



# Agenda Attachments

---

February 2020

**ATTACHMENT 7.1.1 PREVIOUS ORDINARY COUNCIL MEETING MINUTES**

**ATTACHMENT 7.2.1 ROE TOURISM MEETING MINUTES – DECEMBER 2019**

**ATTACHMENT 7.2.2 SHIRE OF CORRIGIN ANNUAL ELECTORS MEETING MINUTES**

**ATTACHMENT 7.2.3 EDNA STEVENSON TRUST MEETING MINUTES**

**ATTACHMENT 7.2.4 LEMC MEETING MINUTES**

**ATTACHMENT 8.1.3 ACCOUNTS FOR PAYMENT – DECEMBER 2019**

**ATTACHMENT 8.1.4 ACCOUNTS FOR PAYMENT - JANUARY 2020**

**ATTACHMENT 8.1.5 ACCOUNTS FOR PAYMENT – CREDIT CARDS**

**ATTACHMENT 8.1.6.1 MONTHLY FINANCIAL REPORT – DECEMBER 2019**

**ATTACHMENT 8.1.6.2 MONTHLY FINANCIAL REPORT – JANUARY 2020**

**ATTACHMENT 8.2.1 DEVELOPMENT APPLICATION**

**ATTACHMENT 8.2.2.1 CONFIDENTIAL**

**ATTACHMENT 8.2.2.2 CONFIDENTIAL**

**ATTACHMENT 8.2.3 CORRIGIN DAIP PLAN 2020-2025 DRAFT**

**ATTACHMENT 8.2.4.1 OPERATIONAL GUIDELINE – ATTENDANCE AT EVENTS**

**ATTACHMENT 8.2.4.2 DRAFT ATTENDANCE AT EVENTS POLICY**

**ATTACHMENT 8.2.5 CONFIDENTIAL**

**ATTACHMENT 8.2.7.1 LOCAL EMERGENCY MANAGEMENT PLAN**

**ATTACHMENT 8.2.7.2 LOCAL RECOVERY PLAN**

**ATTACHMENT 8.2.7.3 EMERGENCY EVACUATION PLAN**



SHIRE OF



# MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019



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

THIS DOCUMENT CAN BE MADE AVAILABLE (ON REQUEST) IN OTHER FORMATS  
FOR PEOPLE WITH A DISABILITY.



CONTENTS

1	DECLARATION OF OPENING .....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3	PUBLIC QUESTION TIME .....	3
4	MEMORIALS .....	3
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	3
6	DECLARATIONS OF INTEREST .....	3
7	CONFIRMATION AND RECEIPT OF MINUTES .....	4
7.1	PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES .....	4
7.1.1	ORDINARY COUNCIL MEETING.....	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES.....	4
7.2.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING.....	4
7.2.2	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING.....	4
8	MATTERS REQUIRING A COUNCIL DECISION .....	5
8.1	CORPORATE AND COMMUNITY SERVICES REPORTS .....	5
8.1.1	CORRIGIN COMMUNITY RESOURCE CENTRE .....	5
8.1.2	ACCOUNTS FOR PAYMENT.....	8
8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS .....	10
8.1.4	MONTHLY FINANCIAL REPORT.....	12
8.2	GOVERNANCE AND COMPLIANCE .....	14
8.2.1	ORDINARY COUNCIL MEETING DATES 2020.....	14
8.2.2	APPOINTMENT OF COUNCILLORS TO COMMITTEES OF COUNCIL .....	16
8.2.3	APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES .....	27
8.2.4	APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES..	43
8.2.5	MEMBER NOMINATION – WHEATBELT JOINT DEVELOPMENT ASSESSMENT PANEL .....	46
8.2.6	DISPOSAL OF ASSETS – PLANT AND LIGHT VEHICLES.....	50
8.2.7	RENEWAL OF LEASE WITH TELSTRA CORPORATION LIMITED .....	53
8.2.8	WHEATBELT SOUTH AGED HOUSING ALLIANCE .....	56
8.2.9	EXTRAORDINARY ELECTION – RETURN OFFICER REPORT .....	65
8.2.10	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS .....	68
8.3	WORKS AND SERVICES .....	70
8.3.1	RAV 7 ASSESSMENTS.....	70
9	NOTICE OF MOTIONS FOR THE NEXT MEETING .....	76
10	CHIEF EXECUTIVE OFFICER'S REPORT.....	76
11	PRESIDENT'S REPORT .....	76
12	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS .....	77
13	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL .	77
14	INFORMATION BULLETIN .....	77
15	WALGA AND CENTRAL ZONE MOTIONS.....	77
16	NEXT MEETING.....	77
17	MEETING CLOSURE .....	77

**1 DECLARATION OF OPENING**

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

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

Shire President	Cr. D Hickey
Deputy President	Cr. M A Weguelin
	Cr. F R Gilmore
	Cr J A Mason
	Cr. M Dickinson
	Cr S Coppen
	Cr S Jacobs

Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	K A Caley
Executive Support Officer	K L Biglin

**APOLOGIES**

NIL

**LEAVE OF ABSENCE**

NIL

**3 PUBLIC QUESTION TIME**

NIL

**4 MEMORIALS**

The Shire have been advised that Ralph Bolton and Molly Hallett 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 19 November 2019 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**(173/2019) Moved: Cr Gilmore      Seconded: Cr Weguelin**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 November 2019 (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 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Local Emergency Management Meeting held on Monday 25 November 2019 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**(174/2019) Moved: Cr Weguelin      Seconded: Cr Gilmore**

*That the minutes of the Local Emergency Management Meeting held on Monday 25 November 2019 (Attachment 7.2.1) be received.*

**Carried 7/0**

#### **7.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 17 December 2019 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

**(175/2019) Moved: Cr Mason      Seconded: Cr Weguelin**

*That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 17 December 2019 (Attachment 7.2.2) be received.*

**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:	3/12/2019
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

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

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	12	49	Movie Club Fees	10	44
Photocopying / Printing / Faxing	28	150	Phonebook Sales	2	46
Laminating / Binding / Folding	2	32	Moments In Time Books	0	1
Sec. Services / Scans / CD Burning	5	32	Book Sales	0	2
Room Hire	7	47	Wrapping Paper / Postcard Sales	0	0
Equipment Hire	0	19	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	12	Phone calls	0	0
Resource Centre Membership Fees	10	10	Sale of Assets	0	0
Exam Supervision	4	5			
Total:	68	356	Total:	12	92
<i>Monthly People through:</i>	80				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	2	15	Corrigin Toy Library	9	56
Tourism	30	237	Broadband for Seniors / Webinars	9	67
Government Access Point	0	38	General Enquires (Face/Email/Website)	93	518
Community Information	34	142	Corrigin Public Library	79	340
Conf. / Vid Conf. / Training	48	472	Corrigin Library eResources	80	372
University Exams	3	7			
Total:	117	794	Total:	270	1353
<i>Monthly People through:</i>	387				

**TOTAL FOR THE MONTH OF NOVEMBER: 467**

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

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Movie Club	10	Conference Room	N/A
DPIRD Meeting	3	Video Conference Room	HO
Rural Traffic Services	7	Video Conference Room	Commercial Booking
Holyoake Counselling Services	1	Professionals Offices	Commercial Booking
Seniors Bus About	13	N/A	N/A
Macramé Workshop	11	N/A	N/A
DPIRD Meeting	2	Professional Office	HO
TAFE Meeting	2	Video Conference Room	HO
Forrest Personnel - Disability Employment	3	Professional Office	Commercial Booking

**CORRIGIN CRC Annual Summary Report**

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

**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**

**(176/2019) Moved: Cr Mason      Seconded: Cr Dickinson**

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

**Carried 7/0**



### 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	9/12/2019
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – November 2019

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

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

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	14436 - 14452,		
		14455 - 14530	\$381,534.82	
	Cheque	020455 - 020463	\$43,164.76	
	Direct Debit	November 2019	\$28,310.80	
	Payroll	November 2019	\$117,455.78	<b>\$570,466.16</b>
Trust	EFT	14434 - 14435,		
		14453 - 14454	\$884.72	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$884.72</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	November 2019	\$42,901.00	<b>\$42,901.00</b>
Edna Stevenson	EFT	14432 - 14433	\$2,775.90	
	Cheque	No Payments	\$0.00	<b>\$2,775.90</b>
<b>Total Payments for the Month of November 2019</b>				<b>\$617,027.78</b>

**Previous Accounts for Payment report**

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust and Licensing	EFT	EFT14431	EFT14432
Municipal	Cheque	020454	020455
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**

**(177/2019) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$617,027.78 have been made during the month of November 2019.*

**Carried 7/0**

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	9/12/2019
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 28 September 2019 to 28 October 2019.

#### BACKGROUND

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

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

#### COMMENT

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

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

A monthly review of credit card use is independently assessed by the 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**

**(178/2019) Moved: Cr Mason      Seconded: Cr Dickinson**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 28 September 2019 to 28 October 2019 for \$930.48.*

**Carried 7/0**

### 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/12/2019
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 – November 2019

#### **SUMMARY**

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

#### **BACKGROUND**

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

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

#### **COMMENT**

Council is tracking along well in regards to cash flow with \$3,630,000 in short term investments. The capital expenditure is still well below the budget and many projects yet to be carried out, the bulk of it due to timing and the vacant building maintenance position. The plant replacement process has started with quotes being gathered and an item will be brought to the February meeting.

Council received payment of the 2<sup>nd</sup> quarter of the Federal Assistance Grant funding in November. Claims for some of the completed capital works program such as Blackspot can now be submitted to recoup the funding which will also help boost cash flow.

Outstanding rate collection is slightly lower than this time last year with 81.54% of rate monies being collected since the beginning of the financial year. Staff have been working hard to clear up some of the outstanding rates carried forward from 18/19 and appropriate actions have been put in place.

Further information on the November financials is in the variance report included in the monthly financial report, provided as Attachment 8.1.4.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 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**

**(179/2019) Moved: Cr Gilmore      Seconded: Cr Weguelin**

*That Council accept the Statement of Financial Activity for the month ending 30 November 2019 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 ORDINARY COUNCIL MEETING DATES 2020

Applicant:	Shire of Corrigin
Date:	4/12/2019
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

#### SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2020.

#### BACKGROUND

The Shire of Corrigin currently holds Ordinary Council Meetings on the third Tuesday of each month excluding January, with a starting time of 3.00pm.

#### COMMENT

Regulation 12(1) of the Local Government (Administration) Regulations 1996 states that at least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) The ordinary council meetings; and
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

The following Ordinary Council Meeting dates for 2020 are recommended to Council (note: Council does not ordinarily meet in January):

18 February 2020  
17 March 2020  
21 April 2020  
19 May 2020  
16 June 2020  
21 July 2020  
18 August 2020  
15 September 2020  
20 October 2020  
17 November 2020  
15 December 2020

**STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Administration) Regulations 1996

Reg. 12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which:

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

**POLICY IMPLICATIONS**

Policy 8.6 - Monthly Ordinary Council Meetings and Councillor Discussion Period

**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
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(180/2019) Moved: Cr Mason      Seconded: Cr Weguelin**

That Council approve the following schedule for Ordinary Council Meeting for 2020, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates as provided.

18 February 2020

17 March 2020

21 April 2020

19 May 2020

16 June 2020

21 July 2020

18 August 2020

15 September 2020

20 October 2020

17 November 2020

15 December 2020

**Carried 7/0**

## 8.2.2 APPOINTMENT OF COUNCILLORS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Corrigin
Date:	9/11/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015 ES.0028 CM.0012
Attachment Ref:	NIL

### SUMMARY

Council is requested to appoint councillors to committees of council following the extraordinary election on 14 December 2019.

### BACKGROUND

Council appointed members to committees of Council at the special meeting held on 21 October following the 2019 local government elections. Additional appointments are to be made following the extra ordinary election on 14 December 2019.

The terms of reference, purpose and operations of each committee of council has already been defined.

Any delegation available to a committee is prescribed in respective *Instrument of Appointment and Delegation*. For all Committees, the Chief Executive Officer and other staff members will provide advice and administrative support to the Committee.

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

	Committee of Council	Elected Member	Meetings	Approximate duration
1	Audit and Risk Management	Cr Mason Cr Hickey Cr Weguelin Cr Dickinson Cr Gilmore Cr Coppen Cr Jacobs	Three times per year and additional meetings as required: 10 March 2020 9 June 2020 8 December 2020	1 -2 hour (depending on inspections)
2	Chief Executive Officer's Performance Review Occasional Committee	All Councillors	Annually March	1-2 hours

### COMMENT

The tenure of members of Council Committees expires on Local Government Election Day in October 2021.

**STATUTORY ENVIRONMENT**

Local Government Act 1995:

5.8. Establishment of committees

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

**\* Absolute majority required.**

5.11. Committee membership, tenure of

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

**POLICY IMPLICATIONS**

Policy 5.21 *Chief Executive Officer Performance Review.*

**FINANCIAL IMPLICATIONS**

Budgeted expenditure for meeting fees and cost associated with committees.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 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**

**(181/2019) Moved: Cr Mason      Seconded: Cr Weguelin**

*That Council appoint the following Councillors to Committees of Council:*

	<b>Committee of Council</b>	<b>Elected Member</b>	<b>Meetings</b>
1	<i>Audit and Risk Management</i>	Cr Mason Cr Hickey Cr Weguelin Cr Dickinson Cr Gilmore <i>Cr Coppen</i> <i>Cr Jacobs</i>	<i>Three times per year and as required:</i> <ul style="list-style-type: none"><li>• <i>10 March 2020</i></li><li>• <i>9 June 2020</i></li><li>• <i>8 December 2020</i></li></ul>
2	<i>Chief Executive Officer Performance Review Occasional Committee</i>	<i>All Councillors</i>	<i>Annually March</i>

**Carried 7/0**



**AUDIT AND RISK MANAGEMENT COMMITTEE**  
**TERMS OF REFERENCE**  
**Instrument of Appointment and Delegation**

**1.0 INTRODUCTION**

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

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

**2.0 NAME**

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

**3.0 ROLE**

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

**4.0 OBJECTIVES OF THE COMMITTEE**

4.1 To provide guidance and assistance to the Council in:

- a) carrying out its audit functions under Part 7 of the Local Government Act;
- b) the development of a process to be used to select and appoint an auditor;
- c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
- d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
- e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;



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

at least once every 2 years and report to Council the results of that review. Ref: *Functions of Audit Committees (Audit Regs)*.

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

## **5.0 MEMBERSHIP**

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

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

## **6.0 PRESIDING MEMBER**

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

## **7.0 CONDUCT OF MEETINGS**

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

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

7.1 Notice of meetings shall be given to members at least three days prior to each meeting.

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

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

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

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

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

## **8.0 QUORUM**

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

## **9.0 DELEGATED POWERS**

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

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

### **9.1 The External Audit**

The Committee shall:

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

### **9.2 Co-ordination of Auditors**

The Committee shall:

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

### **9.3 Duties and Responsibilities**

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
  - internal controls over significant areas of risk, including non-financial management control systems;
  - internal controls over revenue, expenditure, assets and liability processes;
  - the efficiency, effectiveness and economy of significant Council programs; and
  - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- iii. Review the level of resources allocated to internal audit and the scope of its authority.
- iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
- v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- vi. Critically analyse and follow up any internal or external audit report that raises

significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.

- vii. Review management's response to, and actions taken as a result of the issues raised.
- viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- x. Review Council's draft annual financial report, focusing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
- xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- xiv. Review tendering arrangements and advise Council.
- xv. Review the annual performance statement and recommend its adoption to Council.
- xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
- xviii. Monitor the progress of any major lawsuits facing the Council.
- xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
- xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
  - The Community;
  - The Workforce;

- Vehicles and Plant;
- Buildings and Similar Property;
- Revenue Streams;
- Legal Liability;
- Electronically Stored Information;
- Environmental Impact;
- Fraud; and
- Reputation.

xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:

- risk management;
- internal control; and
- legislative compliance

and report to Council.

#### **9.4 Reporting Powers**

The Committee:

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

#### **10.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

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

#### **11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

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

#### **12.0 COMMITTEE DECISIONS**

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



## **CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE**

### **TERMS OF REFERENCE**

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

#### **1.0 NAME**

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

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

To advise Council on the outcome of Shire expenditure items.

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

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

#### **4.0 MEMBERSHIP**

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

#### **5.0 PRESIDING MEMBER**

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

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



1995 places responsibility for speaking on behalf of Council with the President.

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

## **6.0 CONDUCT OF MEETINGS**

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

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

## **7.0 DELEGATED POWERS**

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

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

### 8.2.3 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES

Applicant:	Shire of Corrigin
Date:	9/11/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	NIL

#### SUMMARY

Council is requested to appoint councillors to advisory committees of council following the extraordinary election on 14 December 2019.

#### BACKGROUND

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

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

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

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

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

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

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

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

Advisory Committees	Members	Meetings	Approximate Duration
Local Emergency Management Committee	Cr Hickey Cr Weguelin	Quarterly • Feb • May • August • November	1 -2 hours
Bush Fire Advisory Committee	Cr Hickey Cr Gilmore	Twice annually • April • October	1 -2 hours

Corrigin Recreation and Events Centre Advisory Committee	Cr Dickinson Cr Jacobs	Twice annually • February • October	1 hour
Tourism and Economic Development Advisory Committee <b>NEW</b>	Cr Weguelin Cr Gilmore Cr Coppen Cr Jacobs	Quarterly • February • May • August • November	1 hour

## COMMENT

The tenure of members of Council Advisory Committees expires on Local Government Election Day in 2021.

Council conducted a review of the advisory groups in September 2019 and rationalised the number of advisory groups.

A new advisory group focussing on tourism and economic development was endorsed at the October meeting to advise and support Council in achieving the outcomes identified in the Corporate Business Plan and Tourism and Economic Development Strategy. The following community members completed an expression of interest form and were considered suitable to join the committee.

*Tayla Smith*

*John Reynolds*

*Carly Kenny*

*Ruth Owen*

*Robin Campbell*

## STATUTORY ENVIRONMENT

*Local Government Act 1995:*

### 5.8. Establishment of committees

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

**\* Absolute majority required.**

### 5.11. Committee membership, tenure of

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

*whichever happens first.*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
- whichever happens first.

*Bush Fires Act 1954*

*Emergency Management Act 2005*

**POLICY IMPLICATIONS**

4.1 Code of Conduct – Appointment to Committees

**FINANCIAL IMPLICATIONS**

Budgeted expenditure for cost associated with administering advisory committees.

**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**

**(182/2019) Moved: Cr Gilmore**

**Seconded: Cr Weguelin**

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

<b>Advisory Committees</b>	<b>Members</b>	<b>Meetings</b>	<b>Approximate Duration</b>
<i>Local Emergency Management Committee</i>	<p><i>Cr Hickey</i></p> <p><i>Cr Weguelin</i></p> <p><i>The Officer in Charge of the Corrigin Police. District or delegate(s).</i></p> <p><i>The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates.</i></p> <p><i>The Shire's Chief Bush Fire Control Officer.</i></p> <p><i>The SES Area Manager or delegate.</i></p> <p><i>The Officers in Charge of the St John Ambulance District of Corrigin or delegate.</i></p> <p><i>A health representative from the Corrigin Hospital.</i></p> <p><i>An officer from the Department for Child Protection and Family Support.</i></p> <p><i>Representatives from other agencies as required.</i></p>	<p><i>Quarterly</i></p> <ul style="list-style-type: none"> <li><i>• Feb</i></li> <li><i>• May</i></li> <li><i>• August</i></li> <li><i>• November</i></li> </ul>	<i>1 - 2 hours</i>
<i>Bush Fire Advisory Committee</i>	<p><i>Cr Hickey</i></p> <p><i>Cr Gilmore</i></p> <p><i>The Chief Bush Fire Control Officer (CBFCO).</i></p> <p><i>The Deputy Chief Bush Fire Control Officer (DBFCO).</i></p> <p><i>One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.</i></p>	<p><i>Twice annually</i></p> <ul style="list-style-type: none"> <li><i>• April</i></li> <li><i>• October</i></li> </ul>	<i>1 - 2 hours</i>
<i>Corrigin Recreation and Events Centre Advisory Committee</i>	<p><i>Cr Dickinson</i></p> <p><i>Cr Jacobs</i></p> <p><i>Representatives from:</i></p> <p><i>Corrigin/Babakin Cricket Club;</i></p> <p><i>Corrigin Football Club;</i></p> <p><i>Corrigin Hockey Club;</i></p>	<p><i>Twice annually</i></p> <ul style="list-style-type: none"> <li><i>• February</i></li> <li><i>• October</i></li> </ul>	<i>1 hour</i>

	Corrigin Netball Club; and Corrigin Squash Club.		
<i>Tourism and Economic Development Advisory Committee <b>NEW</b></i>	<i>Cr Weguelin Cr Gilmore Cr Jacobs Cr Coppen Tayla Smith John Reynolds Carly Kenny Ruth Owen Robin Campbell</i>	<i>Quarterly</i> <ul style="list-style-type: none"> <li>• <i>February</i></li> <li>• <i>May</i></li> <li>• <i>August</i></li> <li>• <i>November</i></li> </ul>	<i>1 hour</i>

**Carried 7/0**



## **CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

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

#### **1.0 NAME**

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

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

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

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

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

#### **4.0 MEMBERSHIP**

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

Membership of the Committee shall be:

- 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 PRESIDING MEMBER**

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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



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

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

**Every meeting:**

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

**First quarter:**

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

**Second quarter:**

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

**Third quarter:**

- Identify emergency management projects for possible grant funding.

**Fourth quarter:**

- National and State funding nominations.

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

## **7.0 DELEGATED POWERS**

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



**CORRIGIN BUSH FIRE ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**  
**Instrument of Appointment and Delegation**

**1.0 NAME**

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

**2.0 ROLE OF THE ADVISORY COMMITTEE**

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

**3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

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

**4.0 MEMBERSHIP**

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

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

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

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

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

## **5.0 PRESIDING MEMBER**

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

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

**7.0 DELEGATED POWERS**

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



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

### **TERMS OF REFERENCE**

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

#### **1.0 NAME**

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

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

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

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

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

#### **4.0 MEMBERSHIP**

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

- One Councillor.

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

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

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

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

#### **5.0 PRESIDING MEMBER**

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

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

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

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

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

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

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

#### **7.0 DELEGATED POWERS**

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



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

**1.0 NAME**

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

**2.0 ROLE OF THE ADVISORY COMMITTEE**

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

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

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

**3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

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

#### **4.0 MEMBERSHIP**

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

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

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

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

#### **5.0 PRESIDING MEMBER**

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

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

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

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

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

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

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



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

#### **7.0 DELEGATED POWERS**

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

## 8.2.4 APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Date:	9/11/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	NIL

### SUMMARY

Council is requested to appoint members to external organisations and committees following the extra ordinary elections held on 14 December 2019.

### BACKGROUND

The role of elected members is becoming more complex and the requirements for training and professional development is increasing. Council conducted a review of the external committees in September 2019 and resolved to rationalise the representation on external committees to reduce the amount of time required of councillors to attend external committee meetings.

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

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

Some external organisations do not have terms of reference.

[CEO\RoeHealth\Roe Regional Health Scheme MOU 2018 Final signed.pdf](#)

[CEO\RoeROC\RoeROC MOU signed 2018.pdf](#)

### COMMENT

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

### STATUTORY ENVIRONMENT

NIL

### POLICY IMPLICATIONS

NIL

**FINANCIAL IMPLICATIONS**

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 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**

**(183/2019) Moved: Cr Mason      Seconded: Cr Dickinson**

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

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
WALGA Central Country Zone	Cr Hickey Cr Weguelin	21 February 2020 1 May 2020 22 May 2020 19 June 2020 28 August 2020 27 November 2020	1-2 hours (depending on location of meeting)
Roe Regional Organisation of Councils including Roe Health	Cr Hickey Cr Weguelin	19 March 2020 TBC 18 June 2020 TBC 19 November 2020 TBC	1-2 hours (depending on location of meeting)
Wheatbelt South Regional Road Group inc Wheatbelt Secondary Freight Network	Cr Hickey Cr Jacobs	As required	1-2 hours (depending on location of meeting usually Wickepin)
Wheatbelt South Aged Housing Alliance	Cr Gilmore	As required	-2 hours (depending on location of

			meeting usually Wickepin)
Edna Stevenson Trust	Cr Hickey	Quarterly 10 February 2020 11 May 2020 10 August 2020 9 November 2020	
Roe Tourism Association	Cr Mason Cr Coppen	Quarterly TBC	1-2 hours (depending on location of meeting)
Central Agcare Financial and Family Counselling	Cr Mason	Bi-monthly	1-2 hours (depending on location of meeting)
Corrigin Senior Citizen's	Cr Jacobs	Monthly - Third Wednesday	1-2 hours

**Carried 7/0**

## 8.2.5 MEMBER NOMINATION – WHEATBELT JOINT DEVELOPMENT ASSESSMENT PANEL

Applicant:	Shire of Corrigin
Date:	10/12/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	DBC.0002
Attachment Ref:	NIL

### SUMMARY

This report seeks Council's confirmation of the appointment of two (2) members and two (2) alternate/proxy members for the Wheatbelt Development Assessment Panel (DAP) for a term expiring on 26 January 2022.

### BACKGROUND

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

The regulations provide for the DAP to determine the following types of applications:

- all mandatory DAP applications made across the State (prescribed under s.171A(2)(a) of the Planning and Development Act 2005);
- any optional DAP applications that an applicant has elected to have determined by a DAP (prescribed under s.171A(2)(ba) of the Planning and Development Act 2005);
- applications delegated to the DAP by a local government or the Western Australian Planning Commission (WAPC) (as permitted under section 171B of the 2010 Planning and Development Act 2005); and
- regulation 17 minor amendment applications which are applications to amend or cancel any development approval, or conditions of approval, granted previously by a DAP.



- A quorum for a DAP is currently the presiding member and any two DAP members that are in attendance (irrespective of whether they are a specialist member and a local government member).
- Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote.
- In the event that a permanent local government DAP member cannot attend a meeting, that member would be replaced by an alternate local government member.
- Alternate specialist members cannot replace local government DAP members and vice versa.
- All DAP meetings are also required to be open to the public.
- All DAP members are required to abide by specified rules of conduct. These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in the *Planning and Development Act 2005* and *Local Government Act 1995*. The Minister for Planning can remove a DAP member for breaching the code of conduct.

### COMMENT

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

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

### STATUTORY ENVIRONMENT

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

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

### POLICY IMPLICATIONS

8.7 Training and Development – Elected Members

### FINANCIAL IMPLICATIONS

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

### COMMUNITY AND STRATEGIC OBJECTIVES

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

#### Objective: Economic

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

#### Outcome 1.2 – Adequate land availability for development

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.2.2	Review Local Town Planning Scheme	1.2.2.2	Provide, maintain and review Town Planning Scheme to support development along with orderly and proper planning

### VOTING REQUIREMENT

Simple Majority

**COUNCIL RESOLUTION**

**(184/2019) Moved: Cr Gilmore**

**Seconded: Cr Weguelin**

*That Council:*

1. *Endorse the following Councillors as local members on the Midwest/Wheatbelt Joint Development Assessment Panel (DAP), for the term expiring on 26 January 2022:*

*Cr Mason; and*

*Cr Hickey.*

2. *Endorse the following Councillors as alternate (deputy) members on the Midwest/Wheatbelt Joint Development Assessment Panel (DAP) in the event that a local member is unavailable for a meeting, for the term expiring on 26 January 2022:*

*Cr Dickinson; and*

*Cr Weguelin.*

**Carried 7/0**



## 8.2.6 DISPOSAL OF ASSETS – PLANT AND LIGHT VEHICLES

Applicant:	Shire of Corrigin
Date:	10/12/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PES.0012
Attachment Ref:	Nil

### SUMMARY

This items seeks Council authorisation of the disposal of plant and light vehicles as per the 2019/20 budget.

### BACKGROUND

Council has made allowance in the 2019/20 Budget for the purchase of various items of plant including:

- 2 CR DCEO vehicle
- 4 CR EHO vehicle
- CR 17 Leading Hand Construction vehicle
- CR 22 Building Maintenance Vehicle
- CR 650 Mower
- Vertimower
- CR 23 L70 Loader
- Miscellaneous small plant

Requests for quotations for new vehicles and trade of current vehicles will be sent to local and WALGA preferred suppliers.

The budget also includes allowances for income from the disposal of the following plant items.

- 2 CR DCEO vehicle
- 4 CR EHO vehicle
- CR 17 Nissan Patrol Leading Hand Construction vehicle
- CR 22 Toyota Hilux Building Maintenance Vehicle
- CR 650 Kubota Mower
- PO16 Gallagher Mower
- CR 23 L70 Loader

A tender for the purchase of a new loader and disposal of CR23 Volvo L35 loader will be sought through WALGA's e-quotes early in 2020 in January 2020. The following weighting is proposed for scoring of the e-quotes:

Tendered price 40%

Break down and back up service 20%

Warranty period of machine 20%

Operational efficiency 20%

The e-quotes received will be presented to the Ordinary Meeting of Council scheduled for 18 February 2020.

