000	32,000	30,045	(1,955)
Non-operating grants, subsidies and contributions Total	3,662,952	3,166,952	2,410,687	2,612,217	201,530
Grand Total	5,146,561		3,554,445	3,774,137	219,692

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 11
TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Apr 2020
	\$	\$	\$	\$
B.C.I.T.F	0	549	(429)	120
Building Services Levy	0	1,881	(1,742)	139
Bus Ticketing	0	1,494	(1,414)	81
Police Licensing	4,392	429,653	(427,344)	6,701
Corrigin Community Development Fund	50,235	0	(274)	49,961
Friends of the Cemetery	2,510	0	0	2,510
Edna Stevenson Educational Trust	940,251	2,537	(16,789)	925,999
Corrigin Disaster Fund	10,929	0	0	10,929
Bendering Tip	16,707	0	0	16,707
	1,025,023	436,115	(447,992)	1,013,147



RESTRICTED BURNING PERIOD
19 September to 31 October
BURNING PERMIT REQUIRED

PROHIBITED BURNING PERIOD
1 November to 15 February
NO BURNING PERMITTED (INCLUDING CAMP FIRES)

RESTRICTED BURNING PERIOD
16 February to 15 April
BURNING PERMIT REQUIRED

NO BURNING PERMITTED ON DAYS WHEN VERY HIGH OR GREATER FIRE DANGER IS FORECAST

Fire Weather information available at www.bom.gov.au
or by listening to ABC Regional Radio

FIREBREAK ORDER **BUSHFIRES ACT 1954**

Pursuant to the powers contained in section 33 of the Bush Fires Act 1954, you are hereby required on or before 31 October 2020, to plough, scarify, cultivate, spray or otherwise clear and thereafter maintain free of all inflammable material until 15 April 2021 mineral earth Firebreaks in the following dimensions, on the land owned or occupied by you.

1. RURAL LAND

1.1 **Mineral earth firebreaks** of not less than 2.44 metres (8 feet) in width must be constructed along and within 20 metres of all external boundaries of the property owned or occupied by you. If any portion of the land adjoins a public road or railway line, a firebreak must also be constructed along that boundary.

1.2 Property in excess of 250 hectares shall have **mineral earth firebreaks** positioned as necessary to divide land into areas not exceeding 250 hectares each completely surrounded by a **mineral earth firebreak**.

1.3 Clear and maintain **mineral earth firebreaks** at least 2.44 metres (8 feet) wide within 20 metres of the perimeter of any building or group of buildings, fuel tanks, hayshed or haystack, in such a manner as to fully encircle the structure/s. In addition to **mineral earth Firebreaks**, a 20 metre wide low fuel zone is required to be maintained around any building or group of buildings, fuel tanks, hayshed or haystack. Low fuel means the removal of inflammable material, dead trees, leaf litter and trash and the removal of dead branches to a height of 1.5 metres from live standing trees. Grass is to be slashed to a height not exceeding 100mm.

1.4 During any period when harvesting operations are being conducted, there shall be provided an operational mobile firefighting unit with a minimum capacity of 500 litres of water located in or immediately adjacent to the paddock being harvested. The responsibility to supply the unit is that of the landowner/occupier.

2. TOWN SITES

2.1 Where the area of the land is 0.2 hectares (one half of one acre) or less, you shall clear all inflammable material on the land from the whole of the land.

2.2 Where the area of the land exceeds 0.2 hectares (one half of one acre), you shall clear of all inflammable material, **mineral earth Firebreaks** not less than 2.44 metres (8 feet) wide immediately inside all external boundaries of the land, and also immediately surrounding all buildings, haystacks and fuel ramps situated on the land, and also immediately surrounding any drums or drums situated on the land which are normally used for the storage of fuel, whether they contain fuel or not.

3. GENERAL PROVISIONS

The term **"inflammable Material"** or the purpose of this notice includes bush (as defined in the Bush Fires Act 1954), timber, boxes, cartons, paper, and the like inflammable materials, rubbish and any combustible matter, but does not include buildings, green standing trees and bushes or growing bushes or plants in gardens or lawns.

If it is considered to be impractical for any reason to provide **mineral earth firebreaks** in the position or adhere to the provisions required by this notice, the written approval of Council or a duly authorised officer must be obtained to prepare such **mineral earth firebreaks** in an alternative position. If permission is not granted by Council or a duly authorised officer you shall comply with the requirements of this order.

The term **"mineral earth firebreak"** means an area of the owner(s)/occupiers(s) land, cleared and maintained totally clear of all vegetation material (living or dead) so there is only mineral earth left.



Acceptable mineral earth firebreak



Not acceptable mineral earth firebreak

PLEASE PLAN AHEAD, do not ring a Fire Control Officer on the day you want to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

The term **"harvesting/Total Movement Ban"** includes harvesting and the movement of vehicles in paddocks, except vehicles carrying water to stock.

Contractors carting lime, gypsum or fertilizer are allowed to enter into paddocks to unload at any time that there is a **"Harvest/Total Movement Ban"** in place on the condition that a manned fire unit with at least 500 litres of water is in attendance.

The penalty for failing to comply with this Order is a fine of not more than five thousand dollars (\$5000) and a person in default is also liable, whether prosecuted or not, to pay the cost of performing the work directed by this notice, if it is not carried out by the owner or occupier by the date required by this notice.

Harvesting is not permitted on Christmas Day, Boxing Day and New Year's Day.

PREPARE, ACT AND SURVIVE

For further information contact DFES on 1300 657 209 or visit www.dfes.wa.gov.au.

Bush fires happen every summer; they can start suddenly and without warning. People have been killed or seriously injured, and homes destroyed in recent events in WA. If you live in or near bush, fire is a real risk to you and your family.

You need to understand the bush fire risk to your family and home so you can make decisions now on what you will do if a bush fire starts. Fire fighters are preparing for the bush fire season and will do everything they can to make your community safe. Fire fighters are volunteers and take time away from their families putting themselves at risk to support you and your family.

You need to help them by developing your bush fire survival plan and preparing your home to make it as safe as possible. Whether you choose to leave for a safer place or you choose to actively defend, preparation is the key to your survival.

PREPARE your family, home or business – know your bush fire risk and have a bush fire survival plan.

ACT on the fire danger ratings – put your preparations into action, do not wait and see.

SURVIVE by monitoring conditions if a fire starts – know the bush fire warning alert levels and what you do if you are caught in a fire.

Natalie Manton
CHIEF EXECUTIVE OFFICER



GENERAL INFORMATION

PERMITS

Permits for burning during the restricted burning period are available from your **local** Bush Fire Control Officer; please refer to the list on the back page of this notice. Burning is not permitted during the restricted burning period and Public Holidays or during Easter when Easter falls within the restricted burning period.

Persons burning without permits during the Restricted Burning Period or on days when a Very High or greater fire weather warning has been issued may be prosecuted.

HARVEST/MOVEMENT OF VEHICLES IN PADDOCKS BANS

A “Harvesting/Total Movement Ban” includes harvesting and the movement of vehicles in paddocks, except vehicles carrying water to stock.

TOTAL FIRE BANS may be imposed by DFES on a regional basis on days of Severe or higher Fire Danger. Activities which may cause a fire are prohibited. Harvesting/movement bans may also be imposed by the Shire.

ROADSIDE BURNING AND SPRAYING

No roadside burning or spraying is allowed by any person within the Shire without the approval of Council.

TOWNSITE GARDEN REFUSE

Provided a fire danger forecast of “catastrophic”, “extreme”, “severe” or “very high” fire danger has not been issued by the Bureau of Meteorology, garden refuse may be burnt at any time; day or night, in a properly constructed incinerator designed to prevent the escape of sparks or burning material. The incinerator must not be situated less than 2 metres from any building or fence and the area of 2 metres surrounding the incinerator is clear of flammable material. Garden refuse and refuse on the ground may only be burnt between the hours of 6pm and 11pm and the fire must be completely extinguished by not later than midnight on that day. An area of 5 metres must be cleared all around the site of the fire and a person must remain in attendance at the site during the whole time that the fire is burning. A person must not burn garden refuse at any place at any time when there is a Total Fire Ban in force.

RESPONSIBILITY

Section 28 of the Bush Fires Act 1954 provides that where a bush fire is burning during prohibited or restricted times, the occupier of the land shall forthwith, whether he or she has lit or caused such fire to be lit or not, take all possible steps to extinguish the fire. Where owners or occupiers fail to extinguish the fire a Bush Fire Control Officer may take all proper measures to extinguish such fire and the expenses of that action are recoverable from owners and occupiers.

PENALTIES

Penalties apply for failure to comply with these regulations.

INSPECTIONS

All properties will be inspected from 31 October 2020 to ensure they comply with these requirements. Failure to comply will result in an infringement being issued.

FIRE CONTROL OFFICERS

Chief Bush Fire Control Officer

Greg Evans	9065 7021 ph	0429 657 021 m
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Deputy Chief Bush Fire Control Officers

Andrew Szczecinski	9065 7014 ph	0429 657 014 m
Steven Bolt	9065 2043 ph	0427 652 043 m

BILBARIN BUSH FIRE BRIGADE

Sadow Jacobs	9065 2042 ph	0427 652 042 m
Bruce Mills	9062 9012 ph	0428 956 779 m
Steven Bolt	9065 2043 ph	0427 652 043 m
Paul McBeath	9062 9024 ph	0427 629 024 m

BULLARING BUSH FIRE BRIGADE

Andrew Szczecinski	9065 7014 ph	0429 657 014 m
Greg Evans	9065 7021 ph	0429 657 021 m
Greg Doyle	9880 9048 ph	0427 809 044 m
Craig Jespersen	9888 7075 ph	0427 887 075 m
Bryce Nicholls	9063 7014 ph	0429 883 799 m

BULYEE/KUNJIN BUSH FIRE BRIGADE

Ray Hathaway	9642 7045 ph	0488 138 904 m
Tony Guinness	9065 7079 ph	0429 657 004 m
John Hewett	9063 2480 ph	0427 632 480 m
Braden Grylls	9065 8006 ph	0428 658 048 m

CORRIGIN EAST BUSH FIRE BRIGADE

Tim George	9065 5045 ph	0427 655 045 m
Kim Courboulos		0427 632 624 m
Bruce Talbot	9063 2132 ph	0427 632 224 m

CORRIGIN CENTRAL BUSH FIRE BRIGADE

Garrick Connelly	9063 2956 ph	0488 632 107 m
Adam Rendell	9063 2291 ph	0427 632 291 m
Natalie Manton	9063 2203 ph	0427 425 727 m