### COMMENT

The CEO has delegated authority from Council:

to exercise the powers and discharge the duties of the local government under Regulation 14 of the Local Government (Functions and General) Regulations to publicly

invite tenders by determining the written criteria for deciding which tender should be accepted and also;

To exercise the powers and discharge the duties of the local government under Regulation 18 of the Local Government (Functions and General) Regulations relating to choice of tender.

The delegation is subject to:

- a) Following the Shire's operational practice utilising tender evaluation processes and documentation developed by WALGA;
- b) Compliance with the requirements of the Shire's Purchasing Policy as it relates to tendering; and
- a) Acceptance of a tender is not to exceed a contract value of \$200,000.

Council has delegated authority to the CEO to dispose of property:

To exercise the powers and discharge the duties of the local government under section 3.58(2) and 3.58(3) of the Local Government Act 1995, and further to acquire property on the local government's behalf.

However Section 5.43(d) of the Local Government Act 1995 provides that:

*A local government cannot delegate to a CEO any of the following powers or duties*

*(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.*

The delegation relating to the disposal of property from Council to the CEO does not specify the amount and therefore disposal of the surplus plant and miscellaneous items will need to be brought back to Council for a final decision.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995:

- Section 3.42 – Delegation of some powers and duties to the CEO
- Section 3.57 – Tenders for providing goods or services
- Section 3.58 – Disposing of property
- Local Government (Functions & General) Regulations – Reg. 18 Choice of tender

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Purchase and disposal of plant in accordance with 2019/20 budget provisions

**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**

**(185/2019) Moved: Cr Mason**

**Seconded: Cr Gilmore**

*That Council:*

1. *Authorise the Chief Executive Officer to purchase the new vehicles and trade in light vehicles listed above through local suppliers and/or WALGA preferred suppliers in accordance with the 2019/20 budget provisions and Shire of Corrigin purchasing policy.*
2. *Authorise the CEO to carry out the process of sale and disposal of the Volvo L70 loader, Gallagher mower and other minor plant and equipment as required by Section 3.58 (3) of the Local Government Act 1995.*
3. *Request the Chief Executive Officer refer the matter back to Council prior to finalising the disposal of plant at the conclusion of the equote/tender process.*

**Carried 7/0**

## 8.2.7 RENEWAL OF LEASE WITH TELSTRA CORPORATION LIMITED

Applicant:	Shire of Corrigin
Date:	10/12/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	Leases and Agreements; A10047
Attachment Ref:	NIL

### SUMMARY

Council is requested to consider renewing the existing lease arrangement with Telstra Corporation Limited for the Corrigin Cellular Mobile Telecommunications Base Station on portion of Lot 625 on Deposited Plan 406791 on Deposited Plan 406791 for the lease registered number H763922 being part of the property known as 24 Larke Street Corrigin described in Certificate of Title Volume 2912 Folio 931 for a five year term commencing 1 February 2020 and expiring on 31 January 2025.

### BACKGROUND

Council received Commonwealth funding as part of the Networking the Nation grant in 1999 through a joint project with Corrigin Development Association to build a mobile phone tower on portion of Lot 625 (formerly Lot 620) at 24 Larke Crescent Corrigin.

Telstra responded to expressions of interest and completed work on the site in June 2000. The tower now operates the 4G digital service. The Vision Christian Media antennae and satellite dish are also attached to the Telstra mast.



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

With the current term of lease due to expire in February 2020, Telstra Corporation Limited have requested it be renewed for a further five years under the option clause of the lease.

## COMMENT

The new lease is on the same terms and conditions as those contained in the existing lease with minor updates to names and addresses and is for a term commencing 1 February 2020 and expiring 31 January 2025.

It is considered appropriate to enter into the deed of renewal with Telstra Corporation on this basis.

## STATUTORY ENVIRONMENT

*Local Government Act 1995 - 9.49B. Contract formalities*

*(1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.*

*(2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.*

*(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.*

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

The initial rental was set at Nil per annum as Council considered the service to be essential to the Corrigin community and the rent was later changed to \$1 per annum on demand.

At the expiry of this term of lease in 2025 Council may wish to consider the commercial arrangements when negotiating a new lease agreement.

## 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
1.1.3	Lobby for improved telecommunications infrastructure to service the district	1.1.3.1	Advocate for improved telecommunications within the district by identifying and reporting 'black spots'.
		1.1.3.2	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(186/2019) Moved: Cr Weguelin**

**Seconded: Cr Dickinson**

*That Council authorise the CEO to accept the offer to renew the existing lease agreement with Telstra Corporation Limited for part Lot 625 on Deposited Plan 406791 for the lease registered number H763922 being part of the property known as 24 Larke Street Corrigin described in Certificate of Title Volume 2912 Folio 931 for a five year term commencing 1 February 2020 and expiring on 31 January 2025.*

**Carried 7/0**

## 8.2.8 WHEATBELT SOUTH AGED HOUSING ALLIANCE

Applicant:	Shire of Corrigin
Date:	11/12/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CS.0054
Attachment Ref:	NIL

### SUMMARY

This item seeks Council commitment to the ongoing participation in the Wheatbelt South Aged Housing Alliance and funding arrangement to build two aged housing units in Corrigin.

### BACKGROUND

The Wheatbelt South Aged Housing Alliance (WSAHA) was formed in 2015 and initially comprised eight local governments including the Shires of Corrigin, Cuballing, Kondinin, Kulin, Narembeen, Narrogin, Wandering and Wickepin. The purpose of the alliance is to work together to gather background information and prepare a business case to obtain funding to build aged housing units.

Since 2015 the project has been strongly supported by local communities with the original eight participating shires confirming their commitment to the project by signing a Memorandum of Understanding (MOU) in November 2015. The Shire of Wickepin was identified as the lead agency and project coordinator for the project.

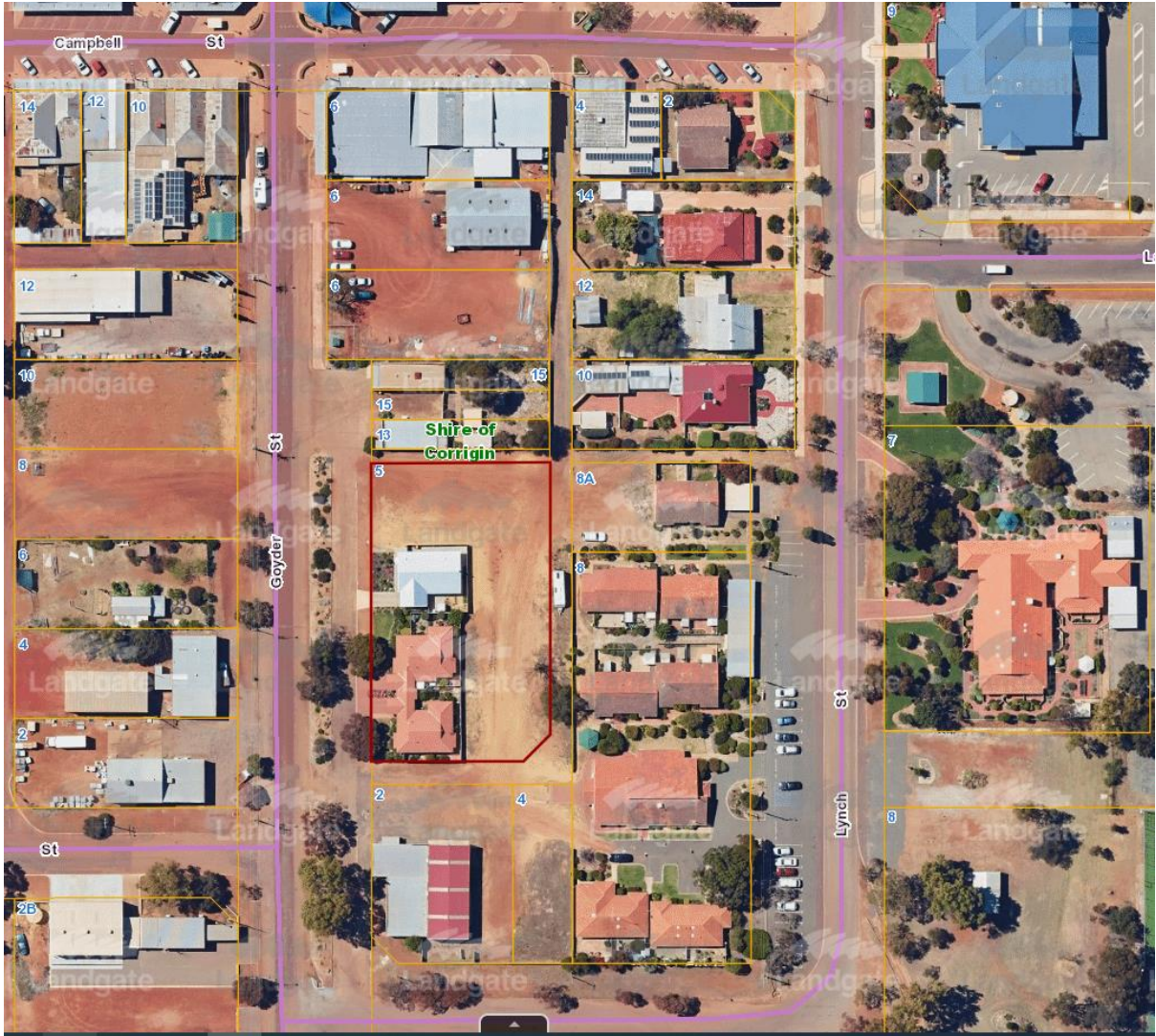
In December 2016 the Hon Terry Redmond announced that the WSAHA was successful in obtaining funding of \$10 million to build 38 aged housing units in Corrigin, Cuballing, Kondinin, Kulin, Narrogin, Wandering and Wickepin. This funding was withdrawn following the change of government in March 2017.

Following the withdrawal of the Royalties for Regions funding, the WSAHA conducted a comprehensive cost benefit analysis and submitted an application for federal funding as part of the Building Better Regions Fund. The \$4.9 million funding proposal planned to deliver 20 units in six towns including two units in Corrigin in the 2019/20 financial year.

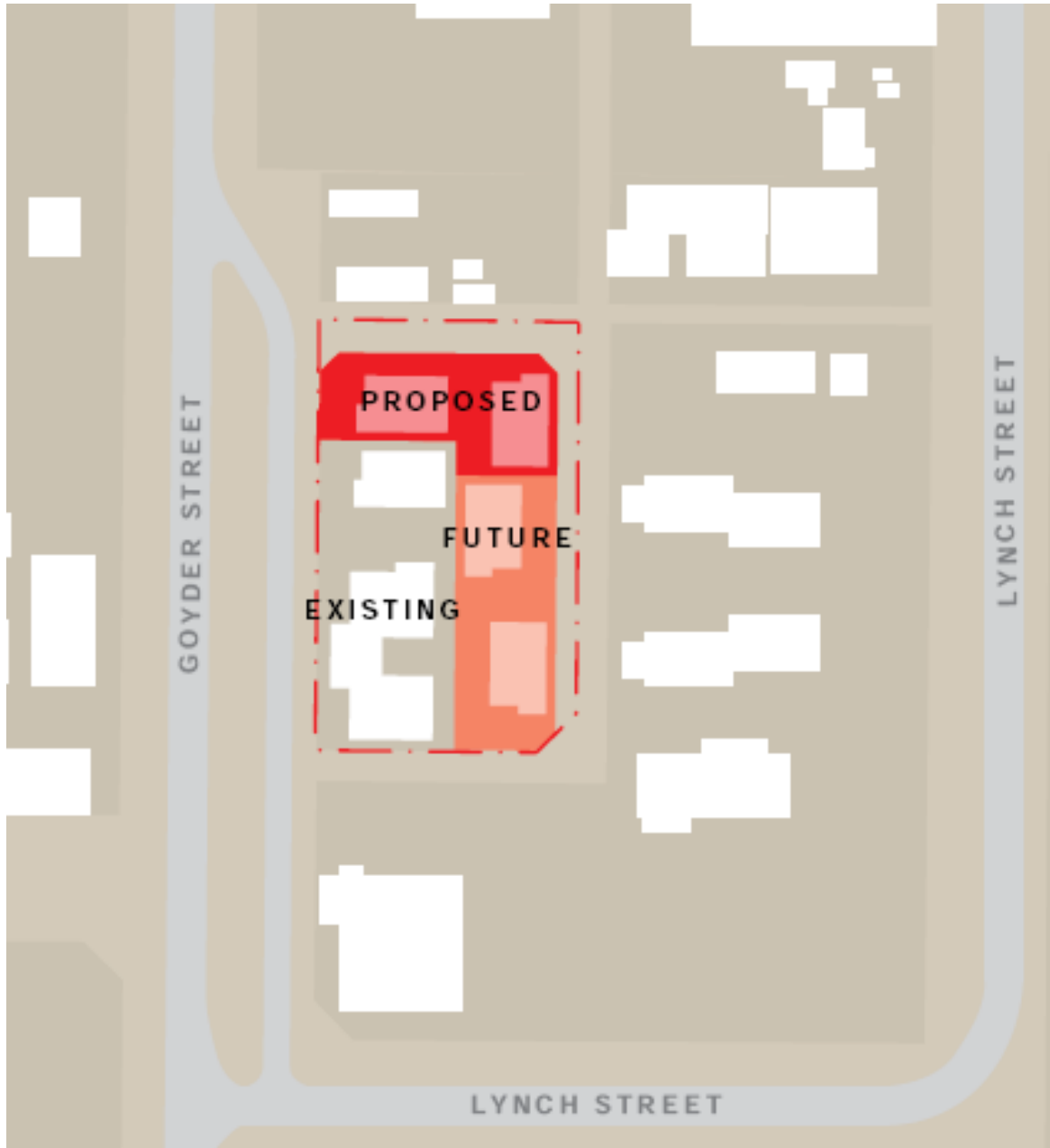
This application was unsuccessful and the WSAHA continued to look for alternative funding options during 2018. Following an invitation from the state government, the WSAHA submitted a revised Royalties for Regions funding proposal in December 2018 for \$3.36million to build 14 units. The Minister for Regional Development, Hon Alannah MacTiernan MLC, announced in Wickepin on 12 September 2019 that the WSAHA was successful in obtaining Regional Aged Accommodation Program funding of \$2.8 million to build 14 independent living units.

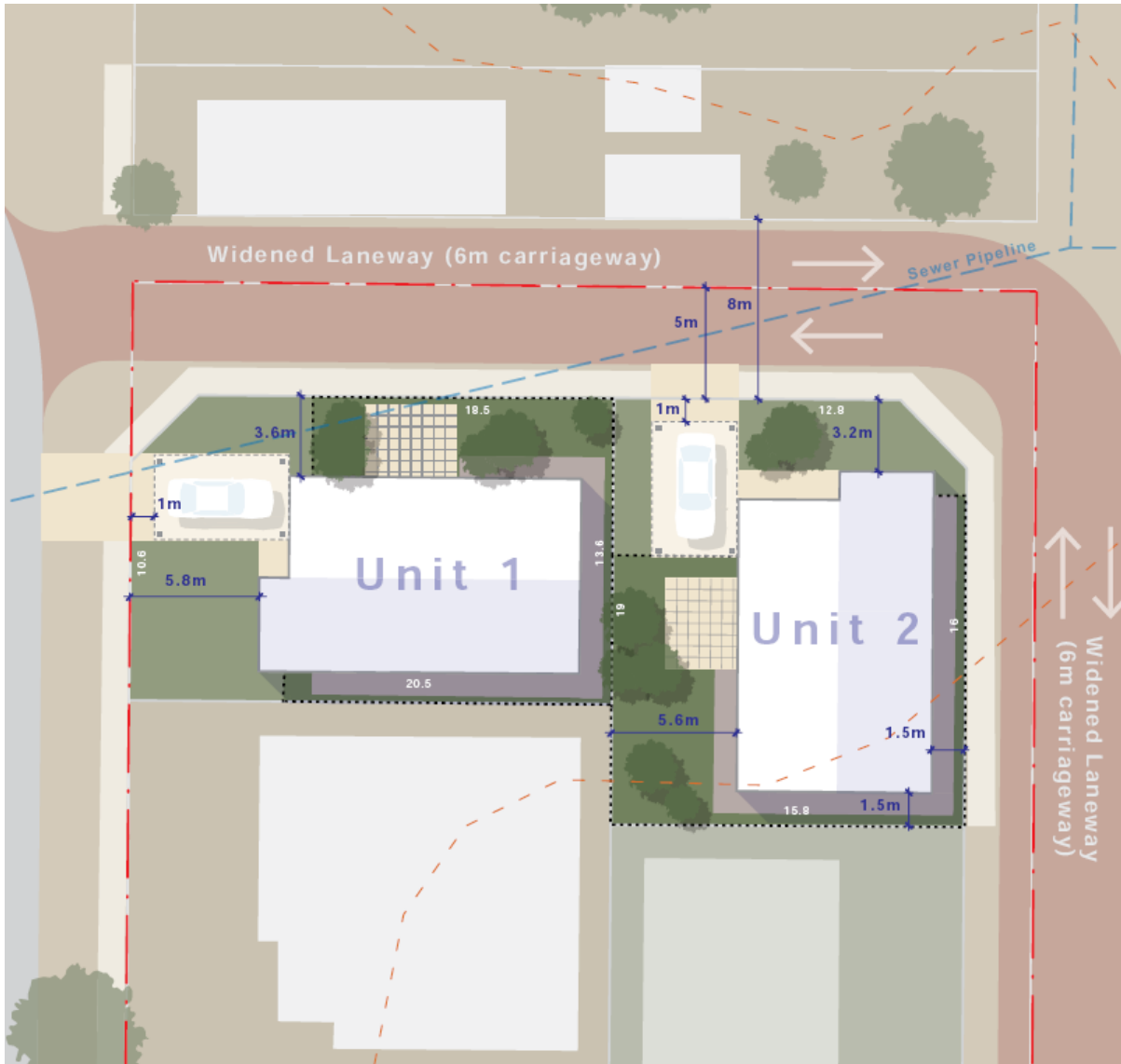
The funding is to be used to construct two aged housing units on Lot 502 (Reserve 33585), Goyder Street Corrigin. The Crow Reserve 33585 is vested with the Shire of Corrigin for the purpose of a Senior Citizens Centre with management order which provides for the power to lease for up to 21 years.











The Royalties for Regions Financial Assistance Agreement outlines the following deliverables, performance measures, milestones and payment details.

Deliverables	Performance Measures	Performance Measure	Milestone	Payment details and timing	Payment Amount \$
Funding Agreement Executed	Execution of Funding Agreement	Funding Agreement signed by both Parties	31 Aug 2018	Payment authorised within 20 business days.	20,000 (PAID)
Revised Application	Revised application for Regional Aged Accommodation (RAAP) funding, inclusive of a more robust options	Revised application for RAAP funding and submitted to the Department by the 15 December 2018	15 Dec 2018		

	assessment for the project.				
Executed Financial Assistance Agreement (FAA) Variation	FAA Variation executed	FAA Variation signed by both parties	31 Dec 2019	Payment will be authorised within 20 business days of deliverable.	750,000
Signed Agreements for Project delivery	Agreements signed with implementing Local Governments outlining the governance frameworks and specific responsibilities for Project delivery	Evidence to the satisfaction of the Department that Agreements with each implementing Local Government are signed	30 June 2020		
Monitoring and Evaluation (M&E) Plan	M&E Plan developed and implemented	M&E plan developed and implemented	30 June 2020		
Means testing/ allocation model	Means testing/ allocation model developed and agreed to by all Local Governments	Means testing/ allocation model approved by the Department.	30 June 2020		
Engagement of an Environmental Design Consultant	Engagement of an appropriate third party to review design and construction plans to optimise ageing in place outcomes	Evidence to the satisfaction of the Department that design and construction plans have been reviewed by an appropriate third party	30 June 2020		
Finalised design and construction plans	Design and construction plans completed for the 14 units	Evidence to the satisfaction of the Department that design and construction plans finalised	30 June 2020	Payment will be authorised within 20 business days of deliverable	750,000
Construction Tenders awarded	Construction Tenders awarded for the construction of 14 units	Evidence to the satisfaction of the Department that tenders for the construction of 14 ILUs awarded.	30 Sept 2020	Payment will be authorised within 20 business days of deliverable.	880,000

50% completion	Construction of units 50% complete	Evidence provided that construction is 50% complete	30 June 2021	Payment will be authorised within 20 business days of deliverable	420,000
Practical Completion	Completion 14 landscaped units with access to Solar hot water systems and connected services: <ul style="list-style-type: none"> <li>• 2 in Corrigin</li> <li>• 4 in Cuballing</li> <li>• 4 in Kondinin</li> <li>• 4 in Wickepin</li> </ul>	Certificates of Practical Completion	31 Dec 2021		
<b>Completion of the Project including all of the Recipient's Obligations</b>			<b>30 June 2022</b>	<b>Total Payment Amount</b>	<b>2,820,000</b>

**COMMENT**

The Shire of Corrigin has participated in the WSAHA aged housing project since its inception and has provided letters of support for the various funding applications.

The benefits of the WSAHA - Aged Housing Project to the community, government and service providers include:

- Construction of independent living units close together in a central location improves access to, and delivery of, support services such as health care, cleaning, house and yard maintenance.
- Close proximity to local businesses supports the local economy and reduces the need for transport for older people.
- Site design includes scope for communal areas such as gardens, gazebos, parks and exercise areas to encourage intergenerational interaction.
- Safety and security for residents.
- Clustered layout of the units provides opportunities for casual observation of older people to ensure general well-being and early identification of issues or problems.

The Shire of Wickepin, as the lead agency and project manager, will be responsible for signing the Financial Assistance Agreement on behalf of the WSAHA and managing the funds on behalf of the group of local governments. The Shire of Corrigin will submit invoices to the Shire of Wickepin following completion of the agreed milestones.

The Shire of Corrigin previously indicated a cash contribution to the project of \$203,340 in a letter of support in December 2017 and a contribution of \$158,650 in December 2018.

The financial contribution towards building two aged housing units was included in the Shire of Corrigin Long Term Financial Plan that was endorsed by Council in September 2018. Council endorsed capital expenditure of \$665,400 in the 2019/20 budget and grant income of \$496,000 leaving a contribution of \$169,400 from municipal funds.

With the announcement of a reduction in grant funding the required contribution from the Shire of Corrigin has increased to \$288,025 subject to the confirmation of the figures on signing of the final financial assistance grant agreement. Some of this expenditure may be offset by a contribution from the Corrigin Senior Citizens of approximately \$120,000.

Senior Citizen's Committee entered into a lease agreement with the Shire of Corrigin in 2014 for the land on which the proposed aged housing units are to be constructed. The committee has been updated on the progress of the project and are keen to be consulted throughout the design and construction of the units. The Senior Citizen's Committee have indicated that they may be able to make a financial contribution to the project although specific amounts have not been formally discussed at this stage.

## **STATUTORY ENVIRONMENT**

*Western Australian Building and Construction Industry Code of Conduct 2016*

*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.*

*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 the Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is not deemed to be suitable

## **FINANCIAL IMPLICATIONS**

The revised Financial Assistance Agreement would require an indicative financial contribution of \$288,025 in the 2019/20 and 2020/21 financial years which may be partially offset by a contribution from the Corrigin Senior Citizen's committee.

The 2019/20 budget includes expenditure of \$665,400 and grant income of \$496,000 and municipal funds of \$169,400.

**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**

**Outcome 3.2 A community for all ages**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1.1	Continue to provide infrastructure to support social wellbeing of the community	3.1.2.1	Provide well serviced and maintained infrastructure that can be utilised by the community for the provision of social and wellbeing activities in accordance with asset management plan.
3.2.1	Implement Aged Friendly Community Plan	3.2.1.1	Undertake programs, strategies and initiatives from Aged Friendly Community Plan and incorporate them in Council's Asset Management Plan and Long Term Financial Plan
		3.2.1.2	Services and facilities within the Shire provides for a aged friendly Community
		3.2.1.3	Collaborate with key stakeholders for the provision of sustainable aged care facilities and services.
		3.2.1.4	Support current and future groups and organisations for the provision of aged care facilities and services within the district.
		3.2.1.5	Lobby stakeholders to ensure the necessary services to support aged care are accessible in Corrigin

**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**

**(187/2019) Moved: Cr Mason**

**Seconded: Cr Gilmore**

*That Council:*

1. *Commit to the ongoing participation in the Wheatbelt South Aged Housing Alliance along with the Shires of Kondinin, Cuballing and Wickepin.*
2. *Acknowledge the Shire of Wickepin as the lead agency and project manager for the Wheatbelt South Aged Housing Alliance Project and endorse the signing of the Royalties for Regional Financial Assistance Agreement to deliver 14 aged housing units across four shires in the region.*
3. *Authorise the CEO to call tenders for the design and construction of two aged housing units at 5 Goyder Street being Lot 502 on deposited plan 195250 following consultation with the Corrigin Senior Citizen's Committee.*
4. *Review the 2019/20 budget allocation to the aged housing project following consideration of tenders received.*

**Carried 7/0**

## 8.2.9 EXTRAORDINARY ELECTION – RETURN OFFICER REPORT

Applicant:	Shire of Corrigin
Date:	12/12/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0045
Attachment Ref:	NIL

### SUMMARY

Council is asked to consider the Returning Officer report from the extraordinary election held on 14 December 2019 after receiving only one nomination for the 2019 election that required three vacant positions to be filled.

### BACKGROUND

Nominations for the 2019 election seeking three candidates for four year terms closed 4pm Thursday 12 September 2019. At the close of nominations only one nomination had been received with Cr Mike Weguelin re-elected unopposed until 2023. The date for an extraordinary election was set as 14 December 2019.

At the close of nominations on 7 November 2019 three (3) nominations were received for two (2) vacancies from the following candidates:

Sharon Jacobs  
Mareese Dyer  
Scott Coppen

As the number of candidates exceeded the number of vacancies to be filled, an election (poll) was held on 14 December 2019. A draw for ballot paper positions was held as per the directions in the Returning Officer Manual.

A candidate package was prepared and distributed to candidates containing information to assist them with their election campaign. The package explained the purpose of the documents enclosed and drew their attention to penalties in the legislation that affect candidates for local government elections.

Information contained within the nomination package included the following fact sheets from the Department of Local Government, Sport and Cultural Industries to explain the various aspects of being a council member:

- [An introduction to local government](#)
- [The role of a council member](#)
- [Council members' responsibilities and rights](#)
- [Nominating to be a council member](#)
- [Rights and obligations in campaigning](#)
- [Running an election campaign](#)
- [Conduct of local government elections](#)
- [What happens when you become a council member](#)
- [Electoral gifts and crowdfunding](#)



**COMMENT**

A comprehensive advertising campaign aimed to maximise the number of votes. A larger than usual amount of early votes were received from 19 November 2019 to 13 December 2019.

A total of 211 votes were received with the candidates receiving the following votes:

Sharon Jacobs 186  
Mareese Dyer 39  
Scott Coppen 181

The following candidates were declared elected and were sworn in at a ceremony on Tuesday 17 December 2019 prior to the Council meeting.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

In this circumstance Section 4.9 of the Act states:

4.9. Election day for extraordinary election

(1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed

—

(a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or

(b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Cost of administering the extraordinary election including advertising and staff time was included in the 2019/20 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
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(188/2019) Moved: Cr Mason**

**Seconded: Cr Weguelin**

*That Council note the Returning Officer Report for the 2019 Local Government Extraordinary Election held on 14 December 2019.*

**Carried 7/0**

## 8.2.10 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS

Applicant:	Audit and Risk Management Committee
Date:	26/11/2019
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0045
Attachment Ref:	Attachment 8.2.10 Annual Report and Audited Financial Statement (to be tabled)

### SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Tuesday 17 December 2018.

### BACKGROUND

Representatives from the Shire of Corrigin auditor, Moore Stephens, visited the administration offices in May 2019 to conduct an interim audit and again in October 2019 to conduct the final audit.

The CEO received the Auditor's Report and management letter regarding the 2018/19 Annual Financial Report from Moore Stephens on 12 December 2019 and a copy is included as Attachment 8.2.10. The CEO has responded to issues raised in the management report.

Mr Greg Godwin, partner at Moore Stephens, in his capacity as the Shire of Corrigin Auditor met with Audit and Risk Management Committee on 17 December 2019 to provide an overview of the 2018/19 annual financial report and address issues raised in the audit and management reports.

### COMMENT

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2018/19 is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. In order to comply with this requirement an annual meeting of electors would need to be held prior to 10 February 2019. It is proposed that the Electors meeting be held on Monday 3 February 2020 commencing at 6.30pm.

A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Audit Regulations) 1996*

*Local Government (Administration Regulations) 1996*

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

- 3.1 Risk management policy
- 2.15 Significant accounting policies
- 8.11 Audit and Risk Management Committee
- 8.12 Appointment of Auditor

**FINANCIAL IMPLICATIONS**

The costs associated with providing the 2018/19 audit were allowed for in the 2019/20 budget. The amount budgeted was \$53,000.

**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
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Review Council policies and Corporate Business Plan
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
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the shire	4.1.3.5	Provide Council with adequate and appropriate information on a timely basis.

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**(189/2019) Moved: Cr Weguelin**

**Seconded: Cr Dickinson**

*That Council:*

- 1) *Accept the Annual Report and Audited Financial Statement; auditors report and management report for the 2018/19 financial year as presented in Attachment 8.2.10;*
- 2) *Hold a General Meeting of Electors on Monday 3 February 2020 commencing at 6.30pm at the Corrigin Community Resource Centre.*

**Carried 7/0**

Cr Hickey and Cr Jacobs declared a Proximity Interest in item 8.3.1 and left the room at 3.53pm.

Cr Weguelin assumed the chair at 3.53pm.

## 8.3 WORKS AND SERVICES

### 8.3.1 RAV 7 ASSESSMENTS

Applicant:	Shire of Corrigin
Date:	10/12/2019
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) 7.

#### BACKGROUND

Heavy Vehicle Services (HVS) has received applications to add 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 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.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4040032	Nornakin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 9.72)	RAV 4	RAV 7
4040074	Sixty Eight Gate Rd	Rabbit Proof Fence Rd (SLK 0.00)	Wickepin-Corrigin Rd (SLK 7.72)	RAV 4	RAV 7
4040009	Bilbarin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 10.78)	RAV 4	RAV 7

Main Roads Heavy Vehicle Services (HVS) has requested that the Shire of Corrigin provide any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the RAV network.

The preliminary assessment checklist below identifies any significant deficiencies that may render the road(s) unsuitable for RAV 7 access.

RAV Preliminary Assessment 12/12/2019

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Assess to RAV	Average Daily Traffic VPD	School Bus Route YES/NO	Sealed/unsealed	Road width metres	Sealed width	Sight distance - list any restrictions	Road Condition	Council Conditions 12/12/2019	Shire of Corrigin Conditions
4040032	Nomakin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 9.72)	RAV 4	RAV 7	0 - 75		UNSEALED	6.5- 8		Lacks clearance and sight distance and road is narrow in places. Very narrow Parsons Road to Babakin road.	FAIR condition ( needs gravel and widening )		
4040074	Sixty Eight Gate Rd	Rabbit Proof Fence Rd (SLK 0.00)	Wickepin-Corrigin Rd (SLK 7.72)	RAV 4	RAV 7	0 - 75		UNSEALED	6.5- 8		Lacks clearance and sight distance and road is narrow in places	FAIR sandy track in parts		
4040009	Bilbarin East Rd	Babakin-Corrigin Rd (SLK 0.00)	Corrigin-Bruce Rock Rd (SLK 10.78)	RAV 4	RAV 7	0 - 75		SEALED	5.6	3.6	Lacks clearance and sight distance and road is narrow in places	FAIR condition very narrow bitumen and no shoulder		

RAV Networks 2 to 7 and 9 to 10 consists of some Low Volume roads that do not strictly comply with the assessment guidelines. These roads have been approved due to the low traffic volumes and are subject to the following additional conditions:

(a) "Type A" Low Volume roads:

1. Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
2. Operation is not permitted while the school bus is operating on the particular road.
3. Operators must contact the relevant schools directly for 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 particular road;
4. Headlights must be switched on at all times;
5. 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;
6. No operation on unsealed road segment when visibly wet, without road owner's approval; and
7. Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

(b) "Type B" Low Volume roads:

All conditions stipulated in subclause 8.3(a) for "Type A" Low Volume roads apply; and

8. 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, and
9. The RAV must not exceed a speed of 40 km/h.

If the road is deemed unsuitable to be added to a 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. Permits are required for all operators of Class 2 and 3 Restricted Access Vehicles (RAVs) to access the heavy vehicle network. Examples of Class 2 and 3 RAVs include B-doubles, road trains and truck and trailers.

RAV Networks 2 to 7 and 9 to 10 consists of some Low Volume roads that do not strictly comply with the assessment guidelines. These roads have been approved due to the low traffic volumes and are subject to the following additional conditions:

(a) "Type A" Low Volume roads:

- Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
- Operation is not permitted while the school bus is operating on the particular road.
- Operators must contact the relevant schools directly for 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 particular road;
- Headlights must be switched on at all times;
- 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;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

(b) "Type B" Low Volume roads:

All conditions stipulated in subclause 8.3(a) for "Type A" Low Volume roads apply; and

- 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, and
- The RAV must not exceed a speed of 40 km/h.

Sixty Eight Gate Road



Nornakin East Road







Bilbarin East Road





**COMMENT**

It is not recommended that Council submits the identified roads for assessment 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.

**STATUTORY ENVIRONMENT**

Local Government Act 1995  
 Road Traffic Act 1972  
 Road Traffic (Vehicles) Act 2012  
 Road Traffic (Vehicle Standards) Regulations 2002

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Ongoing maintenance and cost of road maintenance and upgrade due to heavier loads.

**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**

**(190/2019) Moved: Cr Gilmore**

**Seconded: Cr Dickinson**

*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.*

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

**Carried 5/0**

*Cr Hickey and Cr Jacobs re-entered the room at 4.07pm*

*Cr Hickey resumed the chair at 4.07pm*

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

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

#### **New Building Maintenance Officer**

The Shire of Corrigin welcomed Mr Kody Broun as our new Building Maintenance Officer last week. Kody is looking forward to working with us to address the list of building maintenance requests as well as assist with developing the scope and planning for our capital projects including Town Hall, caravan park ablution block and aged housing units.

#### **Thank You Volunteer Firefighters**

Thank you to our Fire and Rescue and Fire Brigade volunteers who helped the Shire of Kondinin with fires at Forrestania and Kondinin over the weekend of 7 and 8 December 2019. Several crews were able to provide assistance and bring the fires under control despite the hot and windy conditions.

#### **Power and Telecommunications Outages**

The CEO spent considerable time over the weekend and past week advocating on behalf of the Corrigin community to try to resolve problems with power and telecommunications especially during the hot and windy conditions over the weekend. The community concern about the limited battery backup on the mobile phone tower of less than two hours and no landlines has been raised with Western Power, emergency service organisations, members of parliament to try to identify future options and solutions.

Follow up actions are continuing with Western Power and Telstra to negotiate improvements to power and telephone services during planned and unplanned power outages.

### **11 PRESIDENT'S REPORT**

The President advised that he attended the Central Country Zone Meeting since the last Council meeting.

The President congratulated Cr Coppen and Cr Jacobs on their appointments as Councillors for a four year term, and wished Council a Merry Christmas.

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

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

**14 INFORMATION BULLETIN**

**15 WALGA AND CENTRAL ZONE MOTIONS**

**16 NEXT MEETING**

Ordinary Council meeting on Tuesday 18 February 2020 at 3.00pm.

**17 MEETING CLOSURE**

The Chairperson, Shire President Cr. D Hickey opened the meeting at 4.24pm.



# MINUTES

General Meeting  
Monday 9 December 2019 at the Shire of Kulin

1. **MEETING OPENED** 10:30am

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Bevan Thomas*

Vice President

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight*
- Corrigin – *Tayla Smith, Emma Shaw*
- Kondinin – *Tory Young, Ian Holland*
- Kulin – *Cr Robbie Bowey, Hayley Smith, Garrick Yandle*
- Lake Grace – *Cr Allan Marshall*
- Narembeen – *Chris Jackson, Kristie Lee*
- Quairading – *Jill Hayes, Cr Peter Smith*

Associate Members: *Gwen Reynolds - Corrigin Caravan Park*

2.2. **Apologies:** *Cr Janeane Mason (Vice President), Wayne Monks, Cr Rosalind Lloyd, Natalie Manton, Jennie Gmiener, Cr Natalie Kilminster, Taryn Scadding, Cr Gerard Lynch, Cr Kent Mouritz, Mia Dohnt*

2.3. **Guests:** *Margaret Cook – Campervan and Motorhome Club of Australia (CMCA)*

3. **PREVIOUS MINUTES**

3.1. **Confirmation – General Meeting**

**RESOLUTION**

That the Minutes of the Roe Tourism Association General Meeting held in the Hyden CRC on Monday 21 October 2019 be confirmed as a true and accurate record of proceedings.

*Moved* Chris Jackson

*Seconded* Robbie Bowey

CARRIED

3.2. **Business Arising from Previous General Meeting Minutes**

- *Shire of Quairading 2019-2020 RTA Full Member.*

#### 4. **CORRESPONDENCE**

##### 4.1 Inwards

- 4.1.1 Great Southern Outback Tours & Accommodation - Visits to the W/belt & E Goldfields
- 4.1.2 Shire of Quairading – 2019-20 Representatives for RTA committee
- 4.1.3 Shire of Lake Grace – 2019-20 Representatives for RTA committee
- 4.1.4 Shire of Bruce Rock – 2019-20 Representatives for RTA committee
- 4.1.5 Shire of Kondinin - 2019-20 Representatives for RTA committee
- 4.1.6 CMCA (Margaret Cook) – Confirmed attendance at 9 Dec RTA meeting in Kulin
- 4.1.7 NEWTravel – Qantas Regional Grant Application outcome
- 4.1.8 NEWTravel – RDA Wheatbelt meeting (Joint Marketing Project)
- 4.1.9 NEWTravel – Statistics Collection, Membership, MoU
- 4.1.10 WBN - Indigenous Tourism Fund Survey
- 4.1.11 CWVC – RTO Members Survey
- 4.1.12 CWVC – 7 Strategies to engage community stakeholders in tourism (video)
- 4.1.13 CWVC – Tourism Update
- 4.1.14 CWVC – EW Visitor Guide 2020
- 4.1.15 AGO - Kondinin 'Statues Lake' social media /news updates
- 4.1.16 AGO – CoOperative Marketing 2020
- 4.1.17 AGO Invoice – Holiday Planner 2020 – RTA Ad & Intro Page
- 4.1.18 WA Visitor Centre – November 2019 promotion on AGO region
- 4.1.19 Tourism Council WA - eNewsletters (Oct/Nov 2019) + Industry Updates
- 4.1.20 Have a Go News – Are you marketing to the over 50's?
- 4.1.21 Market Creations – Quote for website update (add Shire of Quairading)
- 4.1.22 RAW Creative - AGO 2020 Holiday Planner: RTA Ad & Intro Page (various)
- 4.1.23 Hello Perth – Winter Advertiser Update
- 4.1.24 Wayne Monks - Visits to Perth, the Wheatbelt and E Goldfields regions
- 4.1.25 Wayne Monks – November Update
- 4.1.26 Wayne Monks – Brochure deliveries - Albany, Kojoonup, Mt Barker, Williams
- 4.1.27 Brochure requests – Wyalkatchem CRC; CWVC; Shire of Kondinin; Vulcan Motorbike Club

##### 4.2 Outwards

- 4.2.1 Sheenagh Collins - RTA thank you for Hyden & Wave Rock tour
- 4.2.2 Shire of Quairading – 2019-20 Full Membership outcome + Tax Invoice
- 4.2.3 CMCA (Margaret Cook) – Confirm 9 December RTA meeting in Kulin
- 4.2.4 Market Creations – Request quote for website update (add Shire of Quairading)
- 4.2.5 Linda Vernon (NEWTravel) – Provide feedback on RDA Wheatbelt pitch/flyer
- 4.2.6 Linda Vernon (NEWTravel) – Statistics Collection, Membership, MoU request
- 4.2.7 CWVC – EW Visitor Guide 2020 edition?
- 4.2.8 WA Visitor Centre – RTA involvement/display in Nov promotion (various)
- 4.2.9 RAW Creative - AGO 2020 Holiday Planner: RTA Ad & Intro Page (various)
- 4.2.10 Member Shire Delegates – Request 2019-20 Representatives for RTA committee
- 4.2.11 Wyalkatchem CRC; CWVC; Shire of Kondinin, Vulcan Motorbike Club - Brochures

#### **RESOLUTION**

That the Roe Tourism Association Inward correspondence and Outward correspondence be endorsed.

*Moved* Tory Young

*Seconded* Ashleigh Waight

**CARRIED**

#### **4.3 Business Arising from Correspondence**

**5 FINANCIAL REPORT**

RTA Financial Report October 2019 – November 2019.

**RESOLUTION**

That the RTA Financial Report for October 2019 – November 2019 be accepted as a true and accurate report.

Moved Allan Marshall  
Seconded Garrick Yandle

CARRIED

**6 REPORTS**

**6.1 Presidents Report**

- *Spoke with Shire of Quairading CEO, Graeme Fardon about RTA 2019-20 Full Membership request and outcome from October committee meeting. Exciting to welcome Quairading back into the Association.*
- *Had a conversation with Shire of Brookton, Cr Fancote following up their recent interest in full membership. Cr Fancote advised Brookton would not be joining RTA at this point in time.*
- *I am no longer a Councillor for the Shire of Narembeen, with new Councillors elected and a delegate to be advised.*
- *Change to 4 x RTA meetings/year with further discussion with committee today.*
- *Data collection of visitor numbers from member Shires, important for RTA to start.*
- *Representing the needs of our Associate Members, obtain feedback via questionnaire. Look at attracting new members e.g. consider approaching corporate sponsors and caravan companies.*

**6.2 EO Report**

- **Social Media – Facebook**

The Power of Social Media... AGO recently posted this 'neon' salt lake photo taken in Kondinin on the AGO Facebook page and within 24 hours it went crazy with 2,094 reactions, 240 comments and 492 shares and a reach of over 53,000 !! The story was also picked up by 'So Perth' with an article featured on their website and even appeared in the UK 'Daily Mail'. An amazing result from one great photo!





Facebook page posts are scheduled to feature member Shires accommodation facilities, local attractions and to promote RTA Associate Member businesses. Region related posts and blogs are shared from AGO, Central Wheatbelt Visitor Centre, Western Australia, Wheatbelt Development Commission and other relevant pages. Page likes and following have steadily increased over 11 months: **278=Dec'18; 340=Feb'19; 493=Mar'19; 618=Mar'19; 659=Jul'19; 750=Sept'19; Nov'19=757**

- **RTA Advertising**

**AGO 2020 Holiday Planner (Print Media) - Pathways to Wave Rock Introduction page (Full Pg) and Roe Tourism Ad (Half Pg)**



- **RTA Marketing & Promotion**

**WA Visitor Centre – November 2019 promotion**

During the month of November, the WA Visitor Centre featured and promoted the AGO region at their William Street, Perth location. RTA were a part of this monthly promotion with our Pull-Up Banner and 'Pathways to Wave Rock' brochures being displayed in-store, as well as inclusion in the WA Visitor Centre social media campaign. Another in-store promotion will be running in Feb 2020.







WA Visitor Centre In-store display at 55 William Street, Perth and social media (Facebook post)

### RTA Waste Bin Panels

New RTA Waste Bin Panels have now been installed at the Corrigin Tourist Information Bay and in the main shopping street and are a great way of promoting the Pathways to Wave Rock.



- **RTA 'Pathways to Wave Rock' Map & Visitor Guide**

Distribution of brochures through Oct-Nov 2019 to: Wyalkatchem CRC, Shire of Kondinin, Mt Barker VC, Kojonup VC, WA Visitor Centre, Williams Woolshed, Vulcan Motorbike Club.

Received brochure request from the Esperance Visitor Centre. *Thank you to Chris Jackson for making arrangements to deliver a box of brochures to Esperance.*

Please let EO know if you need to re-stock your visitor information displays. Boxes of brochures are available for pick-up from the Corrigin CRC or at RTA meetings.

- **RTA Website – [www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au)**

Work has started to add the Shire of Quairading into the Roe Tourism website, with Jill Hayes to provide content, photos, logos, brochure files, links etc. in preparation for Market Creations to integrate the Shire of Quairading into the current website framework.

Any upcoming Community Events can be uploaded directly into the RTA website by members at <http://www.roetourism.com.au/events/> or email your event poster (JPEG) with details to the EO at [roetourism@outlook.com.au](mailto:roetourism@outlook.com.au)

## 7 **GENERAL BUSINESS**

### 7.1 **RTA Vice President**

At the AGM held on 21 October the position of Vice President was not filled. At the conclusion of the meeting Cr Janeane Mason was approached and accepted a further term as RTA Vice President.

#### **RESOLUTION**

That Cr Janeane Mason be endorsed as RTA Vice President for the term 2019-2020.

*Moved* Bevan Thomas

*Seconded* Robbie Bowey

CARRIED

### 7.2 **Application to RTA for 2019-2020 Full Membership**

#### **Background:**

On 1 October 2019 the Shire of Quairading wrote seeking RTA 2019-2020 Full Membership and at the 21 October RTA meeting the committee reviewed the application request and resolved to welcome the Shire of Quairading as a full member of the Association. The RTA Executive was directed to negotiate the terms of re-entry and bring back to the committee at the December meeting for adoption.

#### **Comment:**

President, Bevan Thomas contacted CEO Graeme Fardon to discuss the outcomes from the 21 October meeting. The EO obtained a quote from Market Creations to add the Shire of Quairading into the existing Roe Tourism website framework, at a cost of \$572.

A letter was sent to Shire of Quairading to outline rejoining as a full member, including the anticipated timeframes to fully incorporate into RTA marketing and advertising material, the new Shire member MoU and a request to provide 2 delegates and 1 proxy for the RTA committee. An RTA Tax Invoice for 2019-2020 Full Membership was sent, including the additional cost for website updating. Payment was received on 21 November 2019.

Welcome to the Shire of Quairading, Cr Peter Smith, Quairading CRC Manager, Jill Hayes and Shire CEO Graeme Fardon, as the new committee representatives.

- *Cr Robbie Bowey advised the RTA Constitution would need amending to include the Shire of Quairading.*

#### **RESOLUTION**

The Shire of Quairading be endorsed as a 2019-2020 Full Member of Roe Tourism Association.

*Moved* Ashleigh Waight

*Seconded* Chris Jackson

CARRIED

### 7.3 **Shire Full Member Delegates**

#### **Background:**

Two representatives are to be appointed by the Full Members to represent them in the Association. At least one representative must be a Shire Councillor or Shire employee and the other representative is any person or organisation with an interest or involvement in tourism and normally resides within the member Shire. Full Members may also appoint a proxy to act on their behalf at General Meetings as well as the Annual General Meeting.

**Comment:**

Due to the Local Government Elections being held in October, Shire representatives were not nominated at the 21 October meeting. Shire Representatives for 2019-2020 are as listed;

- **Bruce Rock** – Ashleigh Waight, Cr Natalie Kilminster, *Jennie Gmiener*
- **Corrigin** – Natalie Manton, Cr Janeane Mason, *Tayla Smith (proxy)*
- **Kondinin** – Tory Young, Cr Kent Mouritz, Cr Gerard Lynch, *Mia Dohnt (proxy)*
- **Kulin** – Cr Robbie Bowey, Garrick Yandle, Taryn Scadding, Hayley Smith, *Cr Rodney Duckworth (proxy)*
- **Lake Grace** – Cr Allan Marshall, Cr Ros Lloyd
- **Narembeen** – Bevan Thomas, Kristie Lee, Chris Jackson, *Councillor delegate (TBA)*
- **Quairading** – Cr Peter Smith, Jill Hayes, *Graeme Fardon (proxy)*

#### 7.4 RTA 2019-2020 Budget

A draft 2019-2020 Budget was presented for the RTA committee consideration.

#### RESOLUTION

The committee adopt the Roe Tourism Association 2019-2020 Budget as presented.

*Moved* Tory Young

*Seconded* Allan Marshall

CARRIED

#### 7.5 Perth Caravan & Camping Show 2020

**Background:**

AGO have booked exhibitor space in the Tourism Pavilion at the Perth Caravan & Camping Show, being held 18th to 22nd March 2020 at the Claremont Showground. RTA have committed to again support the Wheatbelt stand, by providing members to assist and to share the cost between RTA, CWVC, NEWTravel, Pioneers Pathways and Golden Pipeline.

**Comment:**

Are any members available to assist on the Wheatbelt stand, between 18-22 March 2020?

Please let the EO know, as a stand roster will be prepared by the CWVC closer to show date.

- *Bevan Thomas advised he is available to assist a day on the Wheatbelt stand*

#### 7.6 Memorandum of Understanding (MoU)

**Background:**

At the 21 October General Meeting the committee discussed and supported establishing and entering into a MoU with Full Member Shire's similar to the RoeRoc EHO initiative, to future-proof and provide a formal commitment. It was suggested the MoU timeframe could align with the RTA Forward Directions 2019-2021, or be considered for a longer period e.g. 3-5 years.

**Comment:**

The EO obtained copies of MoU's that currently exist between partnering LGA's for regional collaboration and funding projects. MoU documents are formal agreements between

organisations and 'one size does not fit all'. RTA may need to look for expertise from either within our members or consider engaging a consultant to have this document drawn up and the content tailored with specific inclusions e.g. 'exit notice' and 'exit fee' etc.

An MoU sample was provided for general discussion by the committee.

- *Cr Robbie Bowey suggested the full member annual fee amounts should be removed and included as a separate attachment to the MoU, enabling RTA fees to be reviewed by the committee at the AGM. This would eliminate the need to make regular changes to the RTA Constitution.*
- *Garrick Yandle asked if RTA needs to just update the Constitution to include MoU components rather than having a separate MoU document*
- *Reference to the MoU will need adding into the RTA Constitution and Cr Bowey suggested amending at one time to also include changes to the number of RTA meeting held per year and inclusion of the Shire of Quairading.*
- *EO to send the sample MoU and the RTA Constitution to member Shire CEO's for their review and request any comments be submitted prior to the next RTA meeting on 24 February 2020.*

## **7.7 RTA Visitor Numbers Data Collection**

### **Background:**

The new RTA Strategic Plan, "Future Directions 2019-2021" was adopted at the 19 August 2019 meeting. One of the strategic objectives for the next 1-3 years is to begin collecting visitor data across the district in a collaborative manner, for future decision making and marketing purposes.

The EO prepared a 'RTA Visitor Numbers Collection Sheet (Draft) for the committee to review and for general discussion. The EO explained Curtin University recommended obtaining the following visitor information for effective statistics collection;

- Number of Visitors
- Age of Visitors
- Type of Visitors (Business / Holiday)
- Accommodation Type
- Number of Nights

The Collection sheet draft has provided two (2) six month collection periods; 1 Feb – 31 July and 1 August – 31 January, with statistics to be collated and reported on at RTA meetings held in February and August. Each member Shire would be responsible for the daily recording of statistics and at the end of each reporting period, send through their completed Visitor Numbers Collection Sheet to the EO for collating.

- *General discussion was had around who would be responsible for recording visitor statistics from within each Shire, whether it be bookings directed through Shire admin offices for Shire run Caravan Parks or through Visitor Centres or involving other accommodation providers e.g. B&B's, Hotel/Motel, private Caravan Park operators.*
- *To capture Visitor Numbers at free camp areas, Margaret Cook from CMCA suggested a Guest Book could be located at these sites.*
- *The EO to email out the Visitor Numbers Collection Sheet to the committee, for members to establish a statistics collection process within each of their Shire's, ready to start implementing by 1 February 2020.*

## **7.8 Joint Project 'Marketing Panel' Grant Funding**

### **Background:**

RTA, NEWTravel and the CWVC have recognised the need for marketing expertise, ideally with access to a "Marketing Panel" including: a branding specialist, photographer/videographer, social media advisor, graphic designer and journalist. This would enable us jointly and more effectively

promote the Wheatbelt region as a visitor destination. The cost of engaging marketing professionals is expensive and not possible for our individual tourism groups whose only source of income is generated from membership. The Marketing Panel project would only be a possible through the support of a funding body.

Linda Vernon from NEWTravel with assistance from WBN, identified two (2) potential grant funding opportunities through the Qantas Regional Grants and the Regional Economic Development Scheme (REDS). Linda has prepared two (2) grant funding applications for the 'Joint Marketing Panel' project, in consultation with RTA and CWVC. These two applications were submitted in August and September.

An RTA Letter of Support was provided for the REDS Grant and we provided an indication of the 'matching contribution' RTA could contribute to the project application. If successful, RTA will not be seeking additional funds from members but rather allocating the \$13,000 that we budget for annually towards advertising/marketing, as the matching contribution for this grant, with the view to do the same/similar activities that it is already being provided for. NEWTravel and CWVC have also committed similar for their 'matching contribution'.

**Comment:**

On Friday 18 October, Linda Vernon from NEWTravel advised the Qantas Regional Grant Application was unsuccessful. The REDS Grant application outcomes are expected to be announced late December 2019.

On 13 November, Linda Vernon had the opportunity to meet with members from RDA Wheatbelt, to pitch the Joint Marketing Project and discuss future funding opportunities. RDA has no funding available at present but they are interested in being a partner and would keep the Joint Marketing project in mind. They also indicated they are currently working on a tourism project for the region, but it is in the early stages and couldn't reveal too much information.

## 7.9 2020-2021 RTA Meeting Dates and Locations

At the October AGM the Roe Tourism Association committee endorsed the 2020-2021 meeting dates be reduced to 4 per year, at the discretion of the President. With the Shire of Quairading rejoining the Association, an additional meeting date needs to be factored into the rotation.

- *General discussion was had by the committee around future meeting dates.*
- *Bevan suggested a meeting held in March would align better for the committee to discuss membership fees and submit requests to Shire's for budget considerations.*
- *Cr Bowey suggested a meeting in June would be preferable to May.*
- *The EO advised an AGM held in November instead of October would still align with the RTA Constitution.*
- *Cr Bowey asked if the 2019 AGM held at Hyden was a one off and suggested it be held in Kondinin in the future, as a more central location for all members to travel to.*
- *EO advised she would not be available to attend a meeting held in March 2020 due to annual holidays.*
- *Cr Smith advised Shire of Quairading meetings are held on 4<sup>th</sup> Tuesday of the month, if any RTA matters needed Council decisions.*
- *President scheduled the next RTA meeting date to be the 4<sup>th</sup> week in February, being Monday 24<sup>th</sup> held at the Shire of Lake Grace.*

24 February 2020	Shire of Lake Grace
18 May 2020	Shire of Narembeen
17 August 2020	Shire of Corrigin
16 November 2020 (AGM)	Shire of Kondinin
15 February 2021	Shire of Bruce Rock
17 May 2021	Shire of Kulin
16 August 2021	Shire of Quairading



## 8 MEMBER SHIRE REPORTS

- **Bruce Rock** – Back to Bush Veterans Reunion – numbers down on previous years (weather was bad), looking at ways to engage younger participants, Bruce Rock Christmas Tree, new printed Waste Bins soon to be installed in main street
- **Corrigin** – RTA Waste Bin panels installed in main street and tourist info bay, working on Gorge Rock and Dog Cemetery new signage & visitor experience improvements, updating Caravan Park ablutions block, currently establishing new Tourism & Economic Development committee, Corrigin Park Party event, 'Movies in the Park' running through January, Australia Day 2020 Breakfast + Citizen of the Year Award presentations
- **Kondinin** – Wave Rock updated signage & map, Hyden shared pathways finished + landscaping, Australia Day event, application for new tourism accommodation at Roadhouse and new Nature based camping at old abattoir site, Gourmet in the Garden event scheduled for March 2020
- **Kulin** – New Kulin business 'Acres of Taste' café, new Aquatic Centre manager, Australia Day event, Christmas event, Caravan Park and RV area very busy, looking at short stay accommodation in future, Kulin Hotel lease due for renewal – seeking local interest, Camp kitchen upgrade at Caravan Park nearly complete, Melbourne Cup Lunch, Children's Week event, Seniors Christmas Lunch, movie and comedy show at Bruce Rock, Kulin Community Markets
- **Lake Grace** – steady flow of traffic through the area and for a longer season, increased interest and visitors to area following Nat Fyffe Brownlow Medal award, Lake Grace late night shopping and Harvest Christmas Festival event
- **Narembeen** – Christmas event held at Aquatic Centre and Australia Day Breakfast, Youth Week 2020 event at Wave Rock, Caravan Park improvements, replacing public toilets, new accommodation development application
- **Quairading** – New Tourism committee formed in last 12 months, new Shire of Quairading rebranding campaign, 3 x new cabins in Caravan Park completed and now open, Christmas event, looking at new 24 hour layby for RV/Caravan parking in main street, new rubbish bins in townsite, metal sculpture 'El Toro' located in main street, Fervor pop-up dining event booked for Sept 2020, Australia Day Breakfast event + COTY awards and new community recognition awards.

9 **NEXT MEETING** Shire of Lake Grace, Monday 24 February 2019

10 **CLOSE OF MEETING** 11:40am. Thank You to the Shire of Kulin for hosting today's meeting.