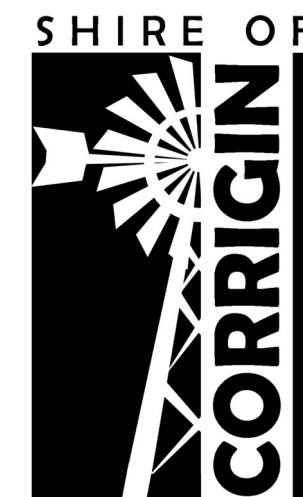
UHF CH5

***For Emergency Bush Fire Assistance
Phone 000 or the Shire Office on
90632203 during office hours.***

***To register for SMS notifications of
Harvest Bans via your mobile phone
please contact the Shire Office on
9063 2203.***

***When attending a fire use UHF channel 5 to communicate
with Fire Control Officers.***

**FIRST AND FINAL NOTICE IS
HEREBY SERVED TO ALL RESIDENTS
AND RATEPAYERS
WITHIN
THE SHIRE OF CORRIGIN**



***FIREBREAK
ORDER
2020/2021***

Shire of Corrigin

9 Lynch Street, PO Box 221
CORRIGIN WA 6375

Telephone: (08) 9063 2203 Fax: (08) 9063 2005

Email: shire@corrigin.wa.gov.au

Web: www.corrigin.wa.gov.au

**PENALTY FOR NON-COMPLIANCE
WITH THIS NOTICE - \$5000.00**

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	BRIAN WALSH		
ABN (if applicable):	51008842386		
Mailing Address:	PO Box 40 CORRIGIN WA		Postcode: 6375
Work Phone:	0429 632249	Fax:	—
Home Phone:	0890 632249	Email:	BRIANCORRIGIN@GMAIL.COM
Mobile Phone:	0429 632249		
Contact Person for Correspondence:	BRIAN WALSH		
Signature:	B7Wal	Date:	25-11-2019
Signature:		Date:	

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

Applicant Details (if different from owner)

Name(s):	AS ABOVE		
Mailing Address:			Postcode:
Work Phone:		Fax:	
Home Phone:		Email:	
Mobile Phone:			
Contact Person for Correspondence:			
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.			Yes ☒ No ☐
Signature:		Date:	

Property Details

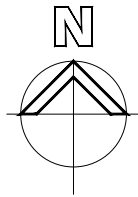
Lot No:	485	Street No:	40	Location No:	N/A
Diagram or Plan No:	P183962	Certificate of Title Volume No:	2220	Folio:	207
Title encumbrances (e.g. easements, restrictive covenants):					
N/A					
Street Name:	BOYD STREET		Suburb:	CORRIGIN	
Nearest street intersection:	Knight Court (approx 100 m North)				

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

Proposed Development								
Nature of Development:	Works	☒	Use	☐	Works and Use	☐		
Is an exemption from development claimed for part of the development?					Yes	☐	No	☒
If yes, is the exemption for:		Works	☐	Use	☐			
Description of proposed works and/or land use:		Installation of a 2.16 m x 1.9 m toilet block with shower plus associated septic tanks and leach drain(s). Facility to be used intermittently when drivers frequent the site for the loading and unloading of fuel.						
Description of exemption claimed (if relevant)		n/a						
Nature of any existing buildings and/or land use:		Existing Liberty fuel depot (3 x storage tanks) for the storage and distribution of hydrocarbon fuels.						
Approximate cost of proposed development:				\$	15,000			
Estimated time of completion:		July 2020						

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

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

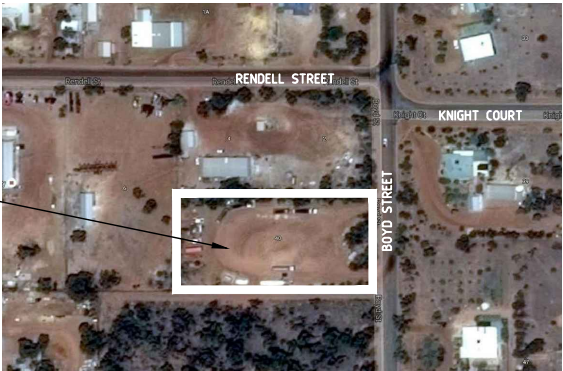


TANK No	PRODUCT	PROD. CLASS	DIMENSIONS mm	CAPs Ltrs
1	DIESEL	COMBUSTIBLE C1	14,629L x 2,438W x 2,896H SELF BUNDED	80,000
2	DIESEL	COMBUSTIBLE C1	12,192L x 2,438W x 2,896H SELF BUNDED	75,000
3	UNLEADED	CLASS 3 PG II	6,058L x 2,438W x 2,896H SELF BUNDED SPLIT 20/10	20,000
4	PULP	CLASS 3 PG II	6,058L x 2,438W x 2,896H SELF BUNDED SPLIT 20/10	10,000

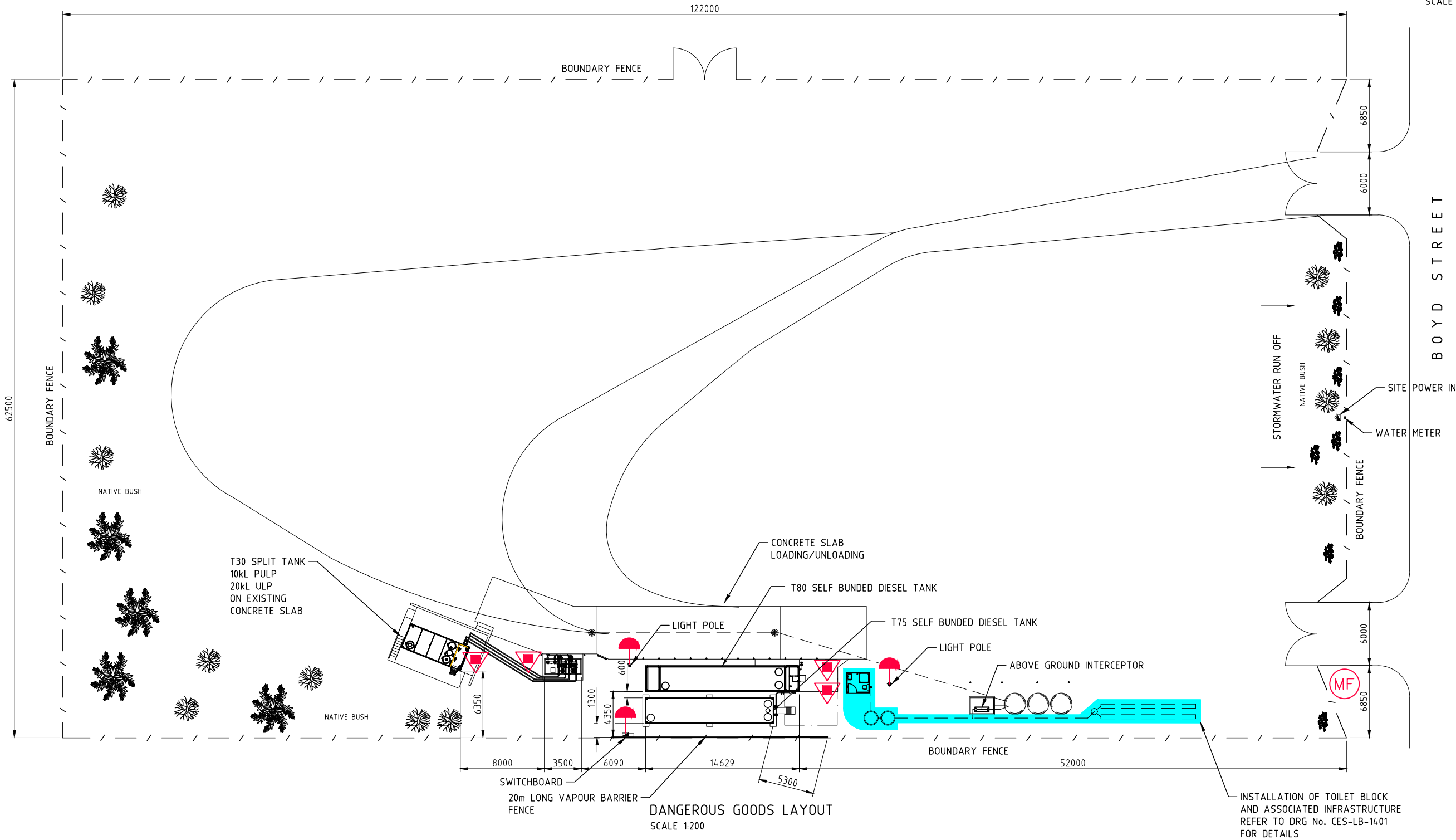
LEGEND

- EMERGENCY STOP BUTTON
- 9KG DRY CHEMICAL FIRE EXTINGUISHER
- MANIFEST LOCATION

THIS BLOCK



LOCATION PLAN
SCALE 1:1500



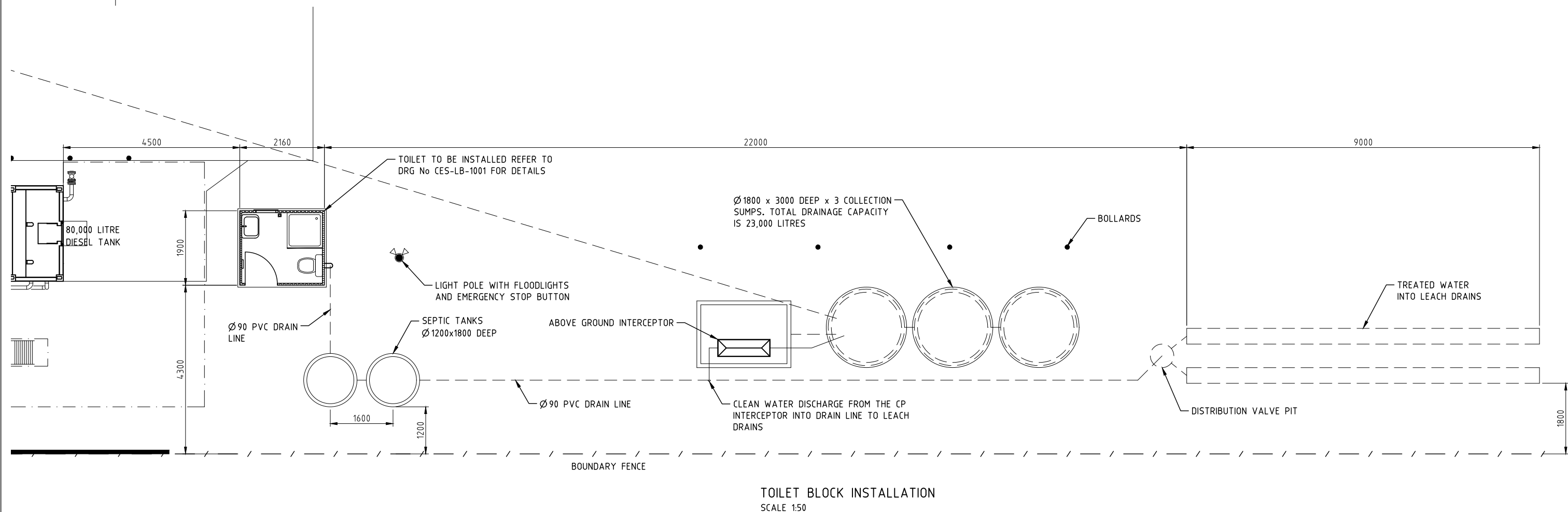
INSTALLATION OF TOILET BLOCK
AND ASSOCIATED INFRASTRUCTURE
REFER TO DRG No. CES-LB-1401
FOR DETAILS