### PRESENTATION

At the conclusion of the 9 December General Meeting Margaret Cook, WA representative from Campervan and Motorhome Club of Australia, gave a presentation to members on CMCA and the RV Friendly Town Program, with the opportunity for Q&A's from the group. Anyone wanting further information can contact Margaret directly on 0490 443 515 or email [margaretcook@cmca.net.au](mailto:margaretcook@cmca.net.au)

### **CONFIRMATION**

I, Bevan Thomas, certify that the minutes of the General Meeting held on the 21 October 2019 as shown, were confirmed as a true record at the meeting held on the 9 December 2019.

\_\_\_\_\_  
Roe Tourism Association President

\_\_\_\_\_  
Date

**ROE TOURISM 'DASHBOARD'**

Workflow planning for RTA priorities and projects.

<b>Short Term Projects (within 2 months)</b>				
<b>TASK</b>	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>	<b>WHO</b>	<b>DEADLINE</b>
AGO 2020 Holiday Planner		Submit 2020 AGO Ad Booking Form >Review Ad & Intro Page content / images >Approve artwork	EO	Completed
RTA Vice President		Contact Cr Janeane Mason regarding willingness to take on the Vice President position for a further 1 year term.	President	Completed
Shire of Brookton 2019-20 Full Membership	Liaise with Cr Theresa- Fancote re. RTA President presentation to Brookton Councillors at future meeting.	Contact Shire of Brookton (Cr Teresa Fancote) regarding RTA Full Membership.	President	Completed
Shire of Quairading 2019-20 Full Membership		Contact Shire of Quairading CEO, Graeme Fardon, regarding RTA Full Membership request outcome. >Obtain quote from Market Creations re. website new addition >Prepare letter with terms of re-entry for Shire of Quairading. >Send Tax Invoice \$5,000 + website update cost \$572 >Request for Qdg delegates for committee	President / EO	Completed
CMCA – RV Friendly Town Program		Contact CMCA - invite to present at future RTA meeting. >WA rep (Margaret Cook) invitation to present at 9 Dec. RTA meeting >Liaise with Margaret re. meeting venue/time at Kulin	EO	Completed
RTA 2019-2020 Budget		Prepare 2019-20 RTA Budget (draft) for committee to review at Dec 2019 meeting	EO	Completed
Eastern Wheatbelt Visitor's Guide Edition No.6		Book RTA full page (4 unit) in EW Visitor Guide No.6 >Amend self-drive trail text content & graphics to include Quairading >Provide to CWVC >Proof/approve artwork	EO	Dec 2019

Website <a href="http://www.roetourism.com.au/">www.roetourism.com.au/</a>		Obtain Shire of Quairading content to add to RTA website. >Provide Market Creations with new content for website update	EO / Jill Hayes	Dec 2019
Visitor Numbers Data Collection	Create RTA Visitor Numbers Collection Sheet (Draft) for member Shire's to record all visitor numbers. Committee to discuss statistics collection at Dec meeting.	Email Visitor Numbers Collection Sheet to committee members. >Members to establish process within each member Shire, commencing 1 Feb 2020. >Visitor Numbers to be emailed to EO on 1 August 2020 for collating. >EO to report to committee on visitor data at August 2020 meeting.	Committee / EO	1 Feb 2020
RTA MoU	Develop MoU (example) for RTA Full Member Councils >Committee to review at Dec. meeting	MoU (example) and RTA Constitution to be emailed to Shire CEO's for review and comment. >Bring feedback to committee for RTA meeting on 24 Feb.	Shire CEO's / President / EO /	10 Feb 2020
RTA 2019-2020 Marketing Plan		Prepare 2019-2020 RTA Marketing Plan	EO/WBN	24 Feb 2020
RTA Associate Members Survey		Prepare Questionnaire for Associate Members "Tell Us What You Want?"	EO	24 Feb 2020
Google Analytics - website	Market Creations quoted \$500 to set-up Google Analytics on the RTA website	Look at what's involved (time/who)? >Ask for assistance to set-up Google Analytics on RTA website	EO/ Jill Hayes	24 Feb 2020
Website <a href="http://www.roetourism.com.au/">www.roetourism.com.au/</a>		Update Community Events	EO	Ongoing
Website <a href="http://www.roetourism.com.au/">www.roetourism.com.au/</a>		Add new RTA Associate Members business details and links	EO	Ongoing
RTA Associate Members	>Update RTA 2019 Associate Membership Form (after AGM) >Prepare members Renewal Invitation Letters & send to current RTA Assoc. Members >Prepare list of Accom. + Food & Drink + Art & Culture businesses (who are currently advertised on new website) for	>Advertise /approach local businesses & invite to become RTA Assoc. Members >Provide Membership Tax Invoices & info to businesses on request	Committee / EO	Ongoing



	committee members to approach			
PTWR Facebook Page <a href="http://www.facebook.com/PathwaystoWaveRock/">www.facebook.com/PathwaystoWaveRock/</a>	>Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map. >Schedule posts	>Schedule posts using content & photos from brochure and website >Create Photo Collages for 2019 Associate Member businesses >Curate/share posts from relevant FB pages	EO	Ongoing
<b>Medium Term Projects (within 6 months)</b>				
<b>Long Term Projects</b>				
Joint Marketing Project	>Seek grant funding opportunities to support the joint marketing project between RTA, NEWTravel & CWVC.	> Qantas Regional Grants Application (submitted Aug 2019). > REDS Grant Application (submitted Sept 2019)	President / EO	Ongoing
RTA Marketing & Associated Signage – <i>Information Bay &amp; Road Signs</i>	Design concept for Signage (present Corrigin example) >Committee to discuss >EO to contact Jen >EO to conduct RTA Road Signage audit and log locations on map for committee review at Apr 2019 meeting	Engage assistance from the Shire's Works Managers to locate further RTA signage on local roads >EO to update Signage location spreadsheet	Committee / EO	



*Agenda for the Shire of Corrigin Annual Electors Meeting to be held in the Corrigin Community Resource Centre, 55 Larke Crescent, Corrigin on Monday 3 February 2020 at 6.30pm.*

## MINUTES

### 1. OPENING

The President, Cr Des Hickey opened the meeting at 6.30pm.

### 2. ATTENDANCE

Shire President  
Deputy Shire President  
Councillors

Cr D Hickey  
Cr M Weguelin  
Cr R Gilmore  
Cr S Jacobs

Chief Executive Officer  
Executive Support Officer  
Electors

N A Manton  
K L Biglin  
B Seimons  
C Larke  
R Gannaway  
R Campbell (6.34pm)  
A McAndrew  
E Jespersen  
S McPherson  
L Baker  
R Owen (6.34pm)

### 3. APOLOGIES

Cr M Dickinson  
Cr S Coppen

### 4. CONFIRMATION OF MINUTES

**Moved: Cr Weguelin    Seconded: Cr Gilmore**

*That the minutes of the Shire of Corrigin Annual Electors Meeting held on Tuesday 5 February 2019 be confirmed as a true and accurate record.*

**Carried**

### 5. PRESIDENTS REPORT

The President, Cr Hickey, gave an overview of the President's Report.

**Moved: C Larke    Seconded: Cr Weguelin**

*That the President's Report for the year ended 30 June 2019 be received.*

**Carried**

## **6. CHIEF EXECUTIVE OFFICER'S REPORT**

The Chief Executive Officer, Mrs Natalie Manton, provided an overview of the Chief Executive Officer's Report.

**Moved: Cr Jacobs      Seconded: L Baker**

*That the Chief Executive Officer's Report for the year ended 30 June 2019 be received.*

**Carried**

## **7. ANNUAL FINANCIAL REPORT 2018/2019 AND AUDITORS REPORT**

The Chief Executive Officer, Mrs Natalie Manton, tabled the Annual Financial Report 2018/2019 and Auditors Report.

**Moved: B Seimons      Seconded: L Baker**

*That the Annual Financial Report 2018/2019 and Auditors Report for the Year Ended 30 June 2019 be received.*

**Carried**

## **8. GENERAL BUSINESS**

The following questions were raised by members of the public attending the meeting.

### **Town Hall**

R Gannaway asked about the repairs to the Town Hall. The CEO outlined the progress to date on the repairs to the town hall ceiling.

### **Power Outages**

B Seimons asked about numerous power outages, telephone outages and misunderstanding of fire bans and total movement bans.

The CEO explained that the issues had been reported to Telstra and Western Power. The main struggle with resolving the issue is getting past the call centre to speak to someone more senior. Telstra and Western Power have been invited to attend next week's Local Emergency Management meeting to explain.

### **Backup for the Communications Tower**

R Campbell asked if there was a back-up for the communications tower. Telstra have advised the CEO that back-up generators are available and to make use of alternative communications sources. The CEO will keep communicating with Telstra and Western Power and continue to advocate for better back-up batteries, solar panels or automatic generators.

### **Granite Rise**

C Larke asked about what can be done to make more appealing to buyers. The CEO noted ideas to plant trees and native plants.

### **Speed Signs on the S bends on Bruce Rock – Corrigin Road and the Brookton Hwy**

A McAndrew expressed concern over the approaching speed limits into town with the high volume of road trains going through Corrigin. It was suggested that the 80kmph sign coming into town from the Bruce Rock – Corrigin road be changed to 60kmph. Also the 90kmph sign and the 60kmph sign coming into town from Kondinin be moved back before the S bend approaching town. Mr McAndrew suggestion would mean where

the Bruce Rock – Corrigin Road and Brookton Hwy meet, the speed limit would be 60kmph and would be safer.

The CEO will contact Main Road for assessment.

### **Road Verge at the entrance to Corrigin**

A McAndrew asked what is being done to the wild oats and dead trees on the entry into Corrigin from Bruce Rock Road. The CEO will submit a works request to have this area cleaned up.

The President acknowledged the McAndrew's family and the Tidy Towns Committee for their commitment to keeping the roads and town clean and rubbish free.

### **White Posts**

A McAndrew commented that Corrigin is lacking white posts on roads in the shire and asked what can be done about this. Concerns about new roads lacking the white lines. The CEO acknowledged that Corrigin has never had a large amount of white posts, likely due to the large volume of oversize loads coming through but will consider this for future reference. The Shire of Corrigin have four blackspot grants to assist in the upcoming roadworks and will ensure that the job be finished with white lines.

### **Kulin – Kondinin Road**

R Campbell requested that the shire advocate to Main Roads to encourage them to spend money on the Kulin – Kondinin Road.

### **Disability Friendly Town**

C Larke commended the Shire of Corrigin for their efforts on making the town disability friendly. There will be further discussions on how to improve the disability access to the oval.

### **Freeman of Shire Award**

L Baker thanked the President and Councillors for presenting her with the Freeman of the Shire award.

### **Honour Boards**

A McAndrew asked about the Honour boards at in the CREC and Town Hall. The CEO advised that new plaques have been ordered to update the boards in the hall. Concept plans and prices for new boards are being designed to hopefully be installed into the CREC soon. The design ideas will be presented to the Sport and Recreation Committee on the next agenda.

### **Waste Water at Tank Hill**

R Campbell asked if the shire aware of the water being wasted at tank hill. The CEO advised that the shire was not aware.

Cr Weguelin advised that he spoke to the Water Corp who said that due to the hot weather, the water entering the tank was too hot for the water that was already in it which stopped the chlorine from mixing. The CEO suggested that the Water Corp may have been acting under the Health Act to dump the water.

### **Aged Care**

R Owen asked about service providers and access to aged care plans. Ruth expressed concern with the ageing population and suggested that

the Shire become a service provider. The CEO has investigated the idea of becoming a service provider and at this stage it is not an option that is being progressed. The preference would be to encourage existing service providers to extend their services in Corrigin. The CEO has spoken to Baptist Care and other providers about training requirements for care assistants.

**Rotary Park and toilets**

S McPherson asked about the progress on the upgrade to Rotary Park and toilets. The CEO advised that funding was set aside in the budget to develop a concept plan but this has yet to commence.

Robin Campbell presented a statement of appreciation to the Councillors for their time and listening to the communities concerns.

**9. MEETING CLOSURE**

There being no further business, the President thanked everyone for their attendance and closed the meeting at 7.53pm.



# Stevenson Trust Fund Trustees Meeting

---

## Minutes

Monday 10 February 2020

## **TERMS OF REFERENCE:**

### **1.0 NAME**

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

### **2.0 OBJECTIVES OF TRUST FUND**

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

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

Income shall be applied in the following ways:

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

## 1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey, opened the meeting at 11.13am.

## 2. ATTENDANCE AND APOLOGIES

### Attendance

#### Trustees

President – Shire of Corrigin

Principal – Corrigin District High School

Chairperson – Board Corrigin District High School

Cr Des Hickey

Mrs Heather Prance

Mr Garrick Connelly

#### Staff

Chief Executive Officer – Shire of Corrigin

Executive Support Officer – Shire of Corrigin

Mrs Natalie Manton

Ms Kirsten Biglin

### Apologies

Corrigin Police

Sergeant Carmel Morgan

## 3. CONFIRMATION OF PREVIOUS MINUTES

**Moved: Garrick      Seconded: Heather**

That the Minutes of the Stevenson Trust Fund Trustees meeting held on Monday 26 August 2019 be confirmed as a true and accurate record.

Carried

## 4. GENERAL BUSINESS

### 4.1 FINANCIAL REPORT

**Moved: Garrick      Seconded: Heather**

That the financial report for period ending 31 January 2020 be adopted as presented.

Carried



## 4.2 SCHOLARSHIP STATUS REPORT

Scholarship status report to be tabled.

**Moved: Heather                      Seconded: Garrick**

That the Trustees receive the updated Scholarship status report

Carried

## 4.3 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 20 January 2020, one (1) scholarship application has been received as follows:

<b>Applicant</b>	<b>Education Intuition</b>	<b>Amount requested</b>
Levi Ebsary	WA College of Agriculture Cunderdin	\$16,280.00

**Applicant:** Levi Ebsary

**Moved: Heather                      Seconded: Garrick**

The Trustees have decided to grant Levi Ebsary \$5000.00 subject to receiving more information of course fees and receipts.

Carried

## 4.4 OTHER MATTERS

### 4.3.1 Administration Fee for Shire of Corrigin

The Shire of Corrigin has requested payment for the administration fee of \$1,000 per year from 2007-2018 from the Edna Stevenson Trust as per the resolution carried at the meeting on 26 August 2019.

### 4.3.2 Administration Fee from 2019

The estimated annual administration fee from 2019 has been calculated as follows:

<b>Edna Stevenson Trust Administration Fee</b>		<b>Per annum</b>
<b>Trust Administration</b>		
- meeting agendas, minutes and actions. (ESO)	6 hours	355.80
(CEO)	6 hours	766.68
<b>Scholarship Administration</b>		
- Advertising, liaison with applicants, review of documentation, correspondence and scholarship administration. (ESO)	20 hours	1186.00
<b>Financial Management</b>		
- Bank reconciliations (DCEO)	4 hours	344.13
- Financial reporting (DCEO)	4 hours	344.13
- End of Financial year and audit (DCEO)	4 hours	344.13
- Scholarship invoice and payments (Creditors)	2 hours	124.76
<b>Total</b>		<b>\$3,169.13</b>

**Moved: Garrick                      Seconded: Heather**

That the Trust pay the Shire of Corrigin an administration fee of \$4000 per year from 2019 onwards.

Carried

#### **4.3.3 Valuation of Opals**

The Shire of Corrigin has contacted Christine Ezekiel, of Ezekiel Jewellery, in Perth. Christine was recommended as an expert valuer and has quoted a fee of \$175 per hour for assessing the value of the opals. She is on leave until 11 February 2020 but the CEO will take the opals to Perth on 19 February 2020 for valuation.

#### **5. NEXT MEETING**

The next meeting will be Monday 11 May 2020 at 11.00am.

#### **6. MEETING CLOSURE**

The Chairperson, Cr Des Hickey, closed the meeting at 11:45am.



# Local Emergency Management Committee Meeting

---

## Minutes

Monday 10 February 2020

1.00pm

## **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 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.

## 1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1:03pm.

## 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 (1.27pm)
St John Ambulance, Community paramedic	L Evans
Chair St John Ambulance	G Dawson
Health Services Manager, Corrigin District Hospital	L Reed (1.08pm)
Principal, Corrigin District High School	H Prance
Department of Communities	J Spadaccini
Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Chief Bush Fire Control Officer	G Evans

### Apologies

Dept of Primary Industries and Regional Development	A Lacey
DFES, District Emergency Management Advisor	A Smith
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen

## 3. MINUTES OF PREVIOUS MEETING

Minutes of the LEMC meeting held on 25 November 2019 (Attachment 1).

**Moved: L Baker      Seconded: G Dawson**

*That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 25 November 2019 be confirmed as a true and accurate record.*

**Carried**

## 4. REVIEW OF LEMC DOCUMENTS

Committee to review the following documents and update or amend as required.

- Local Emergency Management Arrangements
- Local Recovery Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support
- Emergency Evacuation Plan

*Recommendation*

**Moved: J Spadaccini      Seconded: G Evans**

*That the Committee incorporate any minor amendments and endorse to the following documents.*

- *Local Emergency Management Arrangements*
- *Local Recovery Management Plan*
- *Local Emergency Management Plan for the Provision of Welfare Support*
- *Emergency Evacuation Plan*

**Carried**

## **5. REVIEW OF INCIDENTS AND EXERCISES**

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

### **5.1 Incidents**

Numerous Power Outages – power, water, fuel and communication issues.  
Feedback and lessons learnt from local emergency service volunteers.

Western Power Merredin and Telstra Regional Engagement Manager (WA) have been invited to meeting to provide an update on key findings and any proposed changes for the coming year

Western Power and Telstra were unable to attend the meeting.

All bush fire radios are to be serviced in May 2020 to ensure alternative communication method is available.

### Large Bush Fires in Shire of Kondinin

Shire of Corrigin bush fire brigade members and Volunteer fire and rescue assisted the Shire of Kondinin with large fires in December.

Chief Bush Fire Control Officer needs to be aware of what resources are available in Corrigin if a couple of fire trucks are out of the shire to ensure the local community has adequate resources available.

### **5.2 Exercises**

No exercises during period November 2019 to February 2020.

## **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

## **7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE**

## **8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS**

### **8.1 Local Plan for Animal Welfare in Emergencies**

The Department of Primary Industries and Regional Development (DPIRD) has developed a draft guide and template to assist Local Governments to develop a Local Plan for Animal Welfare in Emergencies (PAWE) that is relevant to their area of responsibility, risks and community support.

The guide and template aims to provide support in development of a local PAWE, and can be modified to suit individual needs.

The WA Local Government Association has invited local governments to provide comment on any aspect of the Guide and Template by 18 February.

Click [here](#) to access the Guide and Template

## **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. An initial quote was received to replace the lights only at \$30,000.

An on-site assessment was conducted Airport Management Services, based in Perth, following a recommendation from the Royal Flying Doctor Service (RFDS). The contractor found the existing lights were not compliant with the current standards due to the spacing being too far apart at 90m intervals instead of the required 60m intervals.

The site inspection also found that the wrong colour lights (white) are currently installed on helicopter pad and the lights should be replaced with green lights.

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.

## **10. OTHER MATTERS**

### **10.1 Memorandum of Understanding for Mutual Aid in Recovery Provision of Mutual Aid during Emergencies and Post Incident Recovery**

In September 2019 Council endorsed the Memorandum of Understanding (MOU) for the Provision of Mutual Aid during Emergencies and Post Incident Recovery for a period of three years. The following shires are parties to the agreement:

Beverley	Pingelly
Brookton	Quairading
Corrigin	Wagin
Cuballing	Wandering
Dumbleyung	West Arthur
Kulin	Wickepin
Lake Grace	Williams
Narrogin	

This MOU sets out a basic framework for cooperation between the shires to promote cooperation in a disaster event which affects one or more of the partnering shires.

The guiding principle of this MOU is that any support given to a partnering shire in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering shire providing the support.

The MOU is expected to be signed by all participating shires at the next Central Country Zone meeting on 21 February 2020.

In keeping with the intention of the MOU the Shire of Corrigin provided assistance to the Shire of Kondinin with recent fires at Forestania and Kondinin.

### **10.2 Water Availability for Stock and Fire Fighting**

Water supplies are very low due to no major rainfall events since August 2019. Survey has been sent out to local residents to provide information to Department Water regarding water deficiency declaration for Shire of Corrigin.



### 10.3 Corona Virus

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

The Western Australian health system is very well prepared to manage infectious disease situations and have well established systems and processes in place. The risk of the Coronavirus to the WA community remains low. Western Australians should remain alert, but they should not be alarmed. There are currently no confirmed cases in this State.

At this stage, there is no role for Local Governments (including Environmental Health Officers) in WA's response to Coronavirus, except in helping to direct any queries from your local community to trusted sources of information.

Up to date information is available on the HealthyWA website - [https://healthywa.wa.gov.au/Articles/A\\_E/Coronavirus](https://healthywa.wa.gov.au/Articles/A_E/Coronavirus). This should be the main page to refer people to and has information for individuals, parents, schools and early childhood centres.

We encourage your Communications Officer to monitor and share any **HealthyWA** Facebook posts about Coronavirus to your community (rather than write your own); this page can be accessed at [www.facebook.com/HealthyWA](http://www.facebook.com/HealthyWA).

The Commonwealth has released numerous fact sheets to answer the many questions that are currently being asked by the broader community and different industries (e.g. advice for hotels and hotel staff). These fact sheets can be accessed on their website at <https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>.

All departments present at the meeting are confident that their policies, procedures and stock are all up to date if there is a case of emergency.

## 11. REPORTS

Rodney Thornton provided a road report.

- As at February 2020 there has been two metro fatalities and 11 rural fatalities.
- At this point last year there was 24 fatalities.
- The main type of accident has been non-collision.
- At this point there has been no cyclist/pedestrian fatalities. There was three at this point last year.
- Has been applying for grants for shire vehicles to display road safety messages.
- Child Car Restraint Course on 28 May 2020 in Narrogin. CRC's, playgroups and day cares are encouraged to attend. This course will have people qualified to check the installation.

Greg Evans

- Fairly quiet bush fire season until last week with three large fires.
- A de-brief and discussion about lessons learnt will be provided at the next bush fire meeting in April.
- Corrigin brigades sent a lot of help to the Hyden and Kondinin fires and Greg commended the volunteers for the help.
- All equipment is in good working order and they are expecting a new truck soon.

- Will be pushing for Whatsapp communication.

Jo Spadaccini

- Seventeen activations this season in comparison to seven last season.
- Looking to update Local Welfare Plans.

Heather Prance

- On alert for Corona Virus and management plans are in place.
- To send CDH Emergency Management Plans to the Shire.

Graeme Dawson

- Chasing up Telstra for power outages and getting a backup generator
- 50 power outages in the last quarter
- New recruits being trained

Dino DiFulvio

- Have attended six road crashes with two being fatal.
- Primarily late night to early morning accidents.

## **12. NEXT MEETING**

The next 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

## **13. MEETING CLOSURE**

The Shire President, Cr Des Hickey closed the meeting at 2.21pm.

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT14609	19/12/2019	LAYTON TAYLOR	BOND REFUND	\$ 50.00	TRUST
EFT14614	24/12/2019	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR NOVEMBER 2019	\$ 1,152.37	TRUST
EFT14615	24/12/2019	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR NOVEMBER 2019	\$ 123.84	TRUST
EFT14616	24/12/2019	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSION FOR NOVEMBER 2019	\$ 33.21	TRUST
20464	05/12/2019	SHIRE OF CORRIGIN	PETTY CASH REIMBURSEMENT FOR NOVEMBER 2019	\$ 18.00	MUNI
20465	05/12/2019	SYNERGY	ELECTRICITY CHARGES	\$ 3,771.94	MUNI
20466	05/12/2019	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20467	16/12/2019	SYNERGY	ELECTRICITY CHARGES	\$ 4,450.96	MUNI
20468	19/12/2019	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
EFT14531	05/12/2019	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 11.80	MUNI
EFT14532	05/12/2019	BORAL CONSTRUCTION MATERIALS GROUP LTD	3,075 LITRES OF EMULSION	\$ 2,807.48	MUNI
EFT14533	05/12/2019	CENTRAL REGIONAL TAFE	STAFF TRAINING	\$ 426.70	MUNI
EFT14534	05/12/2019	CLOUD COLLECTIONS PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 2,085.05	MUNI
EFT14535	05/12/2019	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 5,857.48	MUNI
EFT14536	05/12/2019	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES, VACUUM CLEANER	\$ 353.50	MUNI
EFT14537	05/12/2019	CORRIGIN TYREPOWER	NEW TYRES FOR DOLLY TRAILERS & SIDE TIPPER TRAILERS	\$ 12,604.00	MUNI
EFT14538	05/12/2019	DAVES TREE SERVICE	CUT AND REMOVE TREES AT AIRSTRIP AND DOCTORS HOUSE	\$ 2,200.00	MUNI
EFT14539	05/12/2019	ELDERS RURAL SERVICES AUSTRALIA LTD	7,000 KG OF GP CEMENT	\$ 3,190.00	MUNI
EFT14540	05/12/2019	EVOLVEPLUS	EVOLVEPLUS ONLINE BOOKING SUBSCRIPTION (12 MONTHS)	\$ 1,430.00	MUNI
EFT14541	05/12/2019	HARRIS ZUGLIAN ELECTRICS	REPLACE FAULTY POWER POINT AT POOL	\$ 121.99	MUNI
EFT14542	05/12/2019	HENRY SCHEIN HALAS	SERVICE OF DENTAL CHAIR AND EQUIPMENT AT DENTAL SURGERY	\$ 2,415.53	MUNI
EFT14543	05/12/2019	JR & A HERSEY PTY LTD	PERSONAL PROTECTIVE EQUIPMENT, HARDWARE SUPPLIES	\$ 1,160.19	MUNI
EFT14544	05/12/2019	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 251.81	MUNI
EFT14545	05/12/2019	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2019/7	\$ 83.76	MUNI
EFT14546	05/12/2019	LOCAL GOVERNMENT PROFESSIONALS AUST. WA	2019 / 2020 STAFF MEMBERSHIP	\$ 398.25	MUNI
EFT14547	05/12/2019	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 174.00	MUNI
EFT14548	05/12/2019	MARKET CREATIONS	STAFF BUSINESS CARDS	\$ 330.00	MUNI
EFT14549	05/12/2019	MARKETFORCE	ADVERTISING - NOTICE OF ELECTION	\$ 664.37	MUNI
EFT14550	05/12/2019	NARROGIN FLORIST	FAREWELL GIFTS FOR RETIRING COUNCILLORS	\$ 200.00	MUNI
EFT14551	05/12/2019	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - WATER TRUCK, HILUX UTE	\$ 879.00	MUNI
EFT14552	05/12/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 467.50	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT14553	05/12/2019	PM FUCHSBICHLER	PUMP OUT GREASE TRAP AT CREC	\$ 400.00	MUNI
EFT14554	05/12/2019	RAY WHITE NARROGIN	SHIRE PROPERTY INSPECTIONS NOVEMBER 2019	\$ 1,686.00	MUNI
EFT14555	05/12/2019	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES	\$ 880.88	MUNI
EFT14556	05/12/2019	SHIRE OF KOORDA	WHEATBELT SECONDARY FREIGHT NETWORK CO-CONTRIBUTION	\$ 6,600.00	MUNI
EFT14557	05/12/2019	SIGMA CHEMICALS	POOL CHEMICALS	\$ 814.00	MUNI
EFT14558	05/12/2019	TANYA LUDLOW	STAFF REIMBURSEMENT	\$ 216.24	MUNI
EFT14559	05/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 10.73	MUNI
EFT14560	05/12/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 607.75	MUNI
EFT14561	05/12/2019	WA LOCAL GOVERNMENT ASSOCIATION	STAFF TRAINING	\$ 567.00	MUNI
EFT14562	05/12/2019	WESTERN MECHANICAL CORRIGIN	PLANT REPAIRS - KUBOTA MOWER, TORO MOWER, TIPPER TRUCK	\$ 1,940.60	MUNI
EFT14563	05/12/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14564	05/12/2019	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 348.85	MUNI
EFT14565	11/12/2019	AGWEST MACHINERY	PLANT REPAIRS - TRACTOR	\$ 1,331.14	MUNI
EFT14566	11/12/2019	SANDAMS MOTOR TRIMMING AND UPHOLSTERY	DEPOSIT FOR REPAIRS TO & REPLACEMENT OF STREET SHADE SAILS	\$ 2,310.00	MUNI
EFT14567	16/12/2019	DESMOND LAURENCE HICKEY	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 4,927.00	MUNI
EFT14568	16/12/2019	FREDERICK RAMON GILMORE	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,294.50	MUNI
EFT14569	16/12/2019	JANEANE MASON	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,294.50	MUNI
EFT14570	16/12/2019	LYNETTE BAKER	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 5,339.33	MUNI
EFT14571	16/12/2019	MATTHEW BEN DICKINSON	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,294.50	MUNI
EFT14572	16/12/2019	MICHAEL ANDREW WEGUELIN	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,607.00	MUNI
EFT14573	16/12/2019	SHANNON GRACE HARDINGHAM	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,529.66	MUNI
EFT14575	16/12/2019	3POINT IT	SUPPLY & INSTALL PC'S IN CRC - FINAL INVOICE	\$ 2,667.50	MUNI
EFT14576	16/12/2019	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	\$ 140.45	MUNI
EFT14577	16/12/2019	ARM SECURITY	ALARM MONITORING SERVICES	\$ 156.00	MUNI
EFT14578	16/12/2019	AVON WASTE	4 WEEKS RUBBISH COLLECTION - NOVEMBER 2019	\$ 18,414.91	MUNI
EFT14579	16/12/2019	BEST OFFICE SYSTEMS	CHECK FAULT WITH DEPOT PHOTOCOPIER	\$ 146.00	MUNI
EFT14580	16/12/2019	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 918.00	MUNI
EFT14581	16/12/2019	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 12.20	MUNI
EFT14582	16/12/2019	CORRIGIN TYREPOWER	NEW TYRES AND WHEEL ALIGNMENT FOR CEO VEHICLE	\$ 1,895.00	MUNI
EFT14583	16/12/2019	ELDERS RURAL SERVICES AUSTRALIA LTD	SAFETY BOOTS FOR STAFF	\$ 343.85	MUNI
EFT14584	16/12/2019	ENVIRONMENTAL HEALTH AUSTRALIA SA	AFSA PADS - FOOD INSPECTION BOOKS	\$ 171.50	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT14585	16/12/2019	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR DECEMBER 2019	\$ 10,883.46	MUNI
EFT14586	16/12/2019	GANNAWAY BROS.	POSTS, BINDER CHAINS	\$ 429.85	MUNI
EFT14587	16/12/2019	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR NOVEMBER 2019	\$ 20,487.34	MUNI
EFT14588	16/12/2019	HARRIS ZUGLIAN ELECTRICS	INSTALL LIGHT AT BILBARIN FIRE SHED, REPAIR BBQ AT MISS B'S PARK	\$ 945.34	MUNI
EFT14589	16/12/2019	HAYDEN MCGLINN	LIVE PERFORMANCE FOR CORRIGIN PARK PARTY 13.12.2019	\$ 700.00	MUNI
EFT14590	16/12/2019	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 326.46	MUNI
EFT14591	16/12/2019	INSTANT RACKING	PALLET RACKING AND SHELVING	\$ 2,352.00	MUNI
EFT14592	16/12/2019	KEWDALE HIRE	HIRE OF PADFOOT ROLLER	\$ 3,083.08	MUNI
EFT14593	16/12/2019	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 48.00	MUNI
EFT14594	16/12/2019	NARROGIN GLASS	PLANT REPAIRS - TIP TRUCK	\$ 1,000.00	MUNI
EFT14595	16/12/2019	NEU-TECH AUTO ELECTRICS	SPARK PLUGS	\$ 59.40	MUNI
EFT14596	16/12/2019	ONEMUSIC AUSTRALIA	2019 / 2020 MUSIC FOR COUNCILS - RURAL LICENCE	\$ 350.00	MUNI
EFT14597	16/12/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES, NEW PC FOR DEPOT	\$ 1,477.50	MUNI
EFT14598	16/12/2019	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 146.40	MUNI
EFT14599	16/12/2019	RACHEL BAIRSTOW	STAFF REIMBURSEMENT	\$ 159.00	MUNI
EFT14600	16/12/2019	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES	\$ 8,701.56	MUNI
EFT14601	16/12/2019	SIGMA CHEMICALS	POOLSTONE TILE & GROUT CLEANER	\$ 132.00	MUNI
EFT14602	16/12/2019	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC, NETBALL COURTS	\$ 10,429.10	MUNI
EFT14603	16/12/2019	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 133.08	MUNI
EFT14604	16/12/2019	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 507.57	MUNI
EFT14605	16/12/2019	T-QUIP	PURCHASE OF PERUZZO HI LIFT & TORO GROUNDMASTER	\$ 51,799.00	MUNI
EFT14606	16/12/2019	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 116.66	MUNI
EFT14607	16/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 21.51	MUNI
EFT14608	16/12/2019	WATERMAN IRRIGATION	REPLACEMENT PLC FOR CORRIGIN SOUTH STANDPIPE	\$ 1,436.60	MUNI
EFT14610	19/12/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14611	19/12/2019	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT14612	19/12/2019	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT14613	19/12/2019	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT14617	24/12/2019	AJ & LD SZCZECINSKI	REIMBURSEMENT FOR PARTS FOR BULLARING FIRE TRUCK	\$ 114.00	MUNI
EFT14618	24/12/2019	ARROW BRONZE	NICHE WALL PLAQUES	\$ 681.17	MUNI
EFT14619	24/12/2019	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR NOVEMBER 2019	\$ 7,352.00	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT14620	24/12/2019	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE & RESOURCE CENTRE	\$ 653.79	MUNI
EFT14621	24/12/2019	BROWNLEY'S PLUMBING & GAS	PLUMBING MAINTENANCE TO SHIRE RESIDENCES & CORRIGIN POOL	\$ 2,198.90	MUNI
EFT14622	24/12/2019	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES - NOV 2019, GIFT CARDS FOR FUNCTION STAFF	\$ 588.15	MUNI
EFT14623	24/12/2019	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 155.35	MUNI
EFT14624	24/12/2019	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR NOVEMBER 2019	\$ 909.96	MUNI
EFT14625	24/12/2019	IT VISION	SYNERGYSOFT SECURITY REVIEW AND UPDATE	\$ 3,025.00	MUNI
EFT14626	24/12/2019	JASON SIGNMAKERS	SIGNS WITH POSTS TO SUIT, A FRAME DANGER SIGNS	\$ 210.98	MUNI
EFT14627	24/12/2019	JR & A HERSEY PTY LTD	STAFF UNIFORM	\$ 110.32	MUNI
EFT14628	24/12/2019	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 48.00	MUNI
EFT14629	24/12/2019	METAL ARTWORK CREATIONS	COUNCILLOR DESK NAME PLAQUES	\$ 31.24	MUNI
EFT14630	24/12/2019	NARROGIN GLASS	SUPPLY AND FIT STRIPS TO ROLLER SHUTTERS AT CREC	\$ 4,839.16	MUNI
EFT14631	24/12/2019	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS - GRADER, HILUX UTE	\$ 1,288.49	MUNI
EFT14632	24/12/2019	NORTHAM CARPET COURT	SUPPLY AND INSTALL NEW BLINDS TO 15 MCANDREW AVE	\$ 3,442.00	MUNI
EFT14633	24/12/2019	PARAMOUNT BUSINESS SUPPLIES PTY LTD	2 ROLLS OF LAMINATING FILM	\$ 170.01	MUNI
EFT14634	24/12/2019	REAC SYSTEMS	REPAIR TO WATER HEATER / AIRCON UNIT AT POOL	\$ 1,633.50	MUNI
EFT14635	24/12/2019	SANDAMS MOTOR TRIMMING AND UPHOLSTERY	REPAIRS TO & REPLACEMENT OF STREET SHADE SAILS- FINAL INVOICE	\$ 2,310.00	MUNI
EFT14636	24/12/2019	SIGMA CHEMICALS	POOL CHEMICALS	\$ 2,400.20	MUNI
EFT14637	24/12/2019	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 181.52	MUNI
EFT14638	24/12/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 280.50	MUNI
EFT14639	24/12/2019	WA ENVIRONMENTAL PEST CONTROL	SPIDER TREATMENT OF SHIRE BUILDINGS AND RESIDENCES	\$ 7,099.67	MUNI
EFT14574	11/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,462.85	LIC
DD11245.1	01/12/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD11246.1	01/12/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 60.85	MUNI
DD11247.1	01/12/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD11248.1	01/12/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD11249.1	02/12/2019	TELSTRA	PHONE CHARGES	\$ 158.17	MUNI
DD11250.1	02/12/2019	TELSTRA	PHONE CHARGES	\$ 541.93	MUNI
DD11289.1	03/12/2019	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 2,608.13	MUNI
DD11290.1	03/12/2019	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 207.37	MUNI
DD11253.1	04/12/2019	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,087.22	MUNI
DD11253.2	04/12/2019	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD11253.3	04/12/2019	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 315.83	MUNI
DD11253.4	04/12/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,254.05	MUNI
DD11253.5	04/12/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 919.44	MUNI
DD11253.6	04/12/2019	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 437.54	MUNI
DD11253.7	04/12/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 131.28	MUNI
DD11251.1	11/12/2019	TELSTRA	MOBILE PHONE CHARGES	\$ 322.94	MUNI
DD11272.1	17/12/2019	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD11293.1	18/12/2019	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,062.90	MUNI
DD11293.2	18/12/2019	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11293.3	18/12/2019	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 332.45	MUNI
DD11293.4	18/12/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 4,649.25	MUNI
DD11293.5	18/12/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 860.75	MUNI
DD11293.6	18/12/2019	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 437.54	MUNI
DD11293.7	18/12/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 150.32	MUNI
DD11288.1	19/12/2019	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD11335.1	27/12/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	\$ 77,276.28	MUNI
DD11311.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 71.10	MUNI
DD11312.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 265.01	MUNI
DD11313.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 110.99	MUNI
DD11314.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD11315.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 158.18	MUNI
DD11316.1	30/12/2019	TELSTRA	PHONE CHARGES	\$ 568.98	MUNI
DD11258.1	02/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,864.60	LIC
DD11260.1	03/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,146.20	LIC
DD11262.1	04/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 809.30	LIC
DD11264.1	05/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 262.20	LIC
DD11266.1	06/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,398.25	LIC
DD11300.1	10/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,253.35	LIC
DD11276.1	12/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,339.40	LIC
DD11278.1	13/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 742.00	LIC
DD11285.1	16/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 102.95	LIC

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD11287.1	17/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,320.20	LIC
DD11296.1	18/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,713.60	LIC
DD10080.1	19/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,899.75	LIC
DD11298.1	19/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 901.00	LIC
DD11326.1	24/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 5,109.50	LIC
DD11328.1	27/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,059.85	LIC
DD11330.1	30/12/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 186.20	LIC
JNL	05/12/2019	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 04/12/2019	\$ 59,823.79	MUNI
JNL	19/12/2019	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 18/12/2019	\$ 58,046.08	MUNI

**\$535,272.67**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 497,342.05</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 1,359.42</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 36,571.20</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b>\$ 535,272.67</b>



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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT14692	16/01/2020	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PAYMENT FOR DECEMBER 2019	\$ 191.75	TRUST
EFT14696	30/01/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR DECEMBER 2019	\$ 194.00	TRUST
EFT14697	30/01/2020	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR DECEMBER 2019	\$ 48.35	TRUST
20469	02/01/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20470	14/01/2020	CITY OF KALAMUNDA	BUILDING SERVICES & ADMIN FEES JULY TO DECEMBER 2019	\$ 510.00	MUNI
20471	16/01/2020	SYNERGY	ELECTRICITY CHARGES	\$ 16,496.20	MUNI
20472	16/01/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 19,984.83	MUNI
20473	16/01/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 193.00	MUNI
20474	30/01/2020	ROTARY CLUB OF CORRIGIN	COUNCIL DONATION FOR COOKING AUSTRALIA DAY BREAKFAST	\$ 500.00	MUNI
20475	30/01/2020	SYNERGY	ELECTRICITY CHARGES	\$ 622.11	MUNI
20476	30/01/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 3,335.38	MUNI
20477	30/01/2020	WENDY MARIE GARDNER	BOND REFUND	\$ 50.00	MUNI
20478	30/01/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 193.00	MUNI
EFT14640	02/01/2020	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 99.00	MUNI
EFT14641	02/01/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14642	02/01/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT14643	14/01/2020	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.19	MUNI
EFT14644	14/01/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	55.98 TONNES OF 10&7MM AGGREGATE MIX	\$ 3,839.39	MUNI
EFT14645	14/01/2020	BULLARING CONTRACTORS	15 HOURS GRAVEL PIT REHABILITATION	\$ 4,702.50	MUNI
EFT14646	14/01/2020	CLOUD COLLECTIONS PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 10,433.41	MUNI
EFT14647	14/01/2020	CONNELLY IMAGES	PORTABLE WATER STANDPIPE SIGNS	\$ 108.90	MUNI
EFT14648	14/01/2020	CORRIGIN HOTEL	REFRESHMENTS AND CATERING	\$ 598.30	MUNI
EFT14649	14/01/2020	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR DECEMBER 2019	\$ 208.35	MUNI
EFT14650	14/01/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON GRADER	\$ 381.00	MUNI
EFT14651	14/01/2020	CPS & STATEWIDE FIBREGLASS PTY LTD	PLANT PARTS FOR SWIMMING POOL	\$ 1,778.50	MUNI
EFT14652	14/01/2020	EAGLE PRINTING CO	PRINTING SERVICES	\$ 233.00	MUNI
EFT14653	14/01/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	7,000 KG OF GP CEMENT	\$ 3,190.00	MUNI
EFT14654	14/01/2020	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR JANUARY 2020	\$ 10,883.46	MUNI
EFT14655	14/01/2020	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2019/8	\$ 67.85	MUNI
EFT14656	14/01/2020	LANDMARK	RICHGROW SOIL WETTER, ECO GROWTH PRIME	\$ 264.33	MUNI
EFT14657	14/01/2020	LG CORPORATE SOLUTIONS PTY LTD	CONSULTANCY SERVICES - FINANCIAL STATEMENTS, ASSETS	\$ 5,742.00	MUNI
EFT14658	14/01/2020	MCLEODS BARRISTERS & SOLICITORS	DRAFTING OF NEW COMMUNITY LEASE AGREEMENTS	\$ 1,396.00	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT14659	14/01/2020	MCMILES INDUSTRIES PTY LTD	REPAIRS TO POOL COVER ROLLER	\$ 220.00	MUNI
EFT14660	14/01/2020	NARROGIN GLASS	NEW SECURITY SCREEN DOOR FOR SHIRE RESIDENCE	\$ 654.22	MUNI
EFT14661	14/01/2020	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - EXCAVATOR, TIP TRUCK, UTES	\$ 6,456.44	MUNI
EFT14662	14/01/2020	ONTHEGO GROUP PTY LTD	STAFF UNIFORM	\$ 234.14	MUNI
EFT14663	14/01/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 425.00	MUNI
EFT14664	14/01/2020	PERTH FACE PAINTING COMPANY	ADDITIONAL FACE PAINTING SERVICES AT CORRIGIN PARK PARTY	\$ 55.00	MUNI
EFT14665	14/01/2020	SIGMA CHEMICALS	POOL CHEMICALS	\$ 101.20	MUNI
EFT14666	14/01/2020	SHERIDAN'S FOR BADGES	FREEMAN OF THE SHIRE BADGE	\$ 62.70	MUNI
EFT14667	14/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 43.02	MUNI
EFT14668	14/01/2020	WA TRAFFIC PLANNING	TRAFFIC MANAGEMENT PLAN FOR BULYEE ROAD	\$ 605.00	MUNI
EFT14669	14/01/2020	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGES	\$ 187.18	MUNI
EFT14670	14/01/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - BOBCAT TRAILER, ROLLER, GRADER	\$ 9,997.83	MUNI
EFT14671	16/01/2020	BF WALSH EARTHMOVING CONTRACTOR	EXCAVATE 8,000 CUBIC METRES OF GRAVEL	\$ 12,848.00	MUNI
EFT14672	16/01/2020	CORRIGIN DISTRICT HIGH SCHOOL	BOND REFUND	\$ 150.00	MUNI
EFT14673	16/01/2020	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 1,835.30	MUNI
EFT14674	16/01/2020	CORRIGIN HOTEL	REFRESHMENTS AND CATERING	\$ 2,383.40	MUNI
EFT14675	16/01/2020	CORRIGIN MEDICAL CENTRE	STAFF PRE-EMPLOYMENT MEDICAL	\$ 175.00	MUNI
EFT14676	16/01/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 49.30	MUNI
EFT14677	16/01/2020	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER, SIDE TIPPER TRAILER, CREW CAB TRUCK	\$ 1,454.50	MUNI
EFT14678	16/01/2020	DR T RAMAKRISHNA	INCENTIVE PAYMENT AS PER AGREEMENT	\$ 14,534.35	MUNI
EFT14679	16/01/2020	EDWARDS MOTORS PTY LTD	PURCHASE OF NEW HOLDEN ACADIA - ROE EHO VEHICLE	\$ 11,500.00	MUNI
EFT14680	16/01/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR DECEMBER 2019	\$ 3,033.59	MUNI
EFT14681	16/01/2020	HARRIS ZUGLIAN ELECTRICS	ADJUST TIMER IN POOL TOILETS FOR 2019 PARK PARTY	\$ 121.00	MUNI
EFT14682	16/01/2020	INSTANT RACKING	FORMPLY SHELVES AND SUPPORTS	\$ 440.00	MUNI
EFT14683	16/01/2020	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES, STAFF GIFT CARDS	\$ 1,612.72	MUNI
EFT14684	16/01/2020	LGIS RISK MANAGEMENT	2019 / 2020 REGIONAL RISK CO-ORDINATOR PROGRAM	\$ 4,529.80	MUNI
EFT14685	16/01/2020	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS - HOLDEN TRAILBLAZER	\$ 502.49	MUNI
EFT14686	16/01/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 765.00	MUNI
EFT14687	16/01/2020	PJV & V HOVELL	PURCHASE OF 8,000 CUBIC METRES OF GRAVEL	\$ 4,400.00	MUNI
EFT14688	16/01/2020	RENAE DAWSON	BOND REFUND	\$ 50.00	MUNI
EFT14689	16/01/2020	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC, NETBALL COURTS	\$ 3,536.50	MUNI
EFT14690	16/01/2020	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 1,990.07	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT14691	16/01/2020	WA LIMESTONE	54.26 TONNES OF YELLOW SAND	\$ 2,345.66	MUNI
EFT14693	16/01/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14694	16/01/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT14695	16/01/2020	PERTH FACE PAINTING COMPANY	FACE PAINTER AND BUBBLE-OLOGIST FOR PARK PARTY 13.12.2019	\$ 836.00	MUNI
EFT14698	30/01/2020	3POINT IT	REMOVAL OF ALL DATA FROM OLD CRC ADMIN PC'S	\$ 132.00	MUNI
EFT14699	30/01/2020	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR DECEMBER 2019	\$ 66,756.00	MUNI
EFT14700	30/01/2020	AD ENGINEERING INTERNATIONAL PTY LTD	PLANT REPAIRS - SAM TRAILER	\$ 2,899.60	MUNI
EFT14701	30/01/2020	AVON VALLEY NISSAN	PURCHASE OF NEW NISSAN X-TRAIL - DCEO VEHICLE	\$ 13,154.80	MUNI
EFT14702	30/01/2020	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE & RESOURCE CENTRE	\$ 631.64	MUNI
EFT14703	30/01/2020	CORRIGIN NEWSAGENCY	NEWSPAPERS, STATIONERY & CRC MOVIE CLUB DVD FOR DEC 2019	\$ 93.95	MUNI
EFT14704	30/01/2020	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 247.50	MUNI
EFT14705	30/01/2020	DOLLY CATHERINE OSPINA GODOY	STAFF REIMBURSEMENT	\$ 84.90	MUNI
EFT14706	30/01/2020	HUTTON AND NORTHEY SALES	METER READING LOT 5 WALTON STREET	\$ 191.28	MUNI
EFT14707	30/01/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING	\$ 2,310.00	MUNI
EFT14708	30/01/2020	OFFICE OF THE AUDITOR GENERAL	AUDIT FEE FOR YEAR ENDING 30 JUNE 2019	\$ 55,000.00	MUNI
EFT14709	30/01/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 170.00	MUNI
EFT14710	30/01/2020	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES	\$ 10,490.81	MUNI
EFT14711	30/01/2020	SANDAMS MOTOR TRIMMING AND UPHOLSTERY	REPAIRS TO SHADE SAILS AT CORRIGIN POOL	\$ 1,210.00	MUNI
EFT14712	30/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 21.46	MUNI
EFT14713	30/01/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 607.75	MUNI
EFT14714	30/01/2020	WILSONS SIGN SOLUTIONS	HONOUR BOARD UPDATES	\$ 570.90	MUNI
EFT14715	30/01/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT14716	30/01/2020	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 61.50	MUNI
EFT14717	30/01/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT14718	30/01/2020	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00	MUNI
DD11331.1	01/01/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,144.59	MUNI
DD11331.2	01/01/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 115.04	MUNI
DD11331.3	01/01/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 315.83	MUNI
DD11331.4	01/01/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,195.07	MUNI
DD11331.5	01/01/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 877.05	MUNI
DD11331.6	01/01/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 454.42	MUNI
DD11331.7	01/01/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 127.26	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD11388.1	01/01/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 52.01	MUNI
DD11389.1	01/01/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD11390.1	01/01/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD11391.1	01/01/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD11378.1	02/01/2020	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,414.75	MUNI
DD11380.1	10/01/2020	TELSTRA	MOBILE PHONE CHARGES	\$ 986.70	MUNI
DD11350.1	15/01/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,346.38	MUNI
DD11350.2	15/01/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11350.3	15/01/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 326.06	MUNI
DD11350.4	15/01/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,469.70	MUNI
DD11350.5	15/01/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 844.48	MUNI
DD11350.6	15/01/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 443.17	MUNI
DD11350.7	15/01/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 132.27	MUNI
DD11379.1	19/01/2020	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD11381.1	20/01/2020	TELSTRA	PHONE CHARGES	\$ 749.32	MUNI
DD11382.1	28/01/2020	TELSTRA	PHONE CHARGES	\$ 71.13	MUNI
DD11383.1	28/01/2020	TELSTRA	PHONE CHARGES	\$ 218.50	MUNI
DD11384.1	28/01/2020	TELSTRA	PHONE CHARGES	\$ 100.98	MUNI
DD11385.1	28/01/2020	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD11376.1	29/01/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,249.23	MUNI
DD11376.2	29/01/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11376.3	29/01/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 354.20	MUNI
DD11376.4	29/01/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,932.06	MUNI
DD11376.5	29/01/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 844.48	MUNI
DD11376.6	29/01/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 437.54	MUNI
DD11376.7	29/01/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 136.54	MUNI
DD11386.1	30/01/2020	TELSTRA	PHONE CHARGES	\$ 525.16	MUNI
DD11387.1	30/01/2020	TELSTRA	PHONE CHARGES	\$ 158.17	MUNI
DD11393.1	06/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 799.60	LIC
DD11395.1	07/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,543.30	LIC
DD11397.1	08/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,138.55	LIC
DD11399.1	09/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 456.85	LIC

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD11401.1	10/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,544.40	LIC
DD11403.1	13/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,295.05	LIC
DD11405.1	14/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 302.15	LIC
DD11407.1	15/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,165.95	LIC
DD11409.1	16/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 5,061.45	LIC
DD11411.1	17/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,104.85	LIC
DD11413.1	20/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,713.05	LIC
DD11415.1	21/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 271.55	LIC
DD11417.1	22/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,022.50	LIC
DD11419.1	23/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 7,260.95	LIC
DD11421.1	24/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,803.15	LIC
DD11423.1	28/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,297.75	LIC
DD11425.1	29/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,615.40	LIC
DD11427.1	30/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 118.75	LIC
DD11429.1	31/01/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,898.45	LIC
JNL	02/01/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 01/01/2020	\$ 55,838.67	MUNI
JNL	16/01/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 15/01/2020	\$ 60,924.14	MUNI
JNL	30/01/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 29/01/2020	\$ 60,086.94	MUNI

**\$ 591,888.94**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 554,041.14</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 434.10</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 37,413.70</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b>\$ 591,888.94</b>



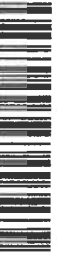
**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 29 OCTOBER 2019 TO 28 NOVEMBER 2019**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
30/10/2019	CONNECTING UP INC	MICROSOFT OFFICE FOR CRC COMPUTERS	\$ 46.20
30/10/2019	CONNECTING UP INC	ADOBE SOFTWARE FOR CRC COMPUTERS	\$ 834.90
6/11/2019	CLAREMONT ART FRAMERS	FRAMED CERTIFICATES FOR RETIRING COUNCILLORS	\$ 334.00
6/11/2019	HIS MAJESTY'S CAR PARK CITY OF PERTH PARKING	PARKING FOR MEETING WITH LAWYERS REGARDING CREC	\$ 13.63
8/11/2019	CROWN TOWERS PERTH	ACCOMMODATION, PARKING & MEALS FOR LGPA 2019 STATE CONFERENCE	\$ 210.50
10/11/2019	TIFFANY & CO AUSTRALIA	FAREWELL GIFT FOR COUNCILLOR LYN BAKER	\$ 595.00
12/11/2019	CROWN GIFTS	FAREWELL GIFT FOR COUNCILLOR SHANNON HARDINGHAM	\$ 210.00
13/11/2019	RAINE SQUARE PERTH	PARKING FOR MEETING WITH LAWYERS/PERKINS REGARDING CREC	\$ 32.40
15/11/2019	COSTUMEBOX.COM.AU	SANTA COSTUME FOR PARK PARTY 13.12.2019	\$ 174.97
28/11/2019	SIGNBIZ WA PTY LTD	SPONSOR BANNERS FOR PARK PARTY 13.12.2019	\$ 264.00
27/11/2019	PETALS NETWORK	FLOWERS FOR CATHERINE (MANAGER FINANCE) & LUKE FOR NEW BABY	\$ 99.90
		<b>CREDIT CARD TOTAL</b>	<b>\$ 2,815.50</b>
<b>CARD NUMBER 4557-XXXX-XXXX-9989</b>			
		<b>CREDIT CARD TOTAL</b>	<b>\$ -</b>
		<b>BILLING ACCOUNT</b>	<b>\$ -</b>
		<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 2,815.50</b>

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

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

Kylie Caley  18 / 12 / 2019 .  
 Signature



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

**Cardholder Details**

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

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Oct 2019	\$46.20 ✓	CONNECTING UP INC ADELAIDE	Microsoft Office 365 Licenses			14576.521	74617639303
30 Oct 2019	\$834.90 ✓	CONNECTING UP INC ADELAIDE	Adobe User Licenses			14576.521	74617639303
6 Nov 2019	\$334.00 ✓	CLAREMONT ART FRAMER CLAREMONT	Framed certificates for rebiling Councilors			04113.520	74564459309
7 Nov 2019	\$13.63 ✓	CPP HIS MAJESTYS PERTH	Parking for meeting with lawyers re: CREZ			011310.265.3011	74940529310
11 Nov 2019	\$210.50 ✓	CROWN TOWERS PERTH BURSWOOD	Accommodation, parking & meals for LGPA 2019			14506.502	74940529313
12 Nov 2019	\$595.00 ✓	TIFFANY & CO. AUS SYDNEY	Farewell Gift Lyn Baker Retirement from Council			04114.520	74798069315
14 Nov 2019	\$210.00 ✓	CROWN GIFTS MELBOURNE	Farewell Gift for Councillor Shannon Hardingham			04114.520	74940529317
15 Nov 2019	\$32.40 ✓	RAINE SQUARE PERTH	Parking for meeting with lawyers/ Petals re: CREZ			011310.265.3011	74564459318
18 Nov 2019	\$174.97 ✓	COSTUMEBOX.COM.AU BROOKVALE	Santa Costume for Park Party 13.12.2019			11606.520	74617639319
25 Nov 2019	\$264.00 ✓	SIGNBIZ WA PTY LTD BAYSWATER	Sponsor Banners for Park Party 13.12.2019			11606.520	74223859329
27 Nov 2019	\$99.90 ✓	PETALS NETWORK ARMIDALE	Flowers for Catherine & Luke for new baby			04114.520	03172191295
<b>Total for this period</b>	<b>\$2,815.50</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: *N.M.A.*

Date: 12/12/19



**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 29 NOVEMBER 2019 TO 27 DECEMBER 2019**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
28/11/2019	KESTREL AU PTY LTD	PARTS FOR WEATHER MEASURING EQUIPMENT	\$ 12.00
10/12/2019	AUSPIRE	ITEMS FOR AUSTRALIA DAY	\$ 56.80
24/12/2019	SHIRE OF KULIN	FUEL	\$ 80.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 148.80</b>
<b>CARD NUMBER 4557-XXXX-XXXX-0935</b>			
11/12/2019	SUMWARE CONSULTING	COMPUTER SOFTWARE FOR LIBRARY	\$ 450.00
12/12/2019	CLARIS WORLDWIDE	COMPUTER SOFTWARE FOR LIBRARY	\$ 720.00
23/12/2019	ADDPRINT RUBBER STAMPS	CUSTOM RUBBER STAFF FOR ADMIN OFFICE	\$ 95.95
		<b>CREDIT CARD TOTAL</b>	<b>\$ 1,265.95</b>
		<b>BILLING ACCOUNT</b>	<b>\$ -</b>
		<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 1,414.75</b>

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

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

Kylie Caley Kylie Caley 61 2 /2020

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

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

Natalie Manton N.M. 612 /2020





Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MRS NATALIE ANITA MANTON  
Account No: [REDACTED]  
Statement Period: 29 November 2019 to 27 December 2019  
Cardholder Limit: \$10,000

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Dec 2019	\$12.00	KESTREL AU PTY LTD HALLETT COVE	<i>Parts for weather measuring equipment. Membership Australia Day Council of WA - Products Fuel.</i>				74940529332
11 Dec 2019	\$56.80	AUSPIRE NEDLANDS					74617639344
27 Dec 2019	\$80.00	SHIRE OF KULIN KULIN					74229859360
<b>Total for this period</b>	<b>\$148.80</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: *N.M.A.*

Date: *28/1/20*



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MS KYLIE ANN CALEY  
Account No: [REDACTED]  
Statement Period: 29 November 2019 to 27 December 2019  
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
13 Dec 2019	\$450.00	PAYPAL *SUMWARECONS 4029357733					74766189346
16 Dec 2019	\$720.00	CLARIS WORLDWIDE INC SYDNEY					74211989347
24 Dec 2019	\$95.95	ADDPRINT RUBBER STAMPS THOMASTOWN					74564459357
<b>Total for this period</b>	<b>\$1,265.95</b>		<b>Totals</b>				

SOFTWARE FOR LIBRARY  
SOFTWARE FOR LIBRARY  
RUBBER STAMP FOR OFFICE

**Employee declaration**

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

*Ann Caley*

Cardholder signature:

Date: 15.1.20



# SHIRE OF CORRIGIN



December  
2019

**MONTHLY FINANCIAL REPORT**

**SHIRE OF CORRIGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 December 2019**

**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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**KEY INFORMATION**

**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.

	<b>% Completed</b>	<b>Original Budget</b>	<b>Original</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
<b>Capital Expenditure</b>						
<b>Buildings</b>						
As per Capital Budget	2.37%	1,110,400		222,492	26,274	196,218
<b>Infrastructure - Roads</b>						
As per Capital Budget	26.43%	3,528,151		1,763,988	932,437	831,551
<b>Parks, Gardens, Recreation Facilities</b>						
As per Capital Budget	1.10%	273,000		136,494	3,000	270,000
<b>Other Infrastructure</b>						
As per Capital Budget	0.00%	53,500		26,736	0	26,736

*% Compares current ytd actuals to annual budget*

*% Compares current ytd actuals to annual budget*

	<b>* Note</b>	<b>31 December 2018</b>	<b>31 December 2019</b>
Adjusted Net Current Assets	189%	\$ 2,241,333	\$ 4,225,808
Cash and Equivalent - Unrestricted	443%	\$ 832,819	\$ 3,687,952
Cash and Equivalent - Restricted	143%	\$ 1,429,695	\$ 2,045,047
Receivables - Rates	104%	\$ 402,258	\$ 419,192
Receivables - Other	-1333%	-\$ 35,660	\$ 475,254
Payables	67%	\$ 171,783	\$ 115,288

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

## **PREPARATION TIMING AND REVIEW**

**Date prepared:** 20 January 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.

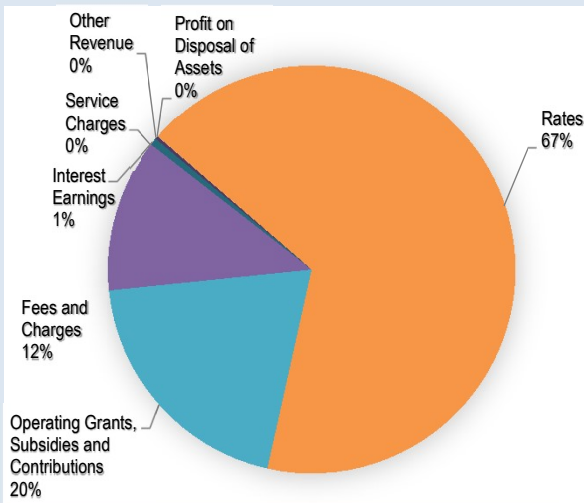
### **CRITICAL ACCOUNTING ESTIMATES**

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.