AS BUILT

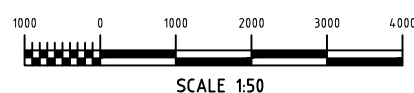


SCALE 1:200 (m)

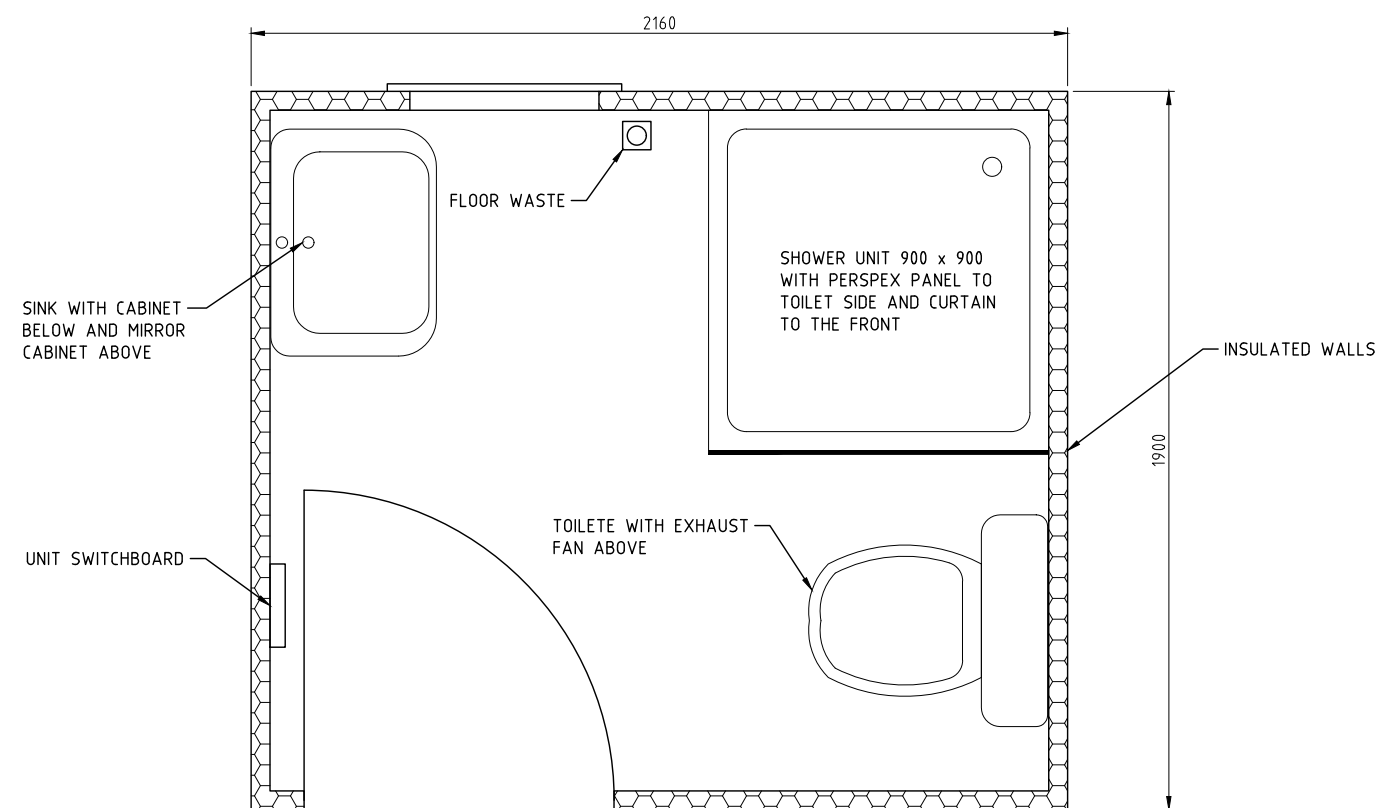
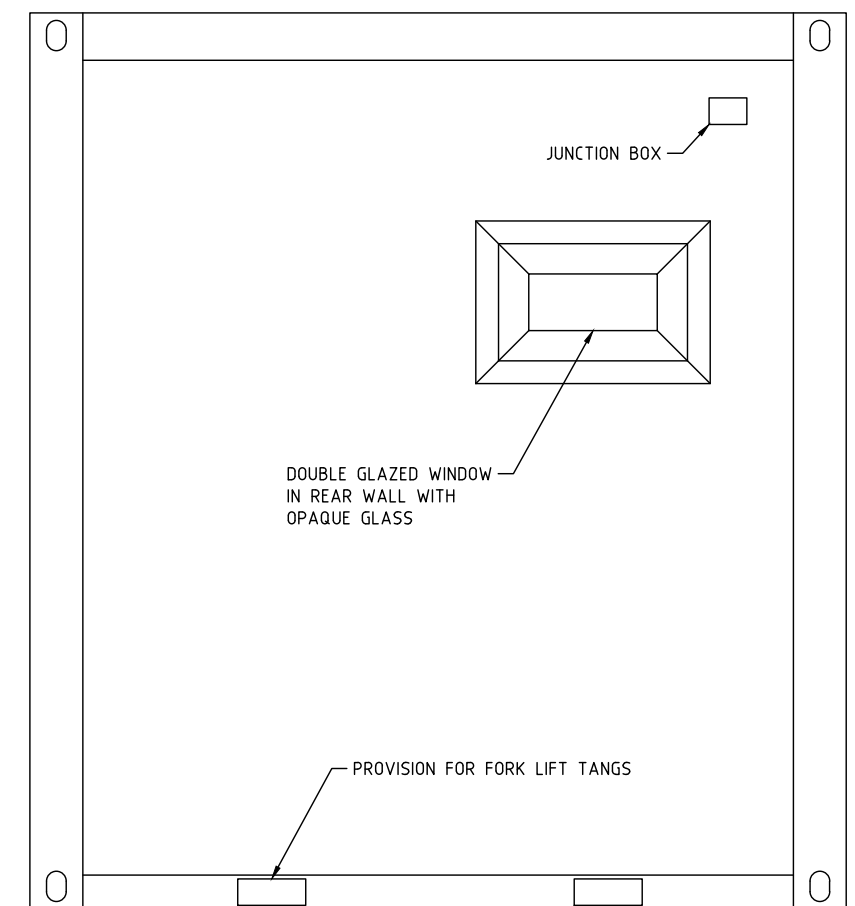
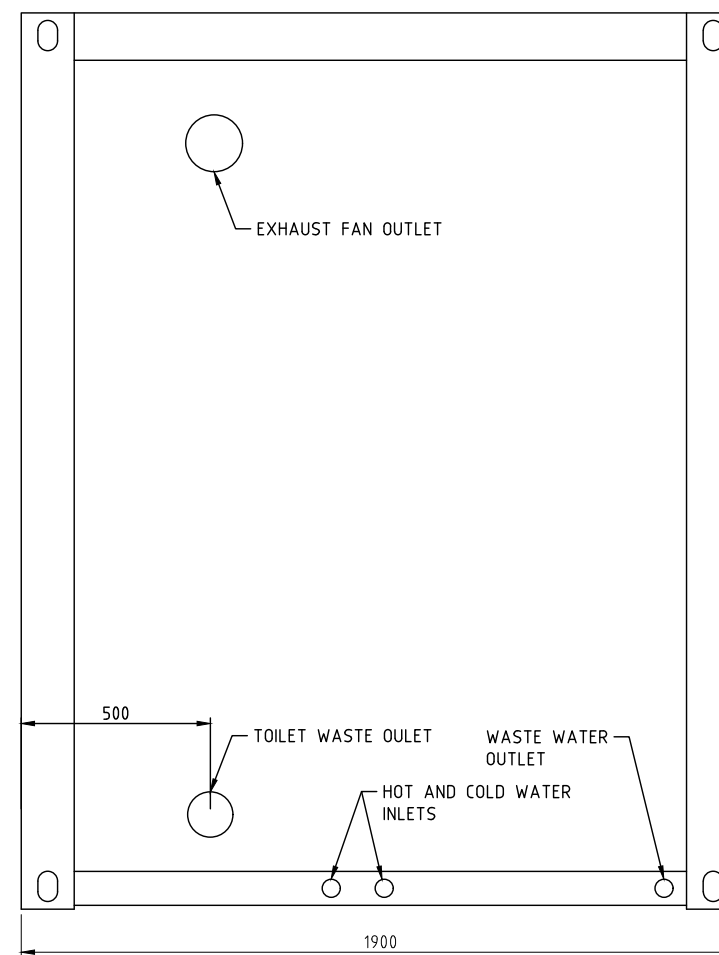
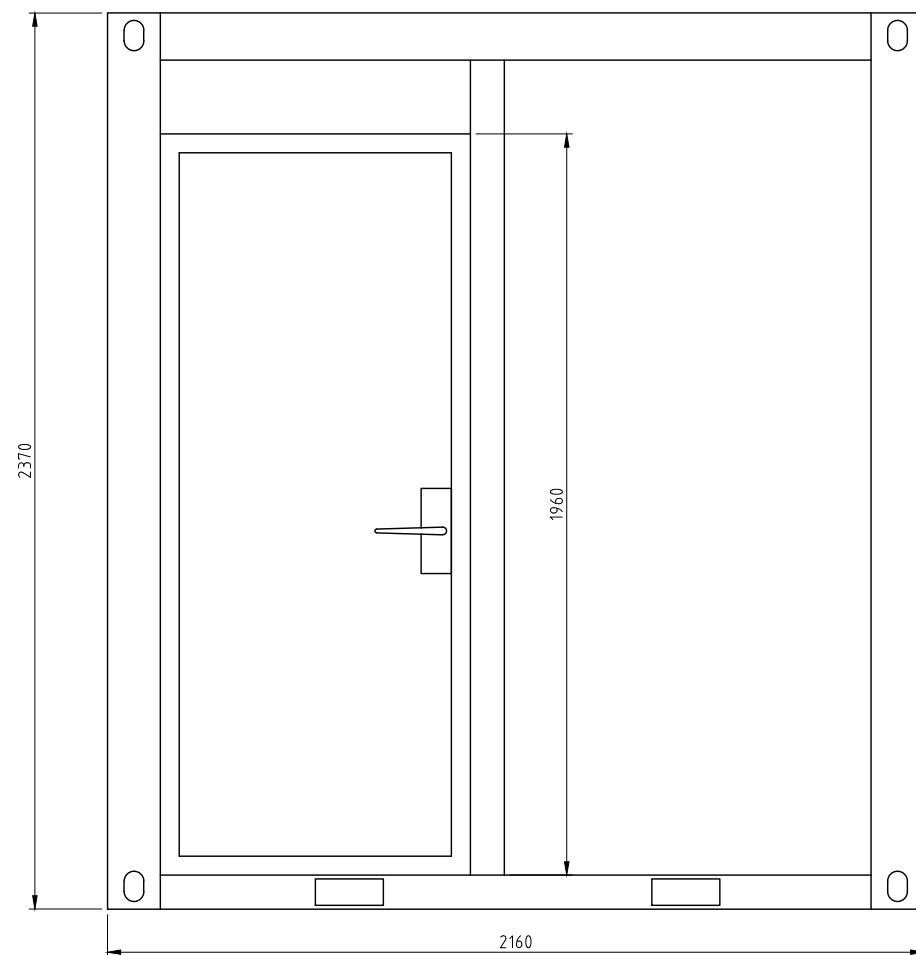
DO NOT SCALE DIMENSIONS IN MM DRAWING PRACTICE TO AS1100								COOPER ENGINEERING SERVICES Pty Ltd MOB: 8418 920 104 Phone/Fax : 08 9296 6604 ABN 67 077 151 378 EMAIL: kevin.cooper@sigpond.com PROJECT ENGINEERING AND MANAGEMENT				LIBERTY FUELS CORRIGIN DEPOT Lot40 BOYD STREET. CORRIGIN				DANGEROUS GOODS LAYOUT			
B 24.04.20 SAG SEPTIC TANKS SHOWN AND AREA HIGH LIGHTED								DRAWN DATE 22.08.16 DRAWN BY SAG SCALE 1:200 PLOTTED DATE 24.04.20				DRAWING No. CES-LB-0903 SIZE A1 REVISION B							
A 17.06.19 SAG AS BUILT JUNE 2019								CAD REF:											
1 22.08.16 SAG ISSUED FOR COMMENT																			
NO. DATE BY REVISION				APP'D No.				REFERENCE DRAWINGS				DWG. No.							
																			