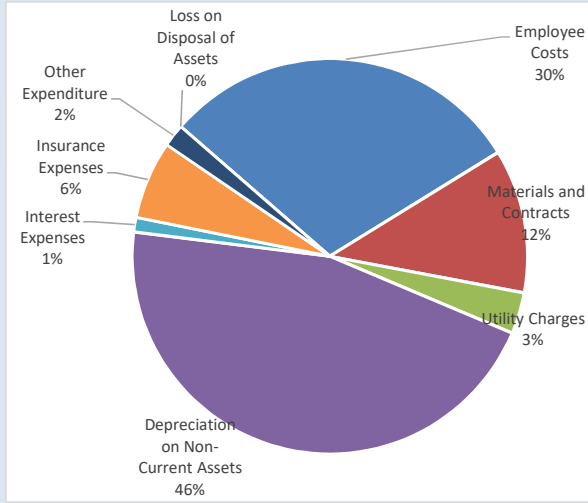
### **ROUNDING OFF FIGURES**

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

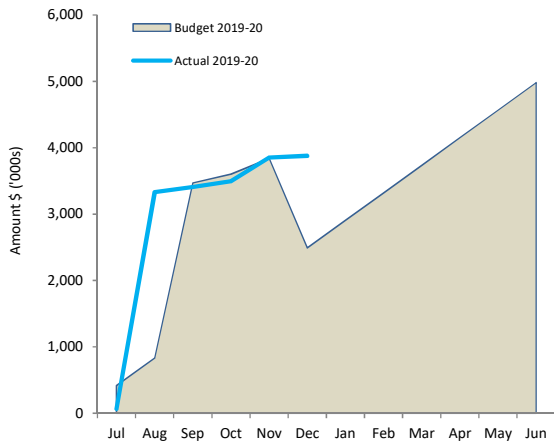
OPERATING REVENUE



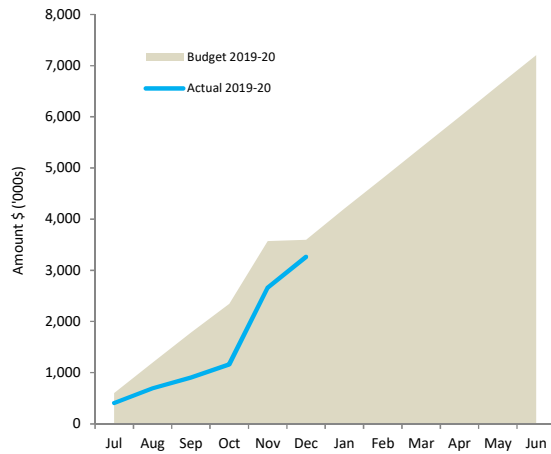
OPERATING EXPENSES



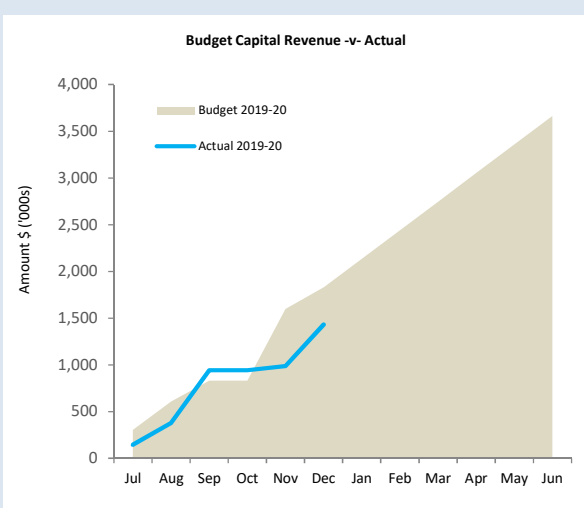
Budget Operating Revenues -v- Actual



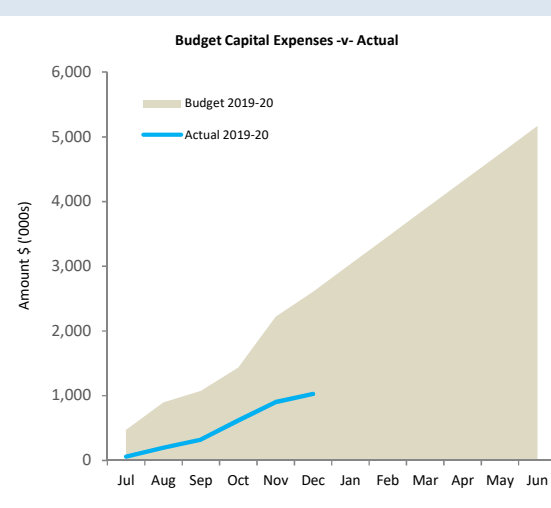
Budget Operating Expenses -v- YTD Actual



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 31 DECEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Adminisitration and operation of facilities and services to members of Council; other costs that relate to the task of assiting elected members and ratepayers on matters on matters which do not concern specific Council services
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	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
<b>EDUCATION AND WELFARE</b>	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
<b>HOUSING</b>	To provide and maintain staff and rental housing.	Provision and maintenance of staff, aged, rental and joint venture housing.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control Shire overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	Adopted YTD Annual Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,727,085	1,727,085	<b>1,750,045</b>	22,960	1%	
<b>Revenue from operating activities</b>							
Governance		1,904	1,370	2,935	1,565	114%	
General Purpose Funding - Rates	5	2,600,031	2,600,031	2,601,715	1,684	0%	
General Purpose Funding - Other		1,039,153	532,667	530,871	(1,795)	(0%)	
Law, Order and Public Safety		52,589	17,496	23,450	5,954	34%	
Health		220,635	59,880	62,281	2,401	4%	
Education and Welfare		167,602	67,254	69,658	2,404	4%	
Housing		137,754	68,850	77,023	8,173	12%	
Community Amenities		230,478	218,434	219,375	941	0%	
Recreation and Culture		57,505	23,436	28,920	5,484	23%	
Transport		287,906	179,740	179,047	(693)	(0%)	
Economic Services		45,600	21,000	33,661	12,661	60%	▲
Other Property and Services		140,440	45,834	48,653	2,819	6%	
		<b>4,981,597</b>	<b>3,835,992</b>	<b>3,877,589</b>			
<b>Expenditure from operating activities</b>							
Governance		(735,166)	(343,569)	(292,604)	50,965	15%	▲
General Purpose Funding		(69,928)	(34,950)	(37,615)	(2,665)	(8%)	
Law, Order and Public Safety		(137,212)	(68,562)	(73,852)	(5,290)	(8%)	
Health		(570,708)	(285,240)	(263,812)	21,428	8%	
Education and Welfare		(332,258)	(166,002)	(163,135)	2,867	2%	
Housing		(189,047)	(94,272)	(74,580)	19,692	21%	▲
Community Amenities		(548,667)	(274,206)	(241,632)	32,574	12%	▲
Recreation and Culture		(1,530,478)	(762,437)	(721,391)	41,046	5%	
Transport		(2,572,587)	(1,286,142)	(1,261,624)	24,518	2%	
Economic Services		(312,982)	(155,052)	(139,068)	15,984	10%	▲
Other Property and Services		(208,502)	(104,028)	5,583	109,611	105%	▲
		<b>(7,207,536)</b>	<b>(3,574,460)</b>	<b>(3,263,732)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,541,920	1,270,704	1,488,809	218,105	17%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	20,946	(1,819)	(22,765)	(109%)	▼
Movement in Deferred Pensioner Rebates		0	0	(3,282)	(3,282)		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>208,988</b>	<b>1,553,182</b>	<b>2,097,565</b>			
<b>Investing Activities</b>							
Contributions	11	3,662,952	1,599,476	1,430,324	(169,152)	(11%)	▼
Proceeds from Disposal of Assets	6	210,000	0	13,002	13,002		▲
Capital Acquisitions	7	(5,622,051)	(2,217,710)	(1,025,978)	1,191,732	54%	▲
<b>Amount attributable to investing activities</b>		<b>(1,749,099)</b>	<b>(618,234)</b>	<b>417,348</b>			
<b>Financing Activities</b>							
Repayment of Debentures	9	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	10	(108,626)	0	(315)	(315)		
<b>Amount attributable to financing activities</b>		<b>(186,974)</b>	<b>(39,286)</b>	<b>(39,151)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>1</b>	<b>2,622,747</b>	<b>4,225,808</b>			

**KEY INFORMATION**

Note 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 31 DECEMBER 2019

### 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 CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## 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 31 DECEMBER 2019

BY NATURE OR TYPE

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,727,085	1,727,085	1,750,045	22,960	1%	
<b>Revenue from operating activities</b>							
Rates	5	2,600,031	2,600,031	2,601,715	1,684	0%	
Operating Grants, Subsidies and							
Contributions	11	1,483,609	746,933	770,790	23,858	3%	
Fees and Charges		637,504	435,058	471,826	36,768	8%	
Interest Earnings		59,670	29,820	21,783	(8,037)	(27%)	
Other Revenue		51,890	24,150	9,655	(14,495)	(60%)	▼
Profit on Disposal of Assets	6	148,893	0	1,819	1,819		
		<b>4,981,597</b>	<b>3,835,992</b>	<b>3,877,589</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,433,498)	(1,216,476)	(972,614)	243,862	20%	▲
Materials and Contracts		(1,550,892)	(734,518)	(384,529)	349,989	48%	▲
Utility Charges		(209,561)	(104,604)	(110,478)	(5,874)	(6%)	
Depreciation on Non-Current Assets		(2,541,920)	(1,270,704)	(1,488,809)	(218,105)	(17%)	▼
Interest Expenses		(87,227)	(41,249)	(38,441)	2,808	7%	
Insurance Expenses		(242,116)	(122,860)	(208,701)	(85,841)	(70%)	▼
Other Expenditure		(100,422)	(63,103)	(60,160)	2,943	5%	
Loss on Disposal of Assets	6	(41,900)	(20,946)	0	20,946	100%	
		<b>(7,207,536)</b>	<b>(3,574,460)</b>	<b>(3,263,732)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,541,920	1,270,704	1,488,809	218,105	17%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	20,946	(1,819)	(22,765)	(109%)	▼
Movement in Deferred Pensioner Rebates		0	0	(3,282)	(3,282)		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>208,988</b>	<b>1,553,182</b>	<b>2,097,565</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	11	3,662,952	1,599,476	1,430,324	(169,152)	(11%)	▼
Proceeds from Disposal of Assets	6	210,000	0	13,002	13,002		▲
Land held for resale		0	0	0	0		
Capital acquisitions	7	(5,622,051)	(2,217,710)	(1,025,978)	1,191,732	54%	▲
<b>Amount attributable to investing activities</b>		<b>(1,749,099)</b>	<b>(618,234)</b>	<b>417,348</b>			
<b>Financing Activities</b>							
Transfer from Reserves	10	224	0	0	0		
Repayment of Debentures	9	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	10	(108,626)	0	(315)	(315)		
<b>Amount attributable to financing activities</b>		<b>(186,974)</b>	<b>(39,286)</b>	<b>(39,151)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>1</b>	<b>2,622,747</b>	<b>4,225,808</b>			

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 City 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 City 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 City 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.

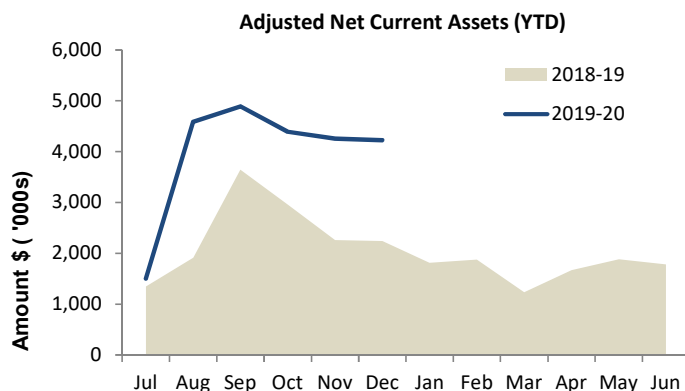
Adjusted Net Current Assets	Ref Note	Last Years	This Time Last	Year to Date Actual
		Closing	Year	31 Dec 2019
		30 June 2019	31 Dec 2018	31 Dec 2019
		\$	\$	\$
<b>Current Assets</b>				
Short term Investment	3	900,000	1,200,000	3,580,000
Cash Unrestricted	3	1,075,998	832,819	107,952
Cash Restricted	3	2,044,732	1,429,695	2,045,047
Receivables - Rates	4	135,726	402,258	419,192
Receivables - Other	4	43,914	(35,660)	475,254
Accrued Income		0	26,893	0
Interest / ATO Receivable		20,895	69,528	22,138
Inventories		82,537	271,798	75,281
Land held for resale - current		60,000	60,000	60,000
		4,363,802	4,257,331	6,784,864
<b>Less: Current Liabilities</b>				
Payables		(171,783)	(83,233)	(115,288)
Provisions - employee		(337,242)	(443,070)	(337,242)
Long term borrowings		(78,572)	(37,956)	(39,736)
		(587,596)	(564,258)	(492,266)
<b>Unadjusted Net Current Assets</b>		<b>3,776,205</b>	<b>3,693,073</b>	<b>6,292,598</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,044,732)	(1,429,695)	(2,045,047)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Less: Trust Liability as of 30 June 2019		0	0	(1,480)
Add: Long term borrowings		78,572	37,956	39,736
<b>Adjusted Net Current Assets</b>		<b>1,750,045</b>	<b>2,241,333</b>	<b>4,225,808</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>This Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$4.23 M</b>
<b>Last Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$2.24 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date 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
	\$	%			
<b>Revenue from operating activities</b>					
Governance	1,565	114%		Permanent	Sale of Maps income is more than anticipated. LGIS claim refund for laptop.
Law, Order and Public Safety	5,954	34%		Permanent	DFES Grant income higher than YTD budget. Fire break infringements issued, no budget allocated for this.
Housing	8,173	12%		Permanent	Insurance reimbursement for 25 Seimons Ave, offset by corresponding expenditure. Rent revenue over YTD budget.
Recreation and Culture	5,484	23%		Timing	Swimming pool admissions over YTD budget, YTD budget spread requires adjustment to suit peak admissions.
Economic Services	12,661	60%	▲	Permanent	Sheep sale commission and building control income higher than anticipated. Standpipe income is higher than anticipated YTD budget.
<b>Expenditure from operating activities</b>					
Governance	50,965	15%	▲	Timing	Admin allocations are under YTD budget, any adjustments will be made at year end. Training expenses are below YTD budget. Election expenses under YTD budget
Housing	19,692	21%	▲	Timing	Housing maintenance expenditure under YTD budget.
Community Amenities	32,574	12%	▲	Timing	Sanitation expenditure is under anticipated YTD budget, public convenience expenditure is under YTD budget.
Economic Services	15,984	10%	▲	Timing	Expenditure across the program is down slightly for YTD spread.
Other Property and Services	109,611	105%	▲	Timing	Under YTD budget due to allocations, any adjustments will be made at year end
<b>Investing Activities</b>					
Non-operating Grants, Subsidies & Contributions	(169,152)	(11%)	▼	Timing	MRWA funding has not been received in line with the anticipated timing at the time of the budget.
Capital Acquisitions	1,191,732	54%	▲		Timing of budgeted capital expenditure requires review for YTD.
<b>Financing Activities</b>					



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

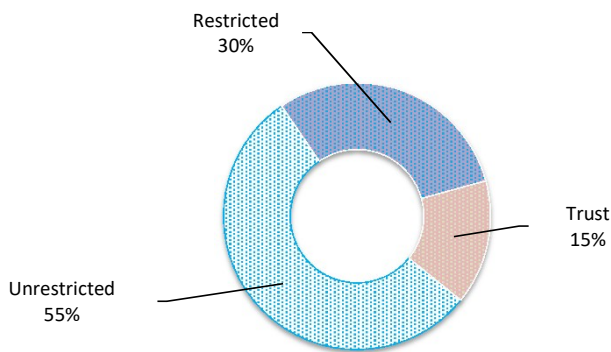
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	900			900			
<b>At Call Deposits</b>							
Municipal Fund	107,052			107,052			
Reserve Fund		2,045,047		2,045,047	NAB	2.05%	3/01/2020
Trust Fund			80,221	80,221			
Stevenson Trust Fund			939,485	939,485			
Licensing Trust Fund			0				
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	500,000			500,000	NAB	1.70%	10/02/2020
Municipal Investment - Term Deposit	1,000,000			1,000,000	NAB	1.70%	9/04/2020
WA Treasury Corporation - OCDF	2,080,000			2,080,000	WATC	0.70%	at call
<b>Total</b>	<b>3,687,952</b>	<b>2,045,047</b>	<b>1,019,706</b>	<b>6,751,804</b>			

**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
<b>\$6.75 M</b>	<b>\$3.69 M</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 June 2019	31 December 2019
	\$	\$
Opening Arrears Previous Years	135,726	135,726
Levied this year	2,529,078	2,634,831
Less Collections to date	(2,529,078)	(2,351,365)
Equals Current Outstanding	135,726	419,192
<b>Net Rates Collectable</b>	<b>135,726</b>	<b>419,192</b>
% Collected	94.91%	84.87%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	463,432	9,537	701	1,585	475,254
Percentage	97.51%	2.01%	0.15%	0.33%	
<b>Balance per Trial Balance</b>					
Sundry debtors					475,254
GST receivable					22,138
Accrued Income					0
Provision for Doubtful Debts					0
<b>Total Receivables General Outstanding</b>					<b>497,392</b>

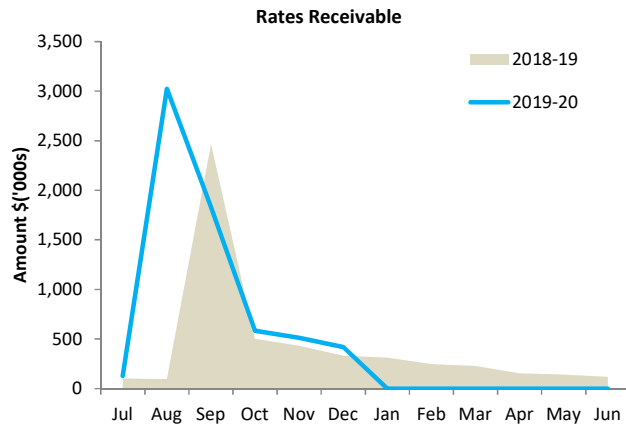
Amounts shown above include GST (where applicable)

KEY INFORMATION

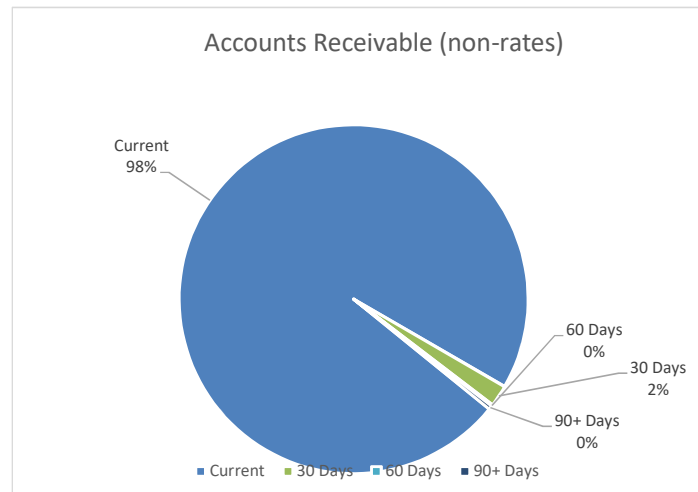
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



Collected	Rates Due
<b>85%</b>	<b>\$419,192</b>



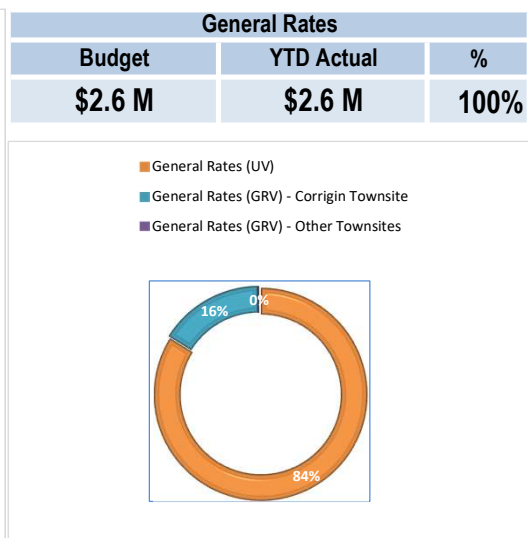
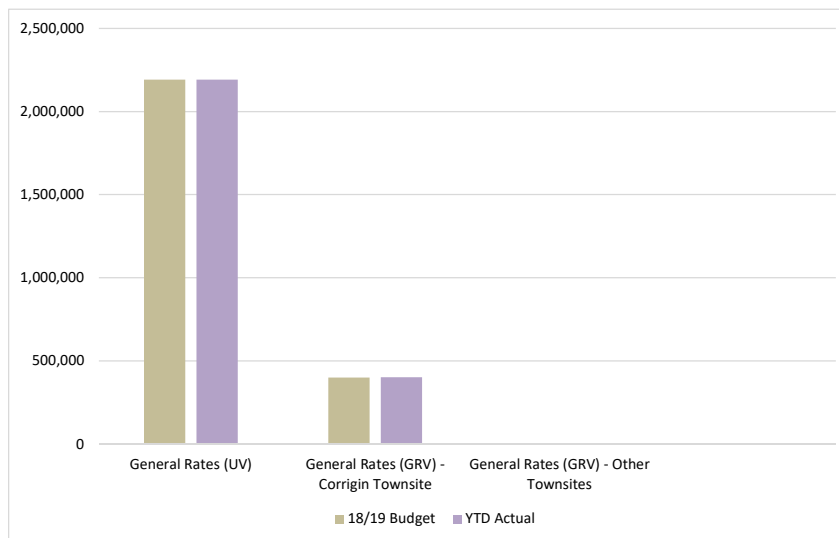
<b>Debtors Due</b>
<b>\$497,392</b>
<b>Over 30 Days</b>
<b>2%</b>
<b>Over 90 Days</b>
<b>0%</b>

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	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
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	478		401,435
General Rates (GRV) - Other Townsites	0.091332	3	18,980	1,733			1,733	1,733			1,733
											0
<b>Minimum Payment</b>	Minimum \$										
General Rates (UV)	390	14	101,687	5,460			5,460	5,460			5,460
General Rates (GRV) - Corrigin Townsite	390	42	80,531	16,380			16,380	16,380			16,380
General Rates (GRV) - Other Townsites	390	10	12,230	3,900			3,900	3,900			3,900
				0			0				0
							0				0
							0				0
<b>Sub-Totals</b>		<b>820</b>	<b>156,981,534</b>	<b>2,620,998</b>	<b>0</b>	<b>0</b>	<b>2,620,997</b>	<b>2,620,998</b>	<b>478</b>	<b>0</b>	<b>2,621,475</b>
Discount							(20,967)				(19,761)
Concession							0				0
<b>Amount from General Rates</b>							<b>2,600,030</b>				<b>2,601,714</b>
Ex-Gratia Rates							33,116				33,116
<b>Total General Rates</b>							<b>2,633,146</b>				<b>2,634,831</b>
<b>Totals</b>							<b>2,633,146</b>				<b>2,634,831</b>

**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**

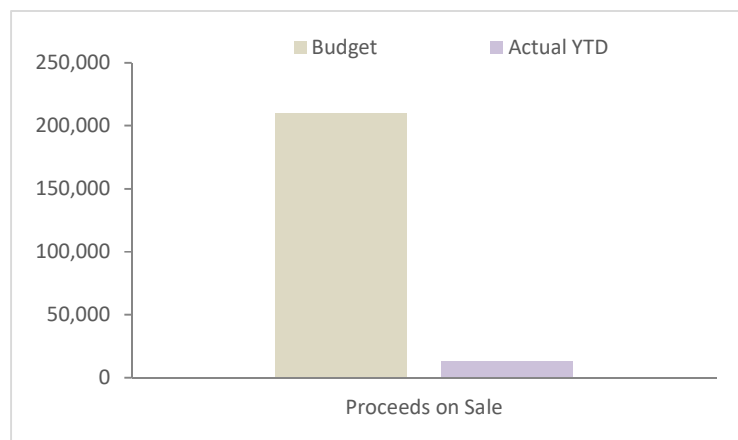


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset No.	Plant No.	Asset Description	Amended Budget				YTD Actual			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
1001017	P4CR	EHO VEHICLE	23,907	30,000	6,093			0		
1000773	PCR4650	KUBOTA MOWER 4WD	11,900	10,000		(1,900)	11,183	13,002	1,819	
	10102	P016 GALLAGHER MOWER	1,050	10,000	8,950				0	
100537	PCR2	L90F VOLVO LOADER	14,890	100,000	85,110				0	
1000769	PCR17	UTILITY VEHICLE	0	20,000	20,000				0	
1000770	PCR22	UTILITY VEHICLE	11,260	20,000	8,740				0	
1000847	P2CR	DCEO VEHICLE	0	20,000	20,000				0	
		MISC SMALL PLANT	40,000	0		(40,000)			0	
<b>Total</b>			<b>103,007</b>	<b>210,000</b>	<b>148,893</b>	<b>(41,900)</b>	<b>11,183</b>	<b>13,002</b>	<b>1,819</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$210,000</b>	<b>\$13,002</b>	<b>6%</b>

Capital Acquisitions	Original Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	1,110,400	222,492	26,274	(196,218)
Plant & Equipment	657,000	68,000	64,267	(3,733)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads, Footpaths, Kerbing, Drainage, etc	3,528,151	1,763,988	932,437	(831,551)
Parks, Gardens, Recreation Facilities	273,000	136,494	3,000	(133,494)
Sewerage	0	0	0	0
Other Infrastructure	53,500	26,736	0	(26,736)
<b>Capital Expenditure Totals</b>	<b>5,622,051</b>	<b>2,217,710</b>	<b>1,025,978</b>	<b>(1,191,732)</b>

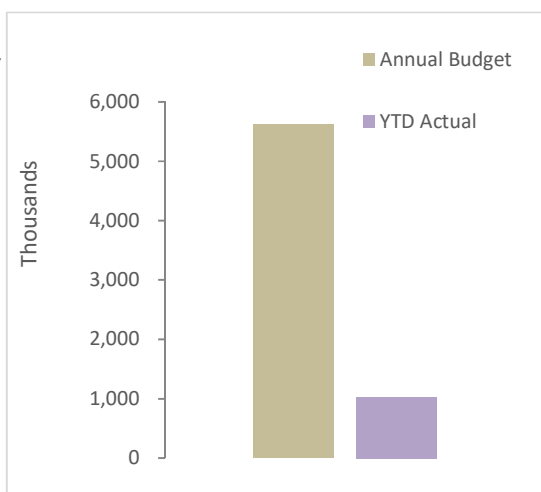
**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,305,275	711,308	739,852	28,544
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	210,000	0	13,002	13,002
Contribution - operations	<b>4,106,776</b>	<b>1,506,402</b>	<b>273,124</b>	<b>(1,233,278)</b>
<b>Capital Funding Total</b>	<b>5,622,051</b>	<b>2,217,710</b>	<b>1,025,978</b>	<b>(1,191,732)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.62 M</b>	<b>\$1.03 M</b>	<b>18%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.31 M</b>	<b>\$0.74 M</b>	<b>57%</b>



		Acc/Job No.	Original Budget	YTD Budget	YTD Actual	Variance	
	<b>Infrastructure - Roads</b>						
58%		GILL ROAD	RR020	312,145	156,066	180,886	(24,820)
13%		RRG - CORRIGIN NAREMBEEN ROAD	RG174	160,588	80,286	21,298	58,988
0%		OWN RESOURCES - CORRIGIN NAREMBEEN ROAD	CR174	86,047	43,020	0	43,020
0%		BULARING PINGELLY ROAD	12198	131,721	65,856	0	65,856
0%		BULLARING GORGE ROCK ROAD	12175	126,460	63,222	0	63,222
0%		BILBARIN EAST ROAD	12174	57,865	28,932	0	28,932
1%		BULYEE ROAD	12192	1,111,310	555,642	8,249	547,393
26%		BS - QUAIRADING CORRIGIN ROAD	BS172	963,714	481,848	246,001	235,847
79%		RRG - QUAIRADING CORRIGIN ROAD	RG172	224,007	111,996	177,983	(65,987)
0%		BS - FENCE ROAD	BS007	290,294	145,134	234,504	(89,370)
99%		FOOTPATH UPGRADE	12281	64,000	31,986	63,516	(31,530)
26%		<b>Sub Total - Roads</b>		<b>3,528,151</b>	<b>1,763,988</b>	<b>932,437</b>	<b>831,551</b>
	<b>Parks, Gardens, Recreation Facilities</b>						
11%		SWIMMING POOL UPGRADE	11280	28,000	13,998	3,000	10,998
0%		OVAL LIGHTING UPGRADE	11390	220,000	109,998	0	109,998
0%		CREC CARPARKING	11396	25,000	12,498	0	12,498
1%		<b>Sub Total - Parks, Gardens, Recreation Facilities</b>		<b>273,000</b>	<b>136,494</b>	<b>3,000</b>	<b>133,494</b>
	<b>Sewerage</b>						
		Nil					
		<b>Sub Total - Sewerage</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other Infrastructure</b>						
0%		CREC PLAYGROUND SHADE STRUCTURES	11397	20,000	9,996	0	9,996
0%		MAIN STREET SHADE STUCTURES	11369	10,000	4,998	0	4,998
0%		WATER STORAGE	13781	14,000	6,996	0	6,996
0%		NICHE WALL UPGRADE	10785	9,500	4,746	0	4,746
0%		<b>Sub Total - Urban Infrastructure</b>		<b>53,500</b>	<b>26,736</b>	<b>0</b>	<b>26,736</b>
18%		<b>Total</b>		<b>5,622,051</b>	<b>2,217,710</b>	<b>1,025,978</b>	<b>1,191,732</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

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

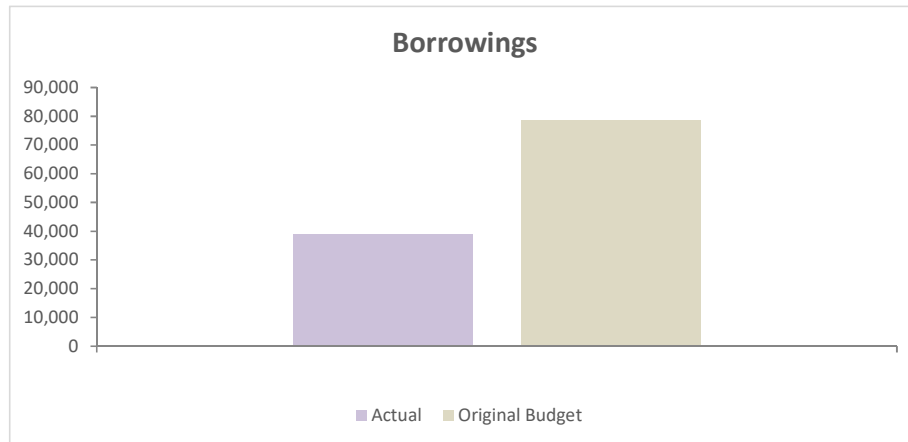
All debenture repayments were financed by general purpose revenue.

**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.



<b>Principal Repayments</b>	<b>\$38,836</b>
<b>Interest Earned</b>	<b>\$21,783</b>
<b>Interest Expense</b>	<b>\$38,441</b>
<b>Reserves Bal</b>	<b>\$2.05 M</b>
<b>Loans Due</b>	<b>\$1.62 M</b>

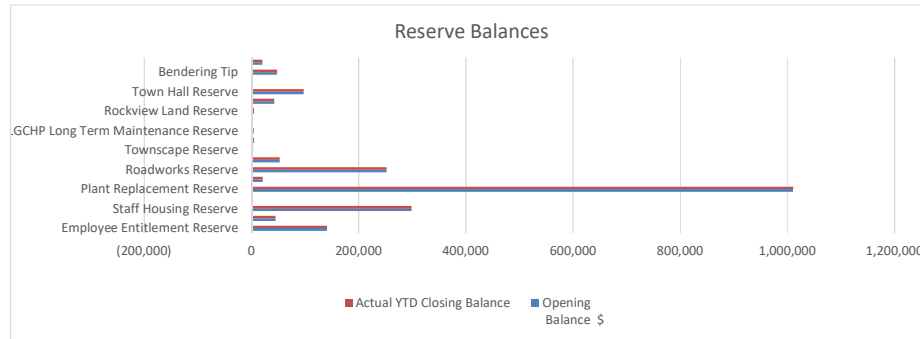
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	140,748	2,727	22	12,000		0	0	155,475	140,770
Community Bus Reserve	45,063	873	7	0		0	0	45,936	45,070
Staff Housing Reserve	298,280	5,780	46	12,000		0	0	316,060	298,326
Office Equipment Reserve	1,536	30	0	5,000		0	0	6,566	1,536
Plant Replacement Reserve	1,010,153	19,573	155	0		0	0	1,029,726	1,010,308
Swimming Pool Reserve	20,562	398	3	10,000		0	0	30,960	20,565
Roadworks Reserve	251,650	4,876	39	10,000		0	0	266,526	251,689
Land Subdivision Reserve	52,602	1,020	8	0		0	0	53,622	52,610
Townscape Reserve	2,676	52	0	5,000		0	0	7,728	2,676
Medical Reserve	4,760	92	1	0		0	0	4,852	4,761
LGCHP Long Term Maintenance Reserve	3,946	76	1	0		0	0	4,022	3,947
Community Development Reserve	179	4	(179)	0		(182)	0	1	(0)
Rockview Land Reserve	4,895	95	1	0		0	0	4,990	4,896
Senior Citizens Units	42,424	822	7	0		0	0	43,246	42,431
Town Hall Reserve	97,568	1,891	15	0		0	0	99,459	97,583
Child Care Reserve	41	0	(41)	0		(42)	0	(1)	0
Bendering Tip	47,649	923	3	5,006	224	0	0	53,578	47,876
Recreation Reserve	20,000	388	3	10,000		0	0	30,388	20,003
	<b>2,044,732</b>	<b>39,620</b>	<b>91</b>	<b>69,006</b>	<b>224</b>	<b>(224)</b>	<b>0</b>	<b>2,153,134</b>	<b>2,045,047</b>

KEY INFORMATION





Grants and Contributions

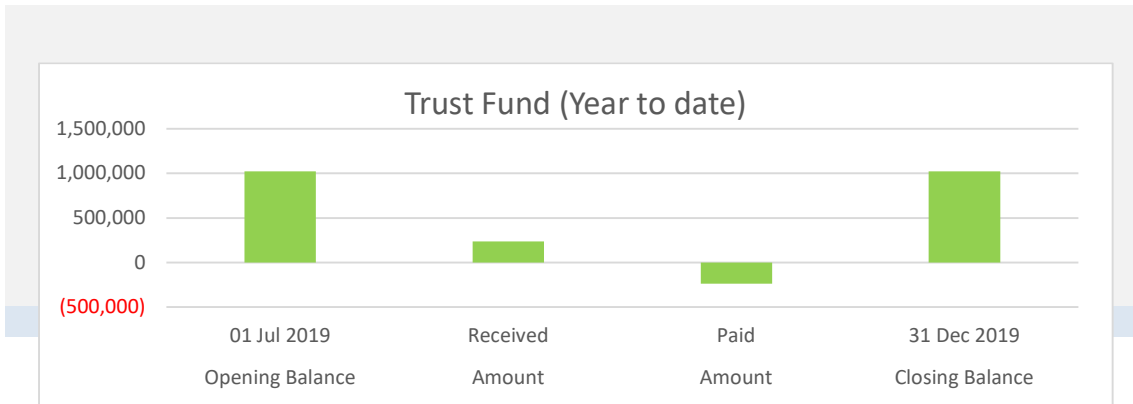
	Original Budget	YTD Budget	YTD Actual	Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Legal Fees Income	10,000	4,998	9,920	4,922
Grants Commission Grant Received - General Purpose	565,090	303,253	303,253	0
Grants Commission Grant Received- Roads	365,027	158,360	158,360	0
<b>Governance</b>				
Thank a Volunteer Day Funding Income	854	854	855	1
Miscellaneous Income	0	0	32	32
<b>Health</b>				
Scheme Income	189,481	47,370	50,517	3,147
Other Health Reimbursements Income	1,000	498	0	(498)
<b>Education &amp; Welfare</b>				
CRC Funding Income	104,052	52,026	47,315	(4,711)
Resource Centre Grant Funding	33,000	0	1,247	1,247
<b>Recreation &amp; Culture</b>				
Swimming Pool Subsidy	0	0	657	657
Bikeweek Grant Income	500	246	0	(246)
Other Cultural Income	5,700	2,844	5,245	2,401
Community Donations	100	48	0	(48)
	0			
<b>Transport</b>				
Main Roads Direct Grant	165,646	165,646	165,646	0
Miscellaneous Income	0	0	0	0
<b>Other Property &amp; Services</b>				
Diesel Fuel Rebate	0	0	11,824	11,824
<b>Reimbursements</b>				
Reimbursements	0	0	373	373
<b>Law &amp; Order</b>				
DFES Grant	43,159	10,790	15,547	4,757
<b>Operating grants, subsidies and contributions Total</b>	<b>1,483,609</b>	<b>746,933</b>	<b>770,790</b>	<b>23,858</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education and Welfare</b>				
Aged Housing Project	496,000	0	0	0
CRC Funding Income	0	0	259	259
<b>Transport</b>				
Regional Road Group	339,327	169,664	135,731	(33,933)
Roads to Recovery	435,275	217,638	280,115	62,477
WANDRAA	329,676	164,838	171,903	7,065
Federal Blackspot	839,320	419,660	413,141	(6,519)
MRWA Blackspot	193,529	96,764	0	(96,764)
Commodity Route	997,825	498,912	399,130	(99,782)
Regional Bicycle Network Funding	32,000	32,000	30,045	(1,955)
<b>Other Property &amp; Services</b>				
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,662,952</b>	<b>1,599,476</b>	<b>1,430,324</b>	<b>(169,152)</b>
<b>Grand Total</b>	<b>5,146,561</b>	<b>2,346,409</b>	<b>2,201,115</b>	<b>(145,294)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**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	Amount	Amount	Closing Balance
	01 Jul 2019	Received	Paid	31 Dec 2019
	\$	\$	\$	\$
B.C.I.T.F	100	329	(238)	192
Building Services Levy	69	1,654	(1,723)	0
Bus Ticketing	0	847	(604)	242
Police Licensing	4,392	230,196	(233,641)	946
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	2,010	(2,776)	939,485
Corrigin Disaster Fund	10,929	0	0	10,929
Bendering Tip	16,707	0	0	16,707
	<b>1,025,193</b>	<b>235,036</b>	<b>(239,257)</b>	<b>1,020,972</b>





# SHIRE OF CORRIGIN



January 2020

MONTHLY FINANCIAL REPORT

**SHIRE OF CORRIGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 January 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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**KEY INFORMATION**

**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.

	<b>% Completed</b>	<b>Original Budget</b>	<b>Original</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
<b>Capital Expenditure</b>						
<b>Buildings</b>						
As per Capital Budget	2.37%	1,110,400		259,574	26,274	233,300
<b>Infrastructure - Roads</b>						
As per Capital Budget	30.84%	3,528,151		2,057,986	1,087,941	970,045
<b>Parks, Gardens, Recreation Facilities</b>						
As per Capital Budget	1.10%	273,000		159,243	3,000	270,000
<b>Other Infrastructure</b>						
As per Capital Budget	0.00%	53,500		31,192	0	31,192

*% Compares current ytd actuals to annual budget*

*% Compares current ytd actuals to annual budget*

	<b>* Note</b>	<b>31 January 2019</b>	<b>31 January 2020</b>
Adjusted Net Current Assets	209%	\$ 1,815,692	\$ 3,785,800
Cash and Equivalent - Unrestricted	2152%	\$ 173,932	\$ 3,743,359
Cash and Equivalent - Restricted	144%	\$ 1,439,735	\$ 2,066,181
Receivables - Rates	100%	\$ 378,605	\$ 380,497
Receivables - Other	-31%	-\$ 33,877	\$ 10,472
Payables	59%	\$ 173,012	\$ 102,393

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

**PREPARATION TIMING AND REVIEW**

**Date prepared:** 6 February 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.

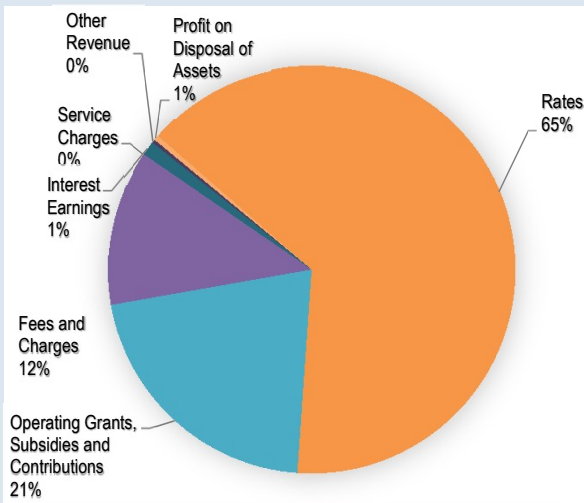
**CRITICAL ACCOUNTING ESTIMATES**

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.

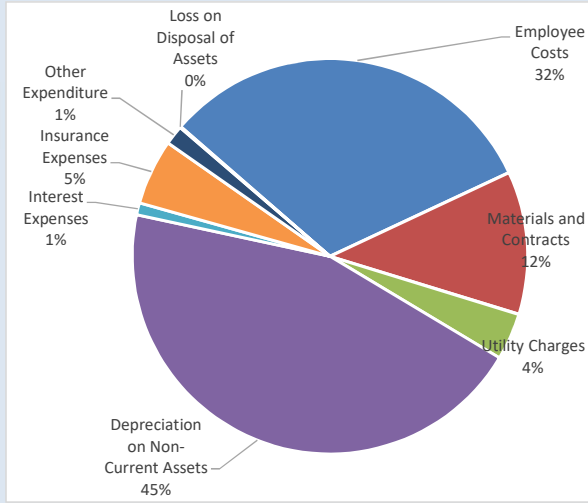
**ROUNDING OFF FIGURES**

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

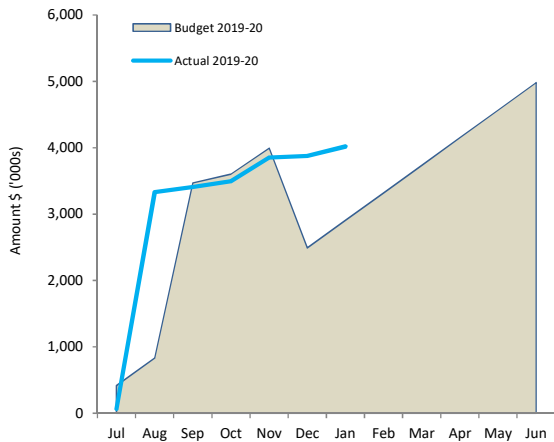
OPERATING REVENUE



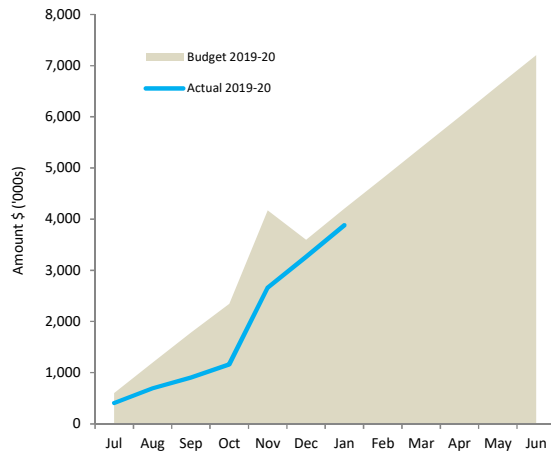
OPERATING EXPENSES



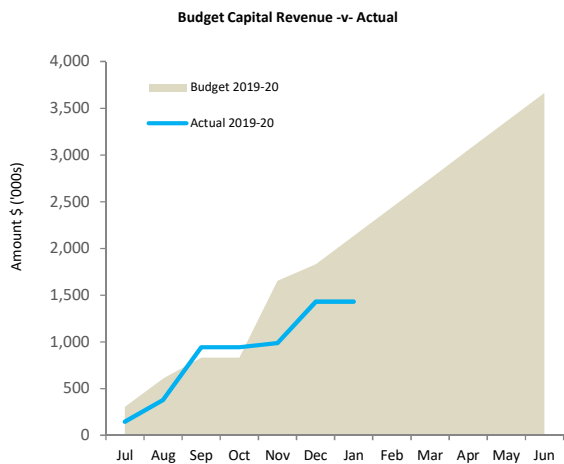
Budget Operating Revenues -v- Actual



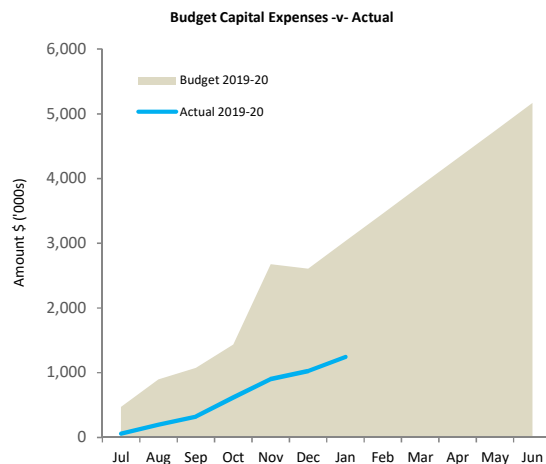
Budget Operating Expenses -v- YTD Actual



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 31 JANUARY 2020**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	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
<b>EDUCATION AND WELFARE</b>	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
<b>HOUSING</b>	To provide and maintain staff and rental housing.	Provision and maintenance of staff, aged, rental and joint venture housing.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control Shire overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	Adopted YTD Annual Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,727,085	1,727,085	<b>1,748,816</b>	21,731	1%	
<b>Revenue from operating activities</b>							
Governance		1,904	1,456	3,581	2,125	146%	
General Purpose Funding - Rates	5	2,600,031	2,600,031	2,601,715	1,684	0%	
General Purpose Funding - Other		1,039,153	538,990	555,244	16,254	3%	
Law, Order and Public Safety		52,589	28,737	33,275	4,538	16%	
Health		220,635	115,428	103,462	(11,966)	(10%)	▼
Education and Welfare		167,602	100,463	95,249	(5,214)	(5%)	
Housing		137,754	80,325	87,410	7,085	9%	
Community Amenities		230,478	220,435	219,685	(750)	(0%)	
Recreation and Culture		57,505	27,342	32,722	5,380	20%	
Transport		287,906	182,089	180,745	(1,344)	(1%)	
Economic Services		45,600	24,500	40,331	15,831	65%	▲
Other Property and Services		140,440	73,473	65,799	(7,674)	(10%)	
		<b>4,981,597</b>	<b>3,993,269</b>	<b>4,019,219</b>			
<b>Expenditure from operating activities</b>							
Governance		(735,166)	(409,618)	(392,901)	16,717	4%	
General Purpose Funding		(69,928)	(40,775)	(50,749)	(9,974)	(24%)	
Law, Order and Public Safety		(137,212)	(79,989)	(81,203)	(1,214)	(2%)	
Health		(570,708)	(332,780)	(326,922)	5,858	2%	
Education and Welfare		(332,258)	(193,669)	(194,135)	(466)	(0%)	
Housing		(189,047)	(109,984)	(86,175)	23,809	22%	▲
Community Amenities		(548,667)	(319,907)	(266,105)	53,802	17%	▲
Recreation and Culture		(1,530,478)	(883,103)	(848,143)	34,959	4%	
Transport		(2,572,587)	(1,500,499)	(1,444,010)	56,489	4%	
Economic Services		(312,982)	(180,894)	(165,605)	15,289	8%	
Other Property and Services		(208,502)	(121,366)	(27,427)	93,939	77%	▲
		<b>(7,207,536)</b>	<b>(4,172,584)</b>	<b>(3,883,375)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,541,920	1,482,488	1,738,952	256,464	17%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(1,656)	(12,619)	(10,963)	662%	
Movement in Deferred Pensioner Rebates		0	0	(3,282)	(3,282)		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>208,988</b>	<b>1,301,517</b>	<b>1,858,894</b>			
<b>Investing Activities</b>							
Contributions	11	3,662,952	1,654,422	1,430,324	(224,098)	(14%)	▼
Proceeds from Disposal of Assets	6	210,000	0	50,277	50,277		▲
Capital Acquisitions	7	(5,622,051)	(2,678,995)	(1,241,787)	1,437,208	54%	▲
<b>Amount attributable to investing activities</b>		<b>(1,749,099)</b>	<b>(1,024,573)</b>	<b>238,815</b>			
<b>Financing Activities</b>							
Repayment of Debentures	9	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	10	(108,626)	0	(21,669)	(21,669)		▼
<b>Amount attributable to financing activities</b>		<b>(186,974)</b>	<b>(39,286)</b>	<b>(60,725)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>1</b>	<b>1,964,743</b>	<b>3,785,800</b>			

**KEY INFORMATION**

Note 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 31 JANUARY 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 CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## 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 31 JANUARY 2020

BY NATURE OR TYPE

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,727,085	1,727,085	<b>1,748,816</b>	21,731	1%	
<b>Revenue from operating activities</b>							
Rates	5	2,600,031	2,600,031	2,601,715	1,684	0%	
Operating Grants, Subsidies and							
Contributions	11	1,483,609	837,203	848,101	10,899	1%	
Fees and Charges		637,504	466,977	496,396	29,419	6%	
Interest Earnings		59,670	34,790	46,033	11,243	32%	▲
Other Revenue		51,890	28,175	10,609	(17,566)	(62%)	▼
Profit on Disposal of Assets	6	148,893	26,093	16,365	(9,728)	(37%)	
		<b>4,981,597</b>	<b>3,993,269</b>	<b>4,019,218</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,433,498)	(1,419,222)	(1,229,105)	190,117	13%	▲
Materials and Contracts		(1,550,892)	(874,889)	(454,628)	420,261	48%	▲
Utility Charges		(209,561)	(122,038)	(149,143)	(27,105)	(22%)	▼
Depreciation on Non-Current Assets		(2,541,920)	(1,482,488)	(1,738,952)	(256,464)	(17%)	▼
Interest Expenses		(87,227)	(41,717)	(38,441)	3,276	8%	
Insurance Expenses		(242,116)	(142,677)	(208,701)	(66,024)	(46%)	▼
Other Expenditure		(100,422)	(65,116)	(60,660)	4,456	7%	
Loss on Disposal of Assets	6	(41,900)	(24,437)	(3,745)	20,692	85%	
		<b>(7,207,536)</b>	<b>(4,172,584)</b>	<b>(3,883,375)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,541,920	1,482,488	1,738,952	256,464	17%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(1,656)	(12,619)	(10,963)	662%	
Movement in Deferred Pensioner Rebates		0	0	(3,282)	(3,282)		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>208,988</b>	<b>1,301,517</b>	<b>1,858,894</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	11	3,662,952	1,654,422	1,430,324	(224,098)	(14%)	▼
Proceeds from Disposal of Assets	6	210,000	0	50,277	50,277		▲
Land held for resale		0	0	0	0		
Capital acquisitions	7	(5,622,051)	(2,678,995)	(1,241,787)	1,437,208	54%	▲
<b>Amount attributable to investing activities</b>		<b>(1,749,099)</b>	<b>(1,024,573)</b>	<b>238,815</b>			
<b>Financing Activities</b>							
Transfer from Reserves	10	224	0	(220)	(220)		
Repayment of Debentures	9	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	10	(108,626)	0	(21,669)	(21,669)		▼
<b>Amount attributable to financing activities</b>		<b>(186,974)</b>	<b>(39,286)</b>	<b>(60,725)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>1</b>	<b>1,964,743</b>	<b>3,785,800</b>			

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 City 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 City 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 City 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

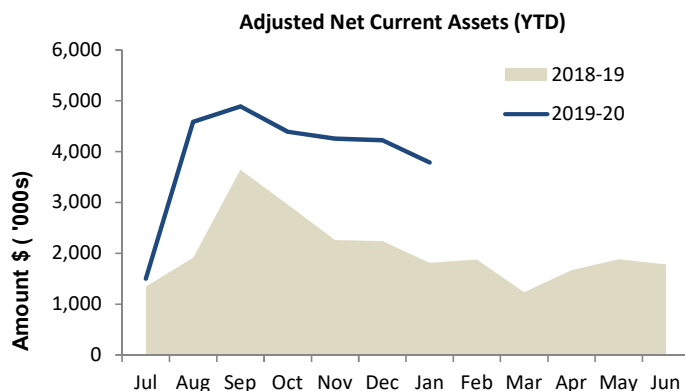
Adjusted Net Current Assets	Ref Note	Last Years	This Time Last	Year to Date Actual
		Closing	Year	31 Jan 2020
		30 June 2019	31 Jan 2019	
		\$	\$	\$
<b>Current Assets</b>				
Short term Investment	3	900,000	1,500,000	3,230,000
Cash Unrestricted	3	1,075,998	173,932	513,359
Cash Restricted	3	2,044,732	1,439,735	2,066,181
Receivables - Rates	4	135,726	378,605	380,497
Receivables - Other	4	43,914	(33,877)	10,472
Accrued Income		0	26,893	0
Interest / ATO Receivable		20,895	90,078	25,720
Inventories		82,537	212,792	67,426
Land held for resale - current		60,000	60,000	60,000
		4,363,802	3,848,158	6,353,655
<b>Less: Current Liabilities</b>				
Payables		(173,012)	(89,661)	(102,393)
Provisions - employee		(337,242)	(443,070)	(337,242)
Long term borrowings		(78,572)	(37,956)	(39,736)
		(588,826)	(570,686)	(479,371)
<b>Unadjusted Net Current Assets</b>		<b>3,774,976</b>	<b>3,277,472</b>	<b>5,874,284</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,044,732)	(1,439,735)	(2,066,181)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Less: Trust Liability as of 30 June 2019		0	0	(2,039)
Add: Long term borrowings		78,572	37,956	39,736
<b>Adjusted Net Current Assets</b>		<b>1,748,816</b>	<b>1,815,692</b>	<b>3,785,800</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>This Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$3.79 M</b>
<b>Last Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$1.82 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date 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
	\$	%			
<b>Revenue from operating activities</b>					
Governance	2,125	146%		Permanent	Sale of Maps income is more than anticipated. LGIS claim refund for laptop.
Law, Order and Public Safety	4,538	16%		Permanent	DFES Grant income higher than YTD budget. Fire break infringements issued, no budget allocated for this.
Health	(11,966)	(10%)	▼	Timing	Scheme contributions lower than anticipated. Budgeted for profit on sale of ROE EHO vehicle, actual sale incurred a loss.
Recreation and Culture	5,380	20%		Timing	Swimming pool admissions over YTD budget, YTD budget spread requires adjustment to suit peak admissions.
Economic Services	15,831	65%	▲	Permanent	Sheep sale commission and building control income higher than anticipated. Standpipe income is higher than anticipated YTD budget.
Other Property and Services	(7,674)	(10%)		Timing	Private works income is below anticipated YTD budget, budget adjustment required at budget review as time is being spent on road construction. Profit anticipated on DCEO vehicle was higher than actual.
<b>Expenditure from operating activities</b>					
General Purpose Funding	(9,974)	(24%)		Timing	Legal fees for debt collection over YTD budget Housing maintenance expenditure under YTD budget.
Housing	23,809	22%	▲	Timing	
Community Amenities	53,802	17%	▲	Timing	Sanitation expenditure is under anticipated YTD budget, public convenience expenditure is under YTD budget.
Other Property and Services	93,939	77%	▲	Timing	Under YTD budget due to allocations, any adjustments will be made at year end
<b>Investing Activities</b>					
Non-operating Grants, Subsidies & Contributions	(224,098)	(14%)	▼	Timing	Funding has not been received in line with the anticipated timing at the time of the budget. Claims to be put in for various road grants and WANDRRA.