TOILET BLOCK INSTALLATION
SCALE 1:50



DO NOT SCALE DIMENSIONS IN MM DRAWING PRACTICE TO AS1100											COOPER ENGINEERING SERVICES Pty Ltd MOB. 0418 920 104 - FAX (08) 9446 7668 AIN 87 877 151 378 EMAIL - KGC00PER@BIGPOND.NET.AU PROJECT ENGINEERING AND MANAGEMENT				LIBERTY FUELS CORRIGIN DEPOT Lot40 BOYD STREET. CORRIGIN				TOILET BLOCK INSTALLATION			
	1 16.12.19 SAG ISSUED FOR COMMENT										DRAWN DATE 16.12.19 DRAWN BY SAG SCALE 1:100 U.O.N PLOTTED DATE 16.12.19											
		NO.	DATE	BY	REVISION			APP'D	No.	REFERENCE DRAWINGS	DWG. No.	CAD REF:										



NOTES

1. EXTERNAL WALLS ARE WHITE POWDER COATED SHEET METAL
2. INTERNAL WALLS LINED WITH A WHITE/GREY MARBLE EFFECT LAMINEX
3. FLOOR IS A VINYL COVERING
4. INTERNAL HEIGHT IS 2100mm
5. ELECTRICS AND PLUMBING ARE INTEGRAL IN THE UNIT.
6. THE DOOR CAN BE LOCKED FROM THE INSIDE/OUTSIDE
7. TOILET BLOCK TO BE PLACED ON A CONCRETE SLAB AND PLUMBED TO A SEPTIC TANK AND LEACH DRAIN

PRELIMINARY
NOT FOR CONSTRUCTION



DO NOT SCALE DIMENSIONS IN MM DRAWING PRACTICE TO AS1100									COOPER ENGINEERING SERVICES Pty Ltd MOB: 0419 920 134 Phone/Fax : 08 9296 6665 ABN 67 077 151 378 EMAIL: kelvin.cooper@sigpond.com PROJECT ENGINEERING AND MANAGEMENT				LIBERTY FUEL CORRIGIN DEPOT Lot40 BOYD STREET CORRIGIN WA 6375				TOILET BLOCK			
	2	24.04.20	SAG	EXTERNAL WALL COLOUR WHITE ADDED TO NOTE 1																
	1	13.12.19	SAG	ISSUED FOR COMMENT																
		NO.	DATE	BY	REVISION		APP'D	No.	REFERENCE DRAWINGS		DWG. No.		CAD REF:	DRAWN DATE 13.12.19	DRAWN BY SAG	SCALE 1:10	PLOTTED DATE 24.04.20		DRAWING No. CES-LB-1001	SIZE A1

To The Shire CEO,
Re; Natalie Manton

Submission for Development Approval.To Lot 109, #
63 Walton street, Corrigin .

Being for construction/ erection of shed/workshop with attached
carport. Primarily to be used as storage and conduct hobby tasks.

The construction is of zinc alum sheeting walls and roof,(which can be
painted to match house colouring if required).

Steel 90 x 90 posts, fully welded gabians , constructed by Corrigin
Engineering and Stratco materials. This shed will have roller door access
at east and west ends.

Concrete pad to be 100 mm thickness.

Dimentians being;;13 mts long, 4.7 mts wide , 2.86 mts height, (shed
8.7mts ,carport 4.0 mts).

Driveway access already in situ with kerb dropped over natural land
being gravel materials to gate . From gate to carport will be road base
compacted.

Rainwater collection into 4,500 litre polywater tank,on concrete base, for
use on garden/ lawn , excess overflow to be directed to north boundary
kerbing,

using 100 mm storm water pvc pipe.

The land contour will be levelled and sand filled ,compacted to required
regulation specifications. this will be conducted by Corrigin Shire Works
Depot.

Kind Regards

Terry Shane Cable
63 Walton St Corrigin,
e-mail;; sharane3@bigpond.com
ph 9063 2940
mob; 0419 801 204

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	TERRY SHANE CABLE		
ABN (if applicable):			
Mailing Address:	63 WALTON ST CORRIGIN		Postcode: 6375
Work Phone:		Fax:	
Home Phone:	9063 2940	Email:	SHARANG3@BIGPOND.COM.
Mobile Phone:	0419 801 204		
Contact Person for Correspondence:	T. SHANE CABLE		
Signature:			Date: 04/05/2020
Signature:			Date:

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

Applicant Details (if different from owner)

Name(s):	AS ABOVE		
Mailing Address:			Postcode:
Work Phone:		Fax:	
Home Phone:		Email:	
Mobile Phone:			
Contact Person for Correspondence:			
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.			Yes ☒ No ☐
Signature:			Date:

Property Details

Lot No:	109	Street No:	63	Location No:	
Diagram or Plan No:	228778	Certificate of Title Volume No:	314	Folio:	94A
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:	WALTON STREET		Suburb:	CORRIGIN	
Nearest street intersection:	HILL STREET				

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

Proposed Development								
Nature of Development:	Works	☐	Use	☒	Works and Use	☐		
Is an exemption from development claimed for part of the development?					Yes	☐	No	☒
If yes, is the exemption for:		Works	☐	Use	☐			
Description of proposed works and/or land use:		ERECT/CONSTRUCT WORKSHOP SHED WITH CARPORT ATTACHED FOR PRIVATE USE AND STORAGE OF HOBBIES.						
Description of exemption claimed (if relevant)								
Nature of any existing buildings and/or land use:		HOUSE, LAUNDRY/BATHROOM / GARDEN SHED, RESIDENTIAL USE						
Approximate cost of proposed development:				\$	10,280 PLUS EARTHWORKS + CONCRETE.			
Estimated time of completion:		30 DAYS FROM APPROVAL.						

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

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

COPY

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER	
109/DP228778	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
4	26/2/2009

VOLUME
314

FOLIO
94A

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 109 ON DEPOSITED PLAN 228778

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

TERRY SHANE CABLE OF 4 LANCELIN APPROACH BALDIVIS WA 6171

(T O265116) REGISTERED 24/10/2019

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

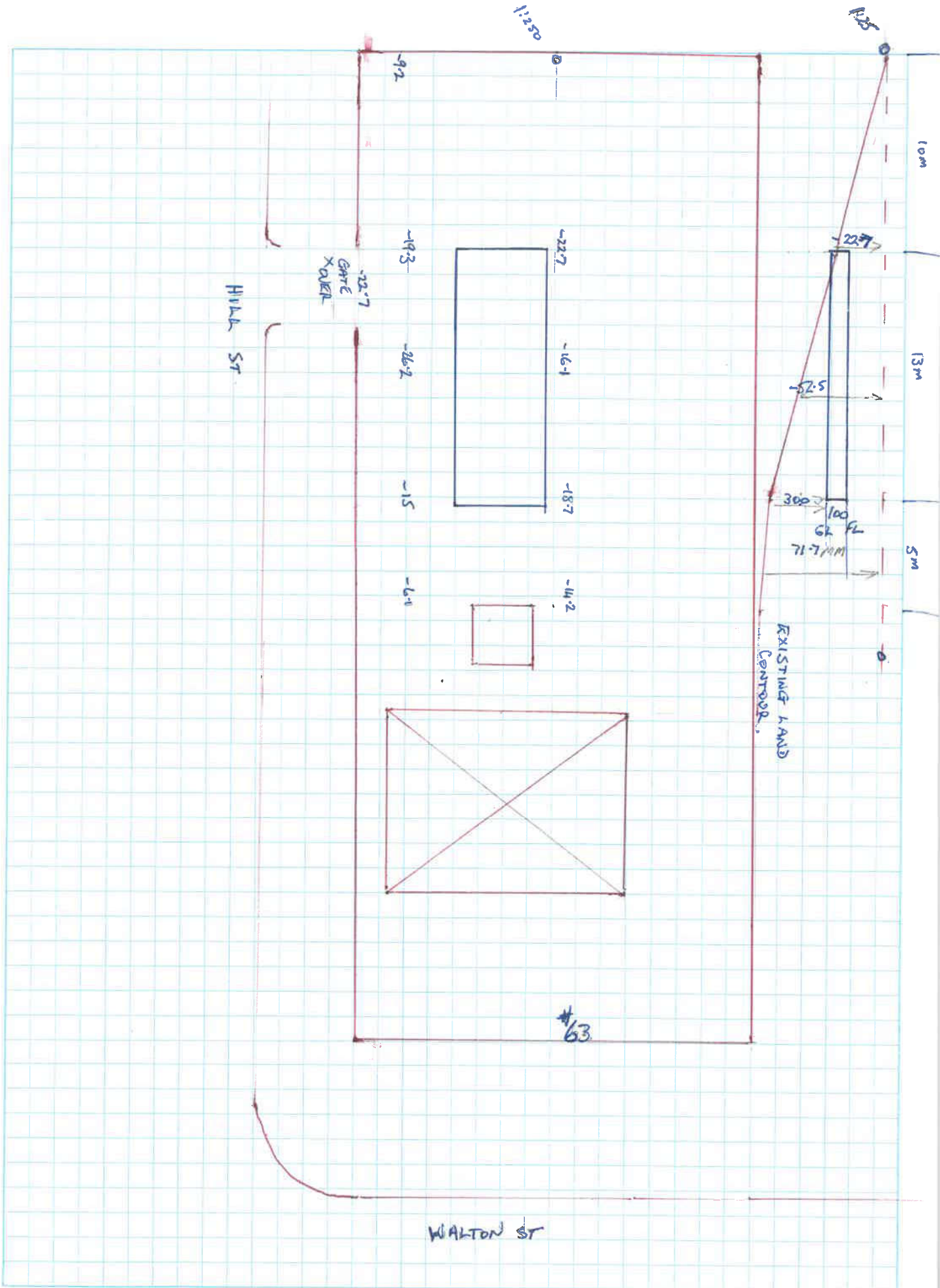
STATEMENTS:

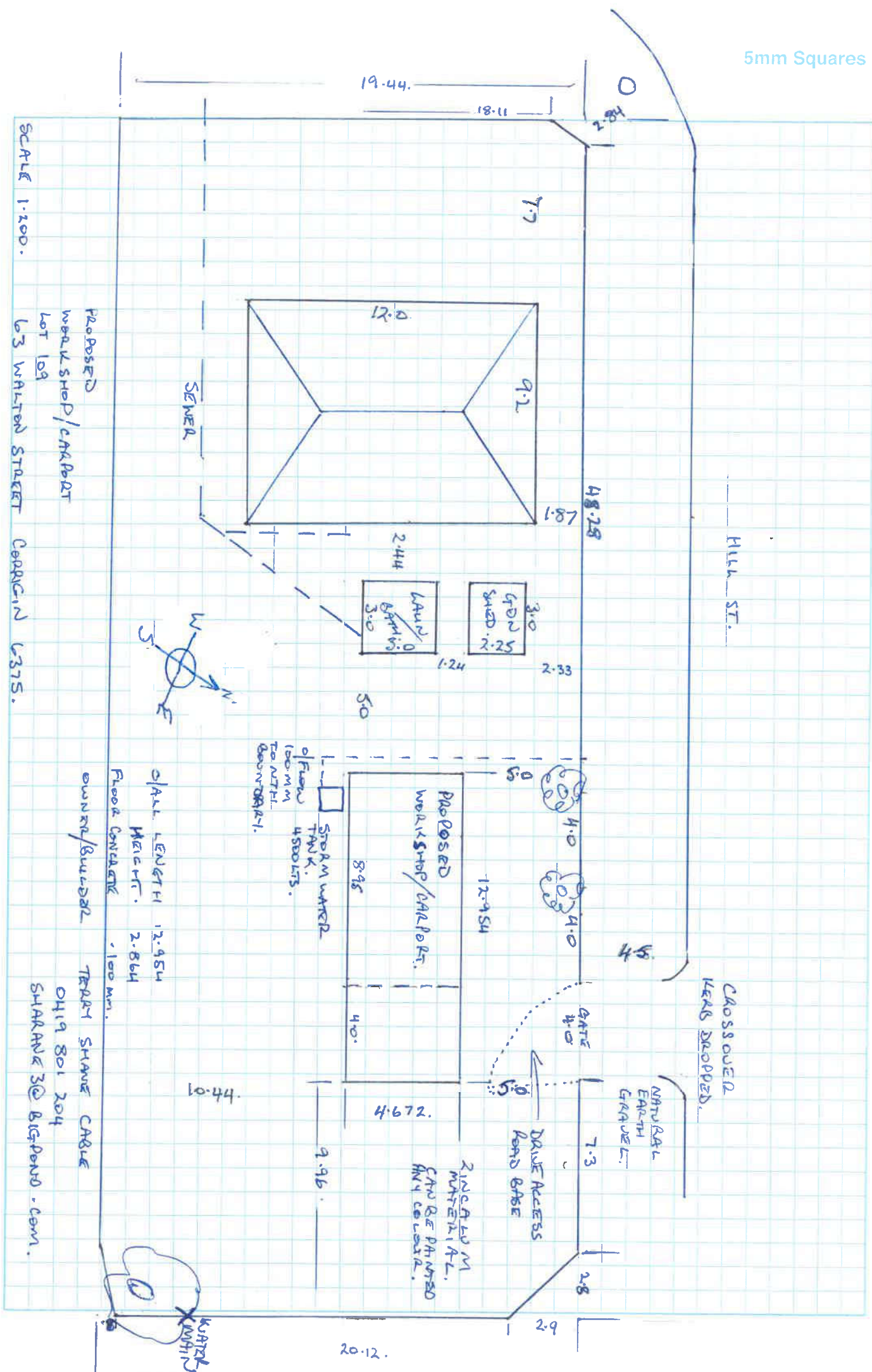
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 314-94A (109/DP228778)
PREVIOUS TITLE: 1023-274
PROPERTY STREET ADDRESS: 63 WALTON ST, CORRIGIN.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
O265116