Capital Acquisitions  
**Financing Activities**

1,437,208      54% ▲

Timing of budgeted capital expenditure  
requires review for YTD.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

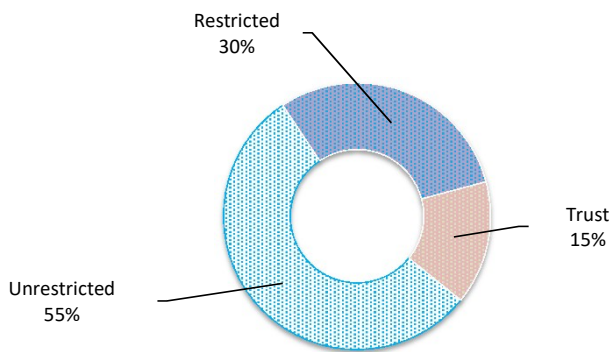
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	900			900			
<b>At Call Deposits</b>							
Municipal Fund	512,459			512,459			
Reserve Fund		2,066,181		2,066,181	NAB	2.05%	3/01/2020
Trust Fund			80,354	80,354			
Stevenson Trust Fund			939,684	939,684			
Licensing Trust Fund			4,756	4,756			
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	500,000			500,000	NAB	1.70%	10/02/2020
Municipal Investment - Term Deposit	1,000,000			1,000,000	NAB	1.70%	9/04/2020
WA Treasury Corporation - OCDF	1,730,000			1,730,000	WATC	0.70%	at call
<b>Total</b>	<b>3,743,359</b>	<b>2,066,181</b>	<b>1,024,794</b>	<b>6,833,434</b>			

**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
<b>\$6.83 M</b>	<b>\$3.74 M</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 January 2020
	\$	\$
Opening Arrears Previous Years	135,726	135,726
Levied this year	2,529,078	2,634,831
<u>Less Collections to date</u>	<u>(2,529,078)</u>	<u>(2,390,060)</u>
Equals Current Outstanding	135,726	380,497
<b>Net Rates Collectable</b>	<b>135,726</b>	<b>380,497</b>
% Collected	94.91%	86.27%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	3,854	3,585	3,033	0	10,472
Percentage	36.81%	34.23%	28.96%	0.00%	
<b>Balance per Trial Balance</b>					
Sundry debtors					10,472
GST receivable					25,720
Accrued Income					0
Provision for Doubtful Debts					0
<b>Total Receivables General Outstanding</b>					<b>36,192</b>

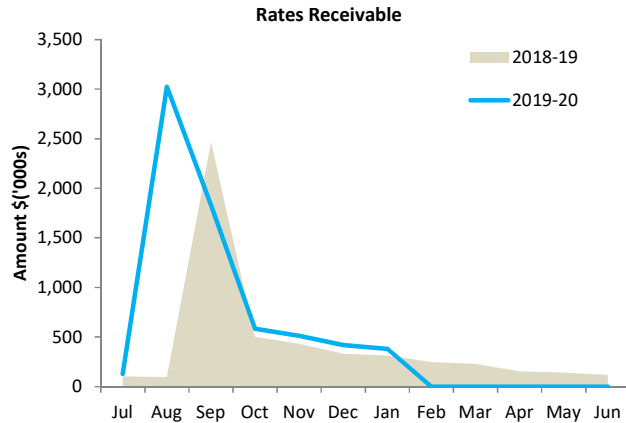
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

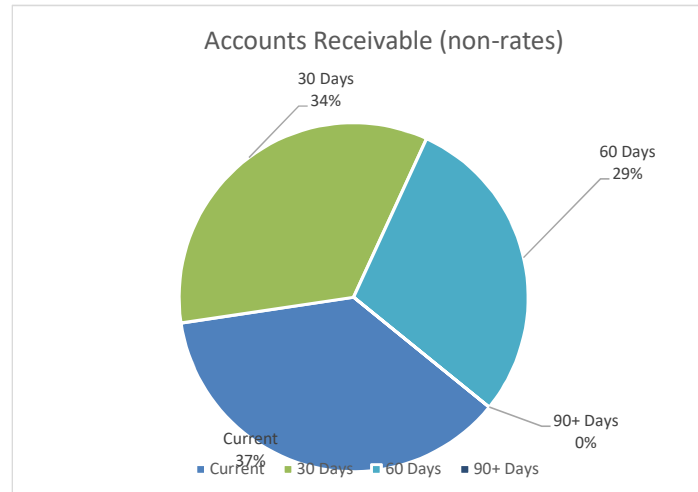
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**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.



<b>Collected</b>	<b>Rates Due</b>
<b>86%</b>	<b>\$380,497</b>



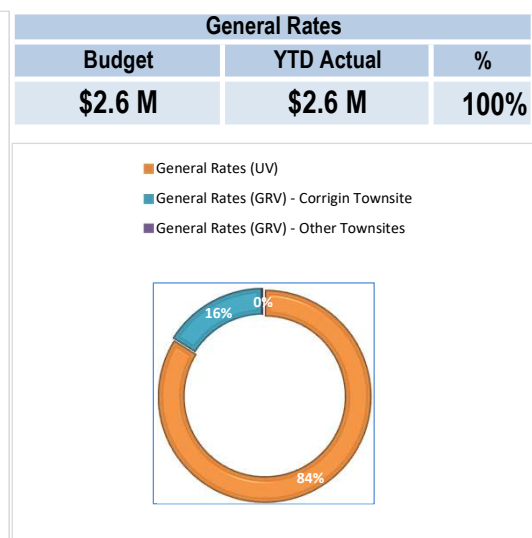
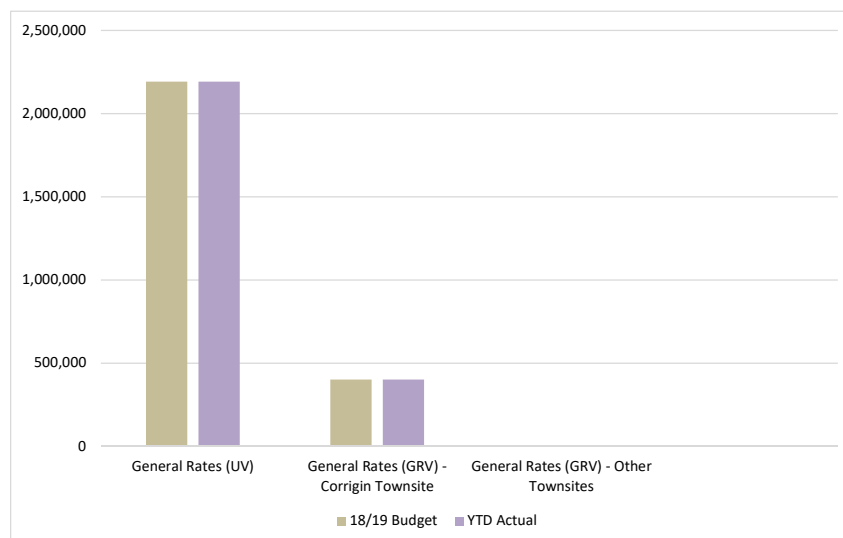
<b>Debtors Due</b>
<b>\$36,192</b>
<b>Over 30 Days</b>
<b>63%</b>
<b>Over 90 Days</b>
<b>0%</b>

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	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
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	478		401,435
General Rates (GRV) - Other Townsites	0.091332	3	18,980	1,733			1,733	1,733			1,733
											0
<b>Minimum Payment</b>	Minimum \$										
General Rates (UV)	390	14	101,687	5,460			5,460	5,460			5,460
General Rates (GRV) - Corrigin Townsite	390	42	80,531	16,380			16,380	16,380			16,380
General Rates (GRV) - Other Townsites	390	10	12,230	3,900			3,900	3,900			3,900
				0			0	0			0
							0	0			0
							0	0			0
<b>Sub-Totals</b>		<b>820</b>	<b>156,981,534</b>	<b>2,620,998</b>	<b>0</b>	<b>0</b>	<b>2,620,997</b>	<b>2,620,998</b>	<b>478</b>	<b>0</b>	<b>2,621,475</b>
Discount							(20,967)				(19,761)
Concession							0				0
<b>Amount from General Rates</b>							<b>2,600,030</b>				<b>2,601,714</b>
Ex-Gratia Rates							33,116				33,116
<b>Total General Rates</b>							<b>2,633,146</b>				<b>2,634,831</b>
<b>Totals</b>							<b>2,633,146</b>				<b>2,634,831</b>

**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**

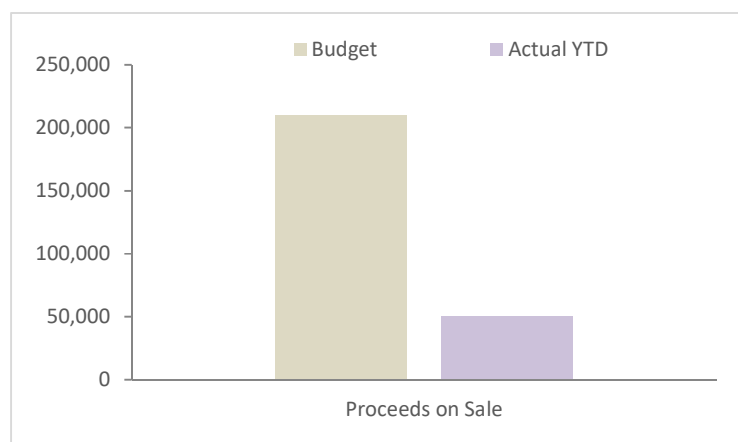


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset No.	Plant No.	Asset Description	Amended Budget				YTD Actual			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	
1001017	P4CR	EHO VEHICLE	23,907	30,000	6,093		26,475	22,730	0	(3,745)
1000773	PCR4650	KUBOTA MOWER 4WD	11,900	10,000		(1,900)	11,183	13,002	1,819	
	10102	P016 GALLAGHER MOWER	1,050	10,000	8,950				0	
100537	PCR2	L90F VOLVO LOADER	14,890	100,000	85,110				0	
1000769	PCR17	UTILITY VEHICLE	0	20,000	20,000				0	
1000770	PCR22	UTILITY VEHICLE	11,260	20,000	8,740				0	
1000847	P2CR	DCEO VEHICLE	0	20,000	20,000		0	14,545	14,545	
		MISC SMALL PLANT	40,000	0		(40,000)			0	
<b>Total</b>			<b>103,007</b>	<b>210,000</b>	<b>148,893</b>	<b>(41,900)</b>	<b>37,658</b>	<b>50,277</b>	<b>16,365</b>	<b>(3,745)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$210,000</b>	<b>\$50,277</b>	<b>24%</b>

Capital Acquisitions	Original Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	1,110,400	259,574	26,274	(233,300)
Plant & Equipment	657,000	171,000	124,572	(46,428)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads, Footpaths, Kerbing, Drainage, etc	3,528,151	2,057,986	1,087,941	(970,045)
Parks, Gardens, Recreation Facilities	273,000	159,243	3,000	(156,243)
Sewerage	0	0	0	0
Other Infrastructure	53,500	31,192	0	(31,192)
<b>Capital Expenditure Totals</b>	<b>5,622,051</b>	<b>2,678,995</b>	<b>1,241,787</b>	<b>(1,437,208)</b>

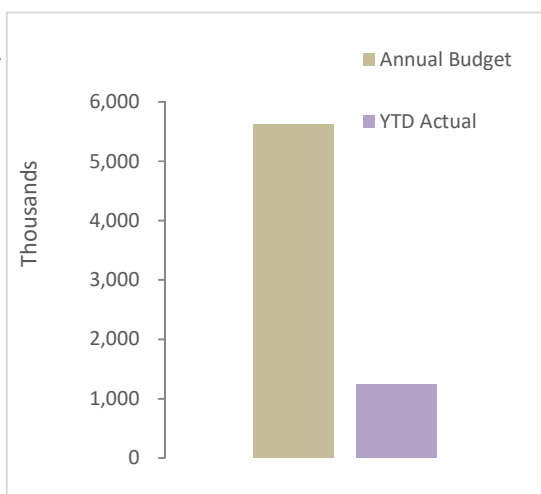
**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,305,275	711,308	739,852	28,544
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	210,000	0	50,277	50,277
Contribution - operations	<b>4,106,776</b>	<b>1,967,687</b>	<b>451,658</b>	<b>(1,516,029)</b>
<b>Capital Funding Total</b>	<b>5,622,051</b>	<b>2,678,995</b>	<b>1,241,787</b>	<b>(1,437,208)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.62 M</b>	<b>\$1.24 M</b>	<b>22%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.31 M</b>	<b>\$0.74 M</b>	<b>57%</b>



		Acc/Job No.	Original Budget	YTD Budget	YTD Actual	Variance	
	<b>Infrastructure - Roads</b>						
58%		GILL ROAD	RR020	312,145	182,077	180,886	1,191
83%		RRG - CORRIGIN NAREMBEEN ROAD	RG174	160,588	93,667	133,272	(39,605)
0%		OWN RESOURCES - CORRIGIN NAREMBEEN ROAD	CR174	86,047	50,190	424	49,766
0%		BULARING PINGELLY ROAD	12198	131,721	76,832	0	76,832
0%		BULLARING GORGE ROCK ROAD	12175	126,460	73,759	0	73,759
0%		BILBARIN EAST ROAD	12174	57,865	33,754	0	33,754
3%		BULYEE ROAD	12192	1,111,310	648,249	31,095	617,154
26%		BS - QUAIRADING CORRIGIN ROAD	BS172	963,714	562,156	246,092	316,064
79%		RRG - QUAIRADING CORRIGIN ROAD	RG172	224,007	130,662	177,983	(47,321)
0%		BS - FENCE ROAD	BS007	290,294	169,323	254,673	(85,350)
99%		FOOTPATH UPGRADE	12281	64,000	37,317	63,516	(26,199)
31%		<b>Sub Total - Roads</b>		<b>3,528,151</b>	<b>2,057,986</b>	<b>1,087,941</b>	<b>970,045</b>
	<b>Parks, Gardens, Recreation Facilities</b>						
11%		SWIMMING POOL UPGRADE	11280	28,000	16,331	3,000	13,331
0%		OVAL LIGHTING UPGRADE	11390	220,000	128,331	0	128,331
0%		CREC CARPARKING	11396	25,000	14,581	0	14,581
1%		<b>Sub Total - Parks, Gardens, Recreation Facilities</b>		<b>273,000</b>	<b>159,243</b>	<b>3,000</b>	<b>156,243</b>
	<b>Sewerage</b>						
		Nil					
		<b>Sub Total - Sewerage</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other Infrastructure</b>						
0%		CREC PLAYGROUND SHADE STRUCTURES	11397	20,000	11,662	0	11,662
0%		MAIN STREET SHADE STUCTURES	11369	10,000	5,831	0	5,831
0%		WATER STORAGE	13781	14,000	8,162	0	8,162
0%		NICHE WALL UPGRADE	10785	9,500	5,537	0	5,537
0%		<b>Sub Total - Urban Infrastructure</b>		<b>53,500</b>	<b>31,192</b>	<b>0</b>	<b>31,192</b>
22%		<b>Total</b>		<b>5,622,051</b>	<b>2,678,995</b>	<b>1,241,787</b>	<b>1,437,208</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

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

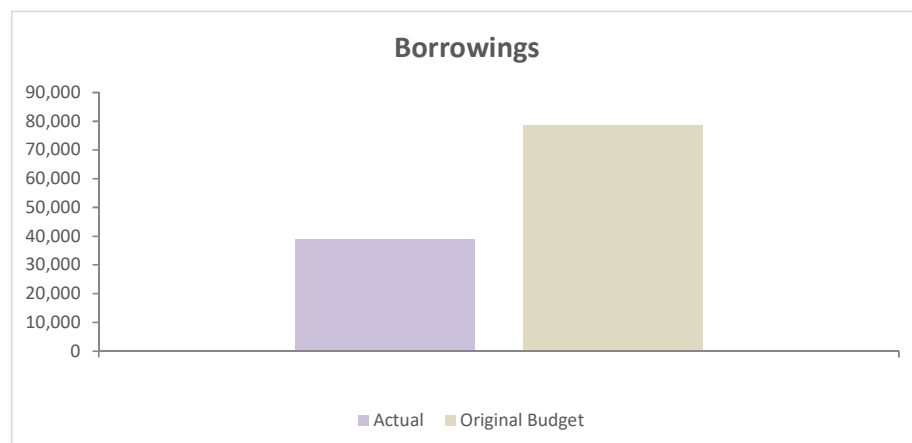
All debenture repayments were financed by general purpose revenue.

**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.



<b>Principal Repayments</b>	<b>\$38,836</b>
<b>Interest Earned</b>	<b>\$46,033</b>
<b>Interest Expense</b>	<b>\$38,441</b>
<b>Reserves Bal</b>	<b>\$2.07 M</b>
<b>Loans Due</b>	<b>\$1.62 M</b>

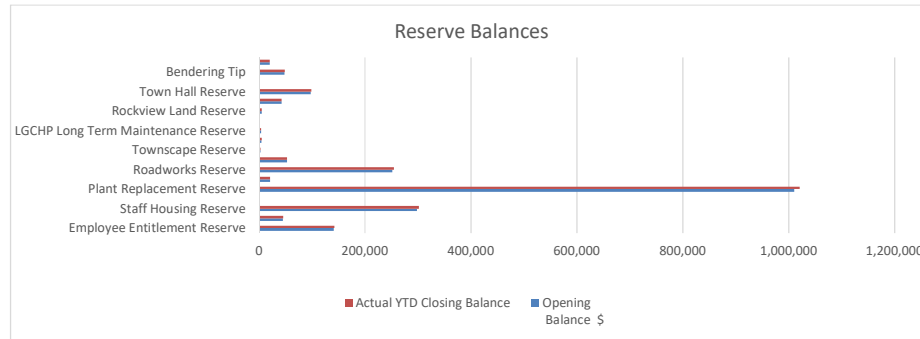
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2020

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	140,748	2,727	1,476	12,000		0	0	155,475	142,224
Community Bus Reserve	45,063	873	473	0		0	0	45,936	45,536
Staff Housing Reserve	298,280	5,780	3,129	12,000		0	0	316,060	301,409
Office Equipment Reserve	1,536	30	16	5,000		0	0	6,566	1,552
Plant Replacement Reserve	1,010,153	19,573	10,596	0		0	0	1,029,726	1,020,749
Swimming Pool Reserve	20,562	398	216	10,000		0	0	30,960	20,778
Roadworks Reserve	251,650	4,876	2,640	10,000		0	0	266,526	254,290
Land Subdivision Reserve	52,602	1,020	552	0		0	0	53,622	53,154
Townscape Reserve	2,676	52	28	5,000		0	0	7,728	2,704
Medical Reserve	4,760	92	50	0		0	0	4,852	4,810
LGCHP Long Term Maintenance Reserve	3,946	76	41	0		0	0	4,022	3,987
Community Development Reserve	179	4	0	0		(182)	(179)	1	0
Rockview Land Reserve	4,895	95	51	0		0	0	4,990	4,946
Senior Citizens Units	42,424	822	445	0		0	0	43,246	42,869
Town Hall Reserve	97,568	1,891	1,023	0		0	0	99,459	98,591
Child Care Reserve	41	0	0	0		(42)	(41)	(1)	0
Bendering Tip	47,649	923	498	5,006	224	0	0	53,578	48,371
Recreation Reserve	20,000	388	210	10,000		0	0	30,388	20,210
	<b>2,044,732</b>	<b>39,620</b>	<b>21,445</b>	<b>69,006</b>	<b>224</b>	<b>(224)</b>	<b>(220)</b>	<b>2,153,134</b>	<b>2,066,181</b>

KEY INFORMATION





Grants and Contributions

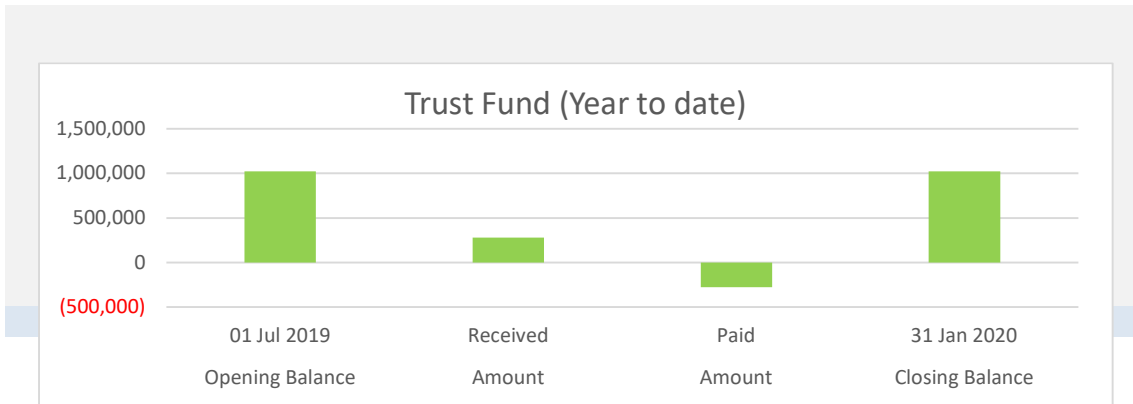
	Original Budget	YTD Budget	YTD Actual	Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Legal Fees Income	10,000	5,831	9,920	4,089
Grants Commission Grant Received - General Purpose	565,090	303,253	303,253	0
Grants Commission Grant Received- Roads	365,027	158,360	158,360	0
<b>Governance</b>				
Thank a Volunteer Day Funding Income	854	854	855	1
Miscellaneous Income	0	0	32	32
<b>Health</b>				
Scheme Income	189,481	94,740	90,988	(3,752)
Other Health Reimbursements Income	1,000	581	0	(581)
<b>Education &amp; Welfare</b>				
CRC Funding Income	104,052	60,697	70,972	10,275
Resource Centre Grant Funding	33,000	22,000	2,284	(19,716)
<b>Recreation &amp; Culture</b>				
Swimming Pool Subsidy	0	0	657	657
Bikeweek Grant Income	500	287	0	(287)
Other Cultural Income	5,700	3,318	5,245	1,927
Community Donations	100	56	0	(56)
	0			
<b>Transport</b>				
Main Roads Direct Grant	165,646	165,646	165,646	0
Miscellaneous Income	0	0	0	0
<b>Other Property &amp; Services</b>				
Diesel Fuel Rebate	0	0	14,372	14,372
<b>Reimbursements</b>				
Reimbursements	0	0	373	373
<b>Law &amp; Order</b>				
DFES Grant	43,159	21,580	25,144	3,564
<b>Operating grants, subsidies and contributions Total</b>	<b>1,483,609</b>	<b>837,203</b>	<b>848,101</b>	<b>10,899</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education and Welfare</b>				
Aged Housing Project	496,000	0	0	0
CRC Funding Income	0	0	259	259
<b>Transport</b>				
Regional Road Group	339,327	169,664	135,731	(33,933)
Roads to Recovery	435,275	217,638	280,115	62,477
WANDRAA	329,676	219,784	171,903	(47,881)
Federal Blackspot	839,320	419,660	413,141	(6,519)
MRWA Blackspot	193,529	96,764	0	(96,764)
Commodity Route	997,825	498,912	399,130	(99,782)
Regional Bicycle Network Funding	32,000	32,000	30,045	(1,955)
<b>Other Property &amp; Services</b>				
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,662,952</b>	<b>1,654,422</b>	<b>1,430,324</b>	<b>(224,098)</b>
<b>Grand Total</b>	<b>5,146,561</b>	<b>2,491,625</b>	<b>2,278,426</b>	<b>(213,199)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 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	Amount	Amount	Closing Balance
	01 Jul 2019	Received	Paid	31 Jan 2020
	\$	\$	\$	\$
B.C.I.T.F	0	429	(429)	0
Building Services Levy	0	1,723	(1,723)	0
Bus Ticketing	0	1,171	(847)	325
Police Licensing	4,392	272,365	(272,001)	4,756
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	2,210	(2,776)	939,684
Corrigin Disaster Fund	10,929	0	0	10,929
Bendering Tip	16,707	0	0	16,707
	<b>1,025,023</b>	<b>277,899</b>	<b>(278,050)</b>	<b>1,024,872</b>



**DES & SUE HICKEY  
765 NORNAKIN ROAD  
CORRIGIN**

27/12/2019

CEO  
Shire of Corrigin  
9 Lynch Street  
Corrigin

**Dear Mrs Manton,**

We are requesting consideration and approval of the proposed Development Application for the placement of used accommodation units and Kitchen/ Laundry facilities.

The buildings are all second hand.

The proposed development is planned for a maximum of 8 employees, employed on a casual, seasonal or full time employment.

The accommodation units are only for employees employed by our farming enterprise.

The proposed development is to be an upgrade of our existing accommodation to service our future needs.

Sincerely,

*D L Hickey*

Des Hickey

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details						
Name(s):	Desmond Laurence Hickey , Susan Mary Hickey					
ABN (if applicable):						
Mailing Address:	Po Box 13, Corrigin			Postcode:	6375	
Work Phone:	0428751024		Fax:			
Home Phone:			Email:	muirton@westnet.com.au		
Mobile Phone:	0428751024					
Contact Person for Correspondence:	Des Hickey					
Signature:			Date:	27/12/2019		
Signature:			Date:	27/12/2019		
<p><i>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).</i></p>						

Applicant Details (if different from owner)							
Name(s):							
Mailing Address:					Postcode:		
Work Phone:			Fax:				
Home Phone:			Email:				
Mobile Phone:							
Contact Person for Correspondence:							
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signature:			Date:				

Property Details					
Lot No:	13755	Street No:	702	Location No:	13755
Diagram or Plan No:	135243	Certificate of Title Volume No:	1091	Folio:	281
Title encumbrances (e.g. easements, restrictive covenants):					
1809308 Mortgage to Bank of Western Australia					
Street Name:	Parsons Road		Suburb:	Corrigin	
Nearest street intersection:	Bruce Rock/ Corrigin road				

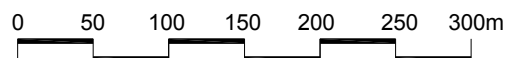