5mm Squares







P ROAD

47664 ha

Hill

St

P ROAD
7994 m2

P ROAD
47664 ha

20.12

61

18.11

2.64

20.12

DP22878,108
1012 m2

50.29

DP22878,108
1009 m2

48.28

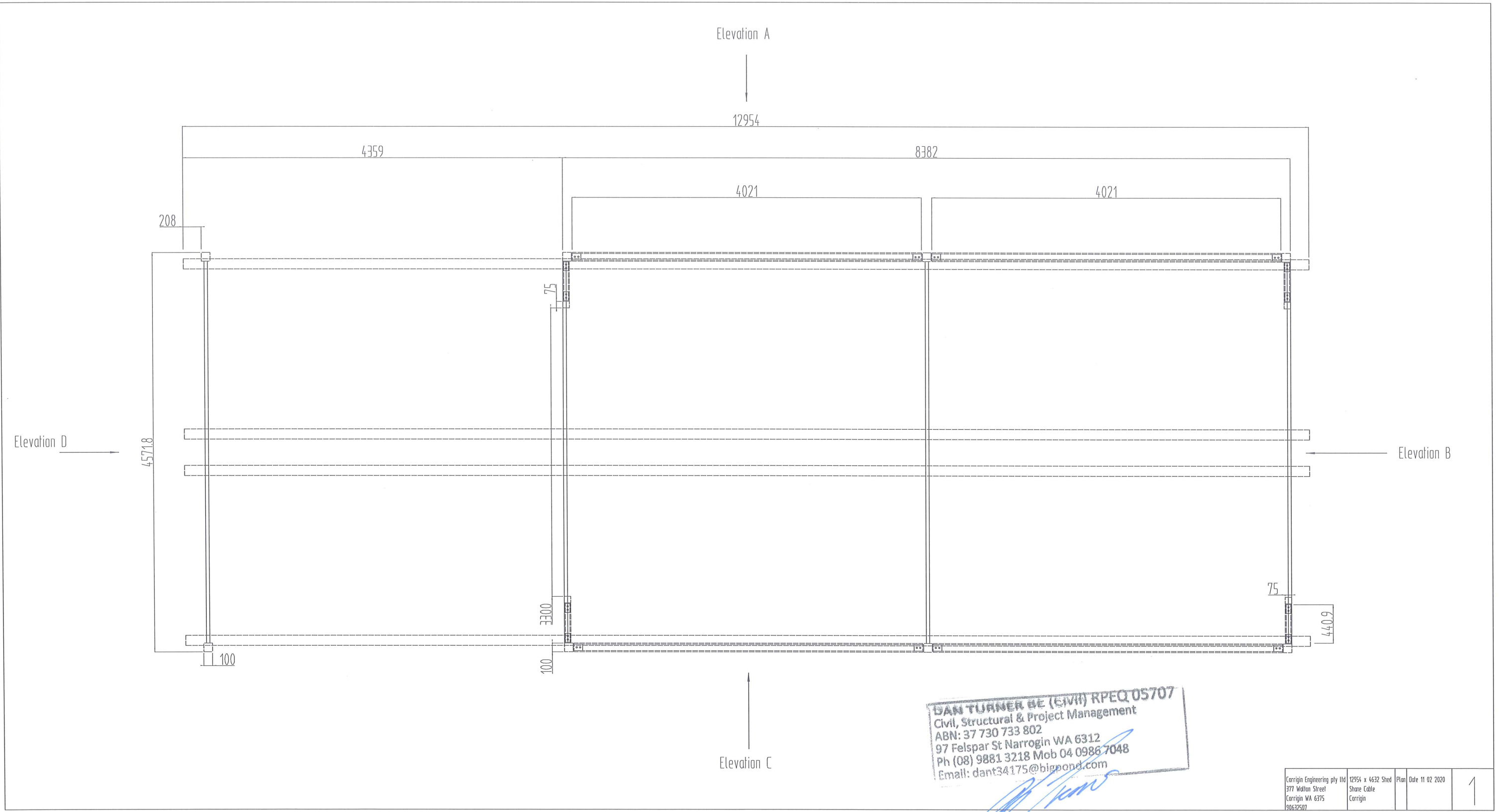
63

20.12

20.12

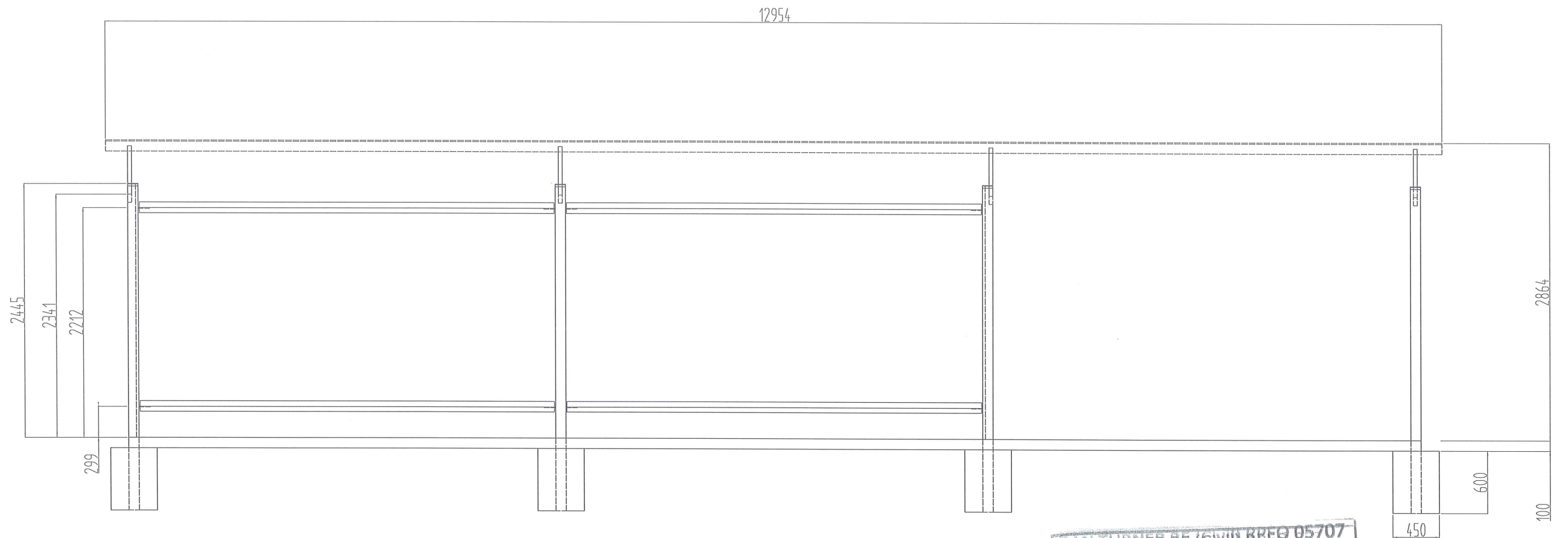
P ROAD

APPROX
LOCATION
WEATHER/
EMERGENCY



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

Handwritten signature and date:
4 3 20

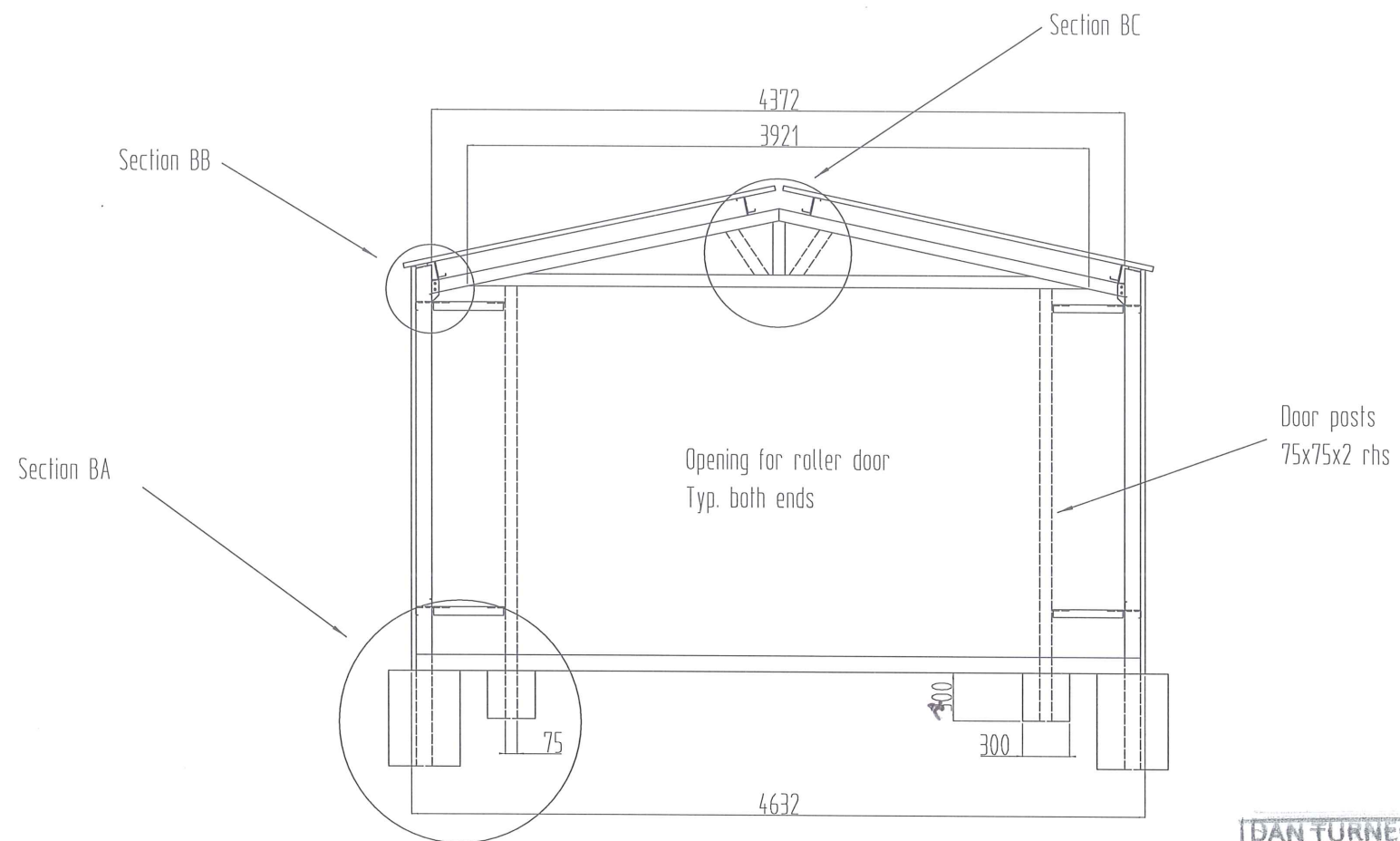


Elevation A

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

Handwritten signature and date:
 A 3 20

Corrigin Engineering Pty Ltd 377 Walton Street Corrigin WA 6375 90632507	12954 x 4632 Shed Shane Cable Corrigin	Elevation A	Date 11 02 2020	2
---	--	----------------	-----------------	---

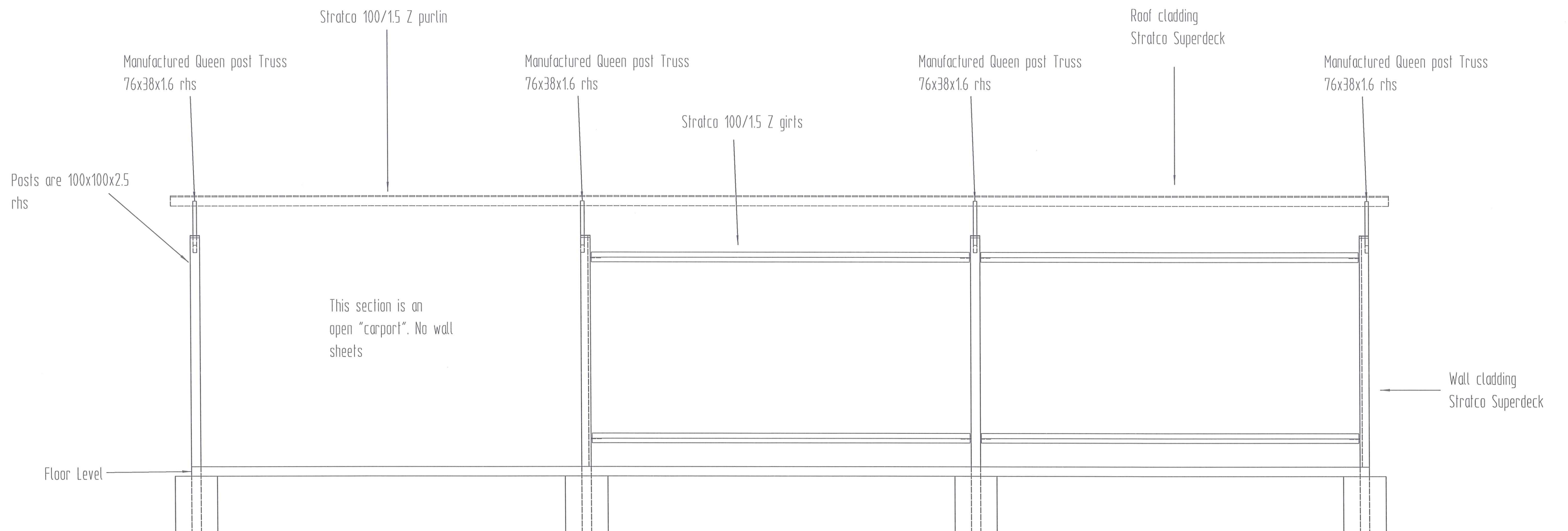


Elevation B

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

[Handwritten signature]
 A 3 20

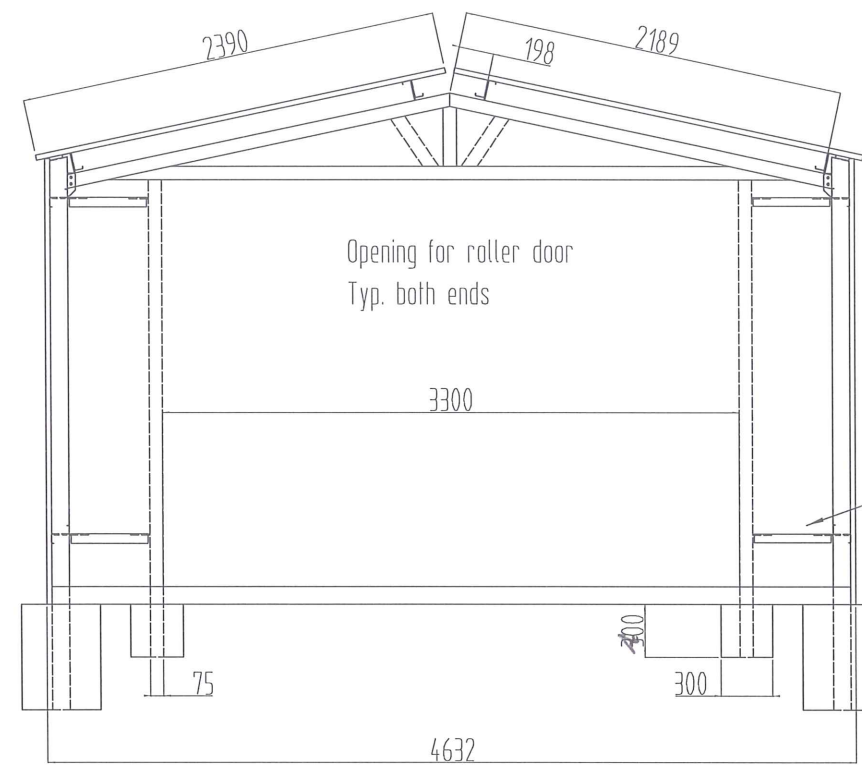
Carrigin Engineering Pty Ltd 377 Walton Street Carrigin WA 6375 90632507	12954 x 4632 Shed Shane Cable Carrigin	Elevation B	Date 11 02 2020	3
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Elevation C

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

A 3 20



Elevation D

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

Handwritten signature and date: 4 3 20

Corrigin Engineering Pty Ltd 377 Walton Street Corrigin WA 6375 90632507	12954 x 4632 Shed Shane Cable Corrigin	Elevation D	Date 11 02 2020	5
---	--	----------------	-----------------	---

Truss top chords,
bottom chord and
webbing to be made
from 76x38x1.6 rhs

100/1.5 Z purlin

Purlin cleats as per manufacturer requirements
110mm x 75mm x 5mm
With two M12x35 Grade 8 purlin bolts

All joins to be fully
welded

Section BC

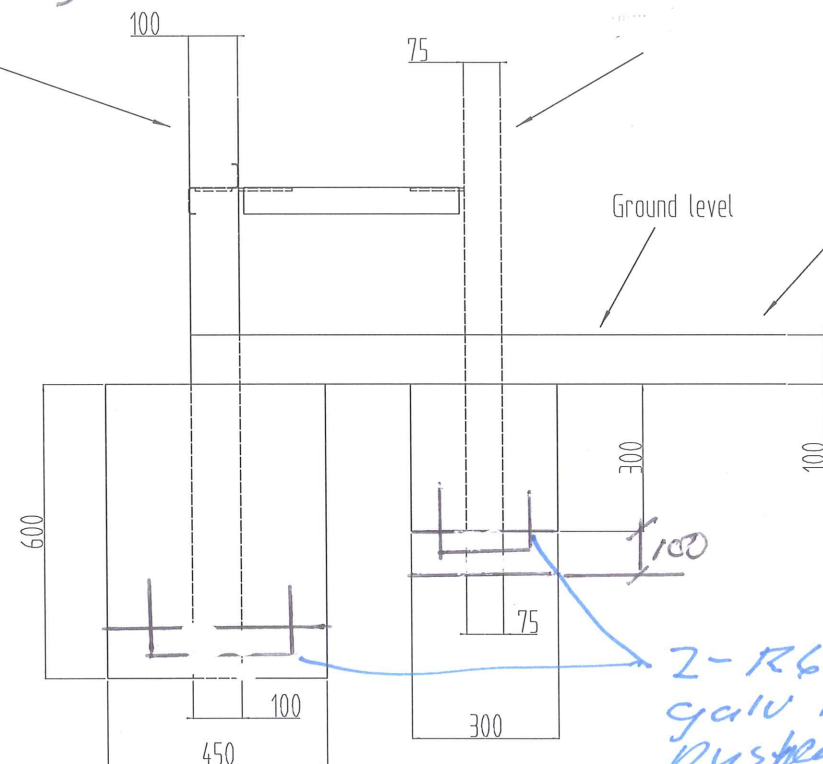
Specifications

Rafter - Manufactured Queen post Truss
Columns - 100x100x2.5 rhs
Purlins - Z100/15
Girts - Z100/15
Roof and wall Cladding - Sralco Superdeck 0.42 bmt Zinc
Gutters - Sralco VF gutter
Downpipes - 100x50
Flashings - 0.6 Bmt
Footings - 450x450x600 on all columns *x 450 D*
Purlin and girt spacings - to be equal to or less than manufacture specifications
Roof and wall sheeling fixings - as per manufacturers specifications
Roof angle - 12 degrees
Region - A1
Wind Category - N2
Terrain category - 2.5
Seismic rating - 0.10
Site Classification - M

100x100x2.5 rhs post
extends ~~500~~ into *footing*
and

75x75x2 rhs post
extends ~~300~~ into *footing*

Section BA



Concrete Floor 25 mpa
SL72 reo mesh 30mm
from top surface

Ground level

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

*2-R6
galv rods
pushed
into wet concrete*

A 3 20

100x100x2.5 capped
both ends typ. 16
plates

Truss bolted to post
with two 1/2" grade 8
bolts
Truss sandwiched
between two flat bar
plates 150x5mm

100/1.5 Z girt. Runs in
between posts on
enclosed section only

100/1.5 Z purlin

Purlin cleats as per manufacturer requirements
110mm x 75mm x 5mm
With two M12x35 Grade 8 purlin bolts

75/1.5 "c" girt

Section BB

Corrigin Engineering Pty Ltd 377 Walton Street Corrigin WA 6375 90637507	12954 x 4632 Shed Shane Cable Corrigin	Detail	Date 11 02 2020	6
---	--	--------	-----------------	---



Memorandum of Understanding (MoU)

for

ROE TOURISM ASSOCIATION

1 July 2020 – 30 June 2023



CONTENTS

- 1. Description of collaborating organisations**
- 2. Purpose of the MoU**
- 3. Financial contributions**
- 4. Withdrawal of Member Councils**
- 5. Admitting new Member Councils**
- 6. Communication and exchange of information**
- 7. Intellectual property**
- 8. Amendment of the Memorandum of Understanding**

ATTACHMENT 1

Terms of Agreement - dates and signatures

AGREEMENT

This Memorandum of Understanding (MoU) represents an agreement between;

Shire of Bruce Rock,
Shire of Corrigin,
Shire of Kondinin,
Shire of Kulin,
Shire of Lake Grace,
Shire of Narembeen and
Shire of Quairading

("the Member Councils")

These local governments are working as an advisory committee of the participating member Councils of the Roe Tourism Association (RTA).

1. Description of collaborating organisations

The seven (7) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended), governed by the RTA Constitution, adopted on 15 October 2018.

2. Purpose of the MoU

The purpose of the MoU is to establish a financial contribution and commitment from the seven (7) Councils that form the Roe Tourism group.

3. Financial contributions

- 3.1 Member Councils are required to make Full Membership annual financial contribution towards the operations of RTA as determined by the RTA committee, the contributions are to be distributed between pathway development and employment of an Executive Officer and may also be requested to contribute towards specific projects or initiatives of RTA.
- 3.2 The Executive shall have the power to seek external funding for the association.
- 3.3 The committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy.
- 3.4 RTA to provide annual financial contribution information to member Councils in March each year, for budgetary considerations.
- 3.5 Manner of Payment - The contributions referred to in clause 3.1 shall be paid by each Member Council to RTA in the manner determined by Roe Tourism Association.

- 3.6 Member Councils contributions and any grant funding is to be centralised by the RTA dedicated bank account. RTA will be responsible for the financial reporting requirements.

4. Withdrawal of a Member Councils

- 4.1 A Member Council may at any time withdraw from RTA upon giving twelve (12) months written notice to of its intention to withdraw.
- 4.2 The withdrawal of a Member Council shall take effect from the end of the financial year (30 September), in which notice of withdrawal under 4.1 is given.
- 4.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

5. Admitting new Member Councils

- 5.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 5.2 Prospective new member Councils shall be required to submit an application in writing to the committee for RTA Full Membership
- 5.3 Prospective new member Councils may be admitted to join RTA subject to the unanimous agreement of the current members.
- 5.4 If a new member Council applies to join RTA, the committee shall determine and consider any additional 'entry' costs incurred by RTA for updating their website, altering the Constitution, printing new promotional material and any other associated costs.
- 5.5 On entry, a new member Council shall be liable to pay RTA the determined 'entry' cost, in addition to the annual Full Member fee and Executive Officer contribution as described in section 3.

6. Communication and exchange of information

Information dissemination is largely via email. Records are to be retained as per Record Keeping Plan of the respective local government. Agendas and Minutes are to be retained in a hard copy as well as electronic version by the RTA Executive Officer.

7. Intellectual property

Rights to the intellectual property as produced will be retained by the committee of all work produced.

8. Amendment of the Memorandum of Understanding

- 8.1 The Member Councils may amend this MoU by majority agreement of the member Councils
- 8.2 The MoU can be amended to include another local government as a party to the amending agreement.

ATTACHMENT 1

Terms of the Agreement

This MoU is effective from _____ (date of signing) to 30 June 2023 and can be extended on mutual agreement of all signatories.

Signature: _____
Shire of Bruce Rock – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Corrigin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kondinin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kulin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Lake Grace – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Narembeen – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Quairading – Chief Executive Officer

Print Full Name of Authorised person

On behalf of the Corrigin Historical Society (Inc.) I am writing to you to ask for financial assistance to improve our newest and largest display shed by closing in the Eastern end of the lean-to. This is to prevent the morning sun from fading paint and generally damaging our exhibits located there.

We have a firm quote from " Settlers Roofing " to supply new materials and erect the required wall for \$1,800.00 plus GST \$180.00 , total cost \$1980.00. It would be very much appreciated if the Council would consider covering this cost.

We recently managed to cover the cost of having our replica school building stripped and painted at a total cost of \$3,740.00 paid from our own funds.

As you are all well aware we are a voluntary body looking after and promoting a very valuable Tourism asset with limited opportunities of raising funds. Visitors through the gate amounted to 225 during the last year, this included a couple of Tourist Coaches. Fund raising activities are becoming harder to organise as our Committee Members age.

Also would Council please consider including some finance in the next Budget to cover some major tree lopping in the Museum grounds. This has been requested before and is now becoming more urgent.

Hoping Council will look favourably upon our requests.

Yours sincerely,

Eric Jespersen (Hon Sec. Corrigin Historical Society Inc.)

1 Feb 2021 813



Corrigin Agricultural Society (inc)

(Affiliated with the Royal Agricultural Society)

P.O. Box 195, Corrigin 6375

Hon Sec Mrs Sue Courboules
PH 90632422 Fax 90632624
Email scourbs@bigpond.com

Pres Mr Tim Thornton
PH 0429681183
Email tim.thornton@westnet.com.au

Hon. Treasurer Mrs. C Green
PH 0408632653
Email cgreen@wn.com.au

Mrs N Manton
CEO
Corrigin Shire
9 Lynch St
Corrigin 6375
27th February 2020.

Dear Natalie,

Each year after the February meeting, the Ag Society submits its "wish list" for Shire to consider in the budget. This year's show will be on Saturday 12th September, it will be the 98th. The requests are the same as last year:

1. Financial assistance towards the fireworks of \$2500.
2. Official invites for the shared official function to be emailed by the Community Resource Center. (They have past format on file).
3. Use of a shire cleaner to do a cleanup shift on show day as our volunteers don't have the spare time and the toilets can get very messy. Around 12 noon and another hour at about 5pm would suffice (2-3 hours). Also, on the Monday after the show to finish off the 2 community toilet areas (near the football changerooms). We make sure that they are left in a tidy state. Ag Society pays a cleaner to clean the 2-hockey toilet/changerooms, and again this year we will extend that to the kitchen, as it must be done to a very high standard. Our Sunday busy bee takes care of all other areas including function room, entrance, indoor court, disabled toilets and of course the oval.
4. The use of the Shire's building supervisor to check all temporary structures as per the Health and Safety documentation. Lauren Pitman works with us on this.
5. The use of the rubbish removal truck on show day and for the Sunday clean up.
6. The outdoor shire men to provide the large mobile red rubbish bins and any extra green and yellow ones if possible, as rubbish is always a problem.
7. The use of a master key (held by me) from Monday of show week until the Monday after show day. This avoids having many different sets to look after. The busy bees start on the Monday (prior) to roll out the carpet and conclude Sunday with the community clean up.
8. Assistance with the parking as per last year, as this worked very well and made a big difference to safety. Nick coordinated this on show morning.

Once again committee has commenced planning for another exciting event. As there will be no Quick Shears at night, committee will keep all the action on the oval with a live band. Weather permitting, we hope to keep patrons entertained with good food

and live music after the fireworks. We look forward to the continued amazing support from Shire as it certainly helps to make the show a great success.

Thanking you in anticipation.

Yours truly,

Sue Courboules (Hon Secretary)

PK 10K 2041 188
FM-0057.

Corrigin Creative Arts Club,
Goyder st, Corrigin, WA. 6375 30/4/2020
27-07-18

Mrs Natalie Manton.
CEO, Corrigin Shire Council.

Dear Natalie.

Although it was some time ago thank you for our conversation regarding our clubrooms. I would like to ask the Shire to assist us with some funds to repair some areas in our rooms.

The Grevillia room in the southern building was built in the late seventies on Shire land and is vested in the Shire.

Although our membership is fairly elderly we do manage to maintain the club financially with our Day Fees, Sausage sizzles, organising Markets and Craft Cottage Sales. We also have a Term Deposit of \$10 000.

We continue the process of collecting quotes and applying for a Lotteries Commission Grant to assist us with the repairs but as yet this has not been completed.

The area most in need of repair at the moment is to the ceiling in the Grevillia room. It is a plastic surface with insulation fibre on top. It is very marked, flaking and broken in the corners. The support bars' paint is also flaking badly.

I met with Peter Bridger from Pete's Home Services on Monday, he is keen to do the repairs and I have attached his quote for your information.

Please do not hesitate to contact me for any further information.

Thanking you in anticipation,

Di Talbot,

President, CCAC.

Quotation

OCEAN IMAGES

Petes Home Maintenance Repairs

Email address, oceanimages@iinet.net.au Telephone 0418 953 872
Abn 94 849 970 330

Date 30/04/2019

Quotation No.2087

To, Corrigin Arts Club
c/o Di Talbot

Quote details, New Polystyrene ceiling

Source, supply and install new 50mm Polystyrene ceiling panels, into all existing framed ceiling areas. Remove old existing product. Spot glue in place to avoid lifting, due to wind.

Remove all waste, to tip site.

Quoted price including GST \$3120.00

Inspected roof as water seepage evident and found some items needing attention,. Remove all twigs, nuts and branches at front of building and silicone some areas as old needing replaced

Quoted price including GST \$140.00

I thank you for opportunity to supply quotation for above work, and hope that our price meets within your budget. I look forward to being of service to you in the near future,

Regards,
Peter Bridger
Oceanimages
0418 953 872



28th of April 2020

CEO - Natalie Manton
9 Lynch Street
Corrigin WA 6375

Dear Natalie Manton,

RE: Corrigin Clubs and Groups Project Funding 2020 -2021

The Corrigin Sub Centre would like to apply for the Corrigin Clubs and Groups Project Funding for 2020 -2021.

Corrigin St John Ambulance Corrigin provides event health, first aid training and community services to our local community of Corrigin and tourists coming through our Shire.

We maintain our centre and vans with the funds that the volunteers raise throughout the year in many ways, and membership funds that we receive from our community members.

Being a non for profit organisation and with a major building improvement project and equipment upgrade totalling approximately \$200,000 we are asking for help. The bags that Corrigin St John have at the moment are assessment and medication bags, the new bags that we would like to purchase are treatment bags used to perform a complete primary survey and treat life threatening issues, these bags are bigger and will enable the volunteers to complete full treatment with all assessment tools and full treatment that may be needed at hand in one bag. The new bags are constructed of a smooth canvass that is much easier cleaned and sanitised, a great benefit in the current Covid 19 environment. The Neann Bags are \$450.00 per bag (medication/medication insert not included) Corrigin St John would like to propose to the Shire of Corrigin if we could be granted \$900.00 for the purchase of two bags, this will keep our vans up to date. St John Corrigin will purchase the insert which are valued at \$144.10 each.

Our current Neann bags are well used and are taken to every call out, we never know what our volunteers are going to be faced with once they have reached the scene. Corrigin being remote at times the care we give at scene can be life saving.

I have attached photos of the New Neann bags that we would like and the ones that we are using at the moment to give you an idea of the difference.

Thankyou for the time you have taken to read our application and look forward to working with you if we are a successful applicant.

Yours faithfully

Jay Ludzik

Jay Ludzik

ADMINISTRATION OFFICER

The Assessment Bag Corrigin Sub Centre are now using.



The Treatment Bag Corrigin St John would like your support to help purchase.



CORRIGIN TIDY TOWN COMMITTEE

23 WALTON STREET

CORRIGIN 6375

Phone 9063 2555 Fax 9063 2044

Email: awjeff@exemail.com.au

17th April, 2020.

The President & Councillors,
Shire of Corrigin,
PO Box 221,
Corrigin 6375

SHIRE OF CORRIGIN	
ATTENTION	NM
20 APR 2020	
ACTION	IFM 2041780
FILE	CR.0010

Dear Des,

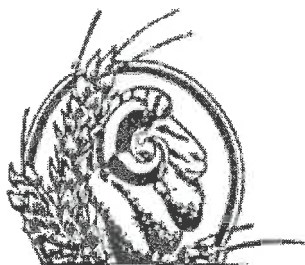
The Corrigin Tidy Town Committee again approaches the Shire requesting \$1000 financial support for equipment maintenance, insurance etc.

May we request that this support be given favourable consideration.

Yours sincerely,



Ann Jeffrey
Sec/Treas



Central Agcare Inc

Telephone 08 9063 2037 Fax 08 9063 2319
ABN 47 309 696 764

PO Box 6
Corrigin WA 6375
E-mail: ceagcare@bigpond.com
ABN 47 309 696 764

17th December 2019

Chief Executive Officer
Ms Natalie Manton
PO Box 221
Corrigin WA 6375

SHIRE OF CORRIGIN	
ATTENTION	NM
20 DEC 2019	
ACTION	ICR 2021688
FILE	FM 0057

Dear Ms Manton

We are writing to you to request an allowance in your 2020-2021 budget for your past, annual contribution to Central Agcare Inc. of \$2000.00.

Central Agcare Inc. is a non-profit organisation that receives State Government funding to provide a mobile Family Counselling Service, covering an area nearly half the size of Tasmania. We currently employ two qualified and experienced Family Counsellors and a part time office manager. We operate 64hrs per week and cover the Shires of Corrigin, Kulin, Kondinin, Narembene, Bruce Rock, Quairading, Brookton, Pingelly and Wickepin, with rooms available in each town.

In the past 12 month we have seen a large increase in numbers of people presenting in emotional distress. As an example, the amount of cases of depression and anxiety has more than doubled in 2019.

Central Agcare also receives Federal funding to provide some Emergency Financial Assistance throughout the region. We have seen an increase in demand for these services spiral as well. We have provided over 320 instances of relief and our priority is to keep the majority of funds assistance local. In the past 2 years, we have put more than \$130,000 back into our regional businesses by helping their clients pay for food, services or outstanding accounts.

The annual contribution from our local shires is a great advantage for our service, as it provides leverage with various government funding bodies by showing support from the local communities. For this, we are extremely appreciative.

We wish to thank you for your past support and look forward to a favourable response. While we appreciate that at this time of year the requests for assistance come flooding in,

we would like to point out that we understand that budget forecast are tight and therefore have left the requested amount the same as the past 7 years.

Please contact me if you have any queries.

Yours sincerely,

Anne Bingham
Administrator
Central Agcare
Corrigin.



Corrigin Football Club

PO Box 190
Corrigin WA 6375
President: John Hewett

13th February 2020

CEO Corrigin Shire
9 Lynch St
Corrigin, WA 6375

SHIRE OF CORRIGIN	
ATTENTION	Nm.
14 FEB 2020	
ACTION	1 FM 2021669
FILE	FM. 0057.

Dear Natalie,

I am writing to you on behalf of The Corrigin Football regarding unsafe fence behind southern goals at the Sport and recreation oval. This fence was deemed to be unsafe two years ago and we were asked to remove our sponsor ship signs from it while it was to be replace with a much safer & structural fence.

It has now been two years and we have had no progress on the fence replacement. The fence is required to firstly for prevention of sporting balls from going down embankment and onto main road below. We have in the past also displayed our sponsors sign to recognize those who support our club as without this support we could not survive.

The current fence is 30m long by 2.4m high, we were hoping fence could be replaced and possibly increased in size to 35m long & 3.5m high, obviously with nessesary supports. This would allow us to once again display sponsor signs.

To allow this to proceed the Corrigin Football Club and Auskick Junior Football club would like to contribute \$1000 each.

Please discuss this at you next meeting, I or John Hewett (President) are available to discuss further.

Kind regards,

Greg Bunker

CFC Secretary

0448794244

greg.bunker@hutnorsales.com.au

QUOTATION

90

Date 18-3-2020,

From W & A JENSEN & SONS

To

We have pleasure in submitting the following Quotation for your consideration:

40 metres black chainmesh, at
3.6 metres high and posts at
3 metres apart
LABOUR

2500.00

Materials Quoted by Southern wire 4650.00

Cement 5 bags
Switching wire

50.00

75.00

\$7,275.00

10% GST

727.50

\$8,002.50

This Quotation is valid until:

30-5-2020



SIGNATURE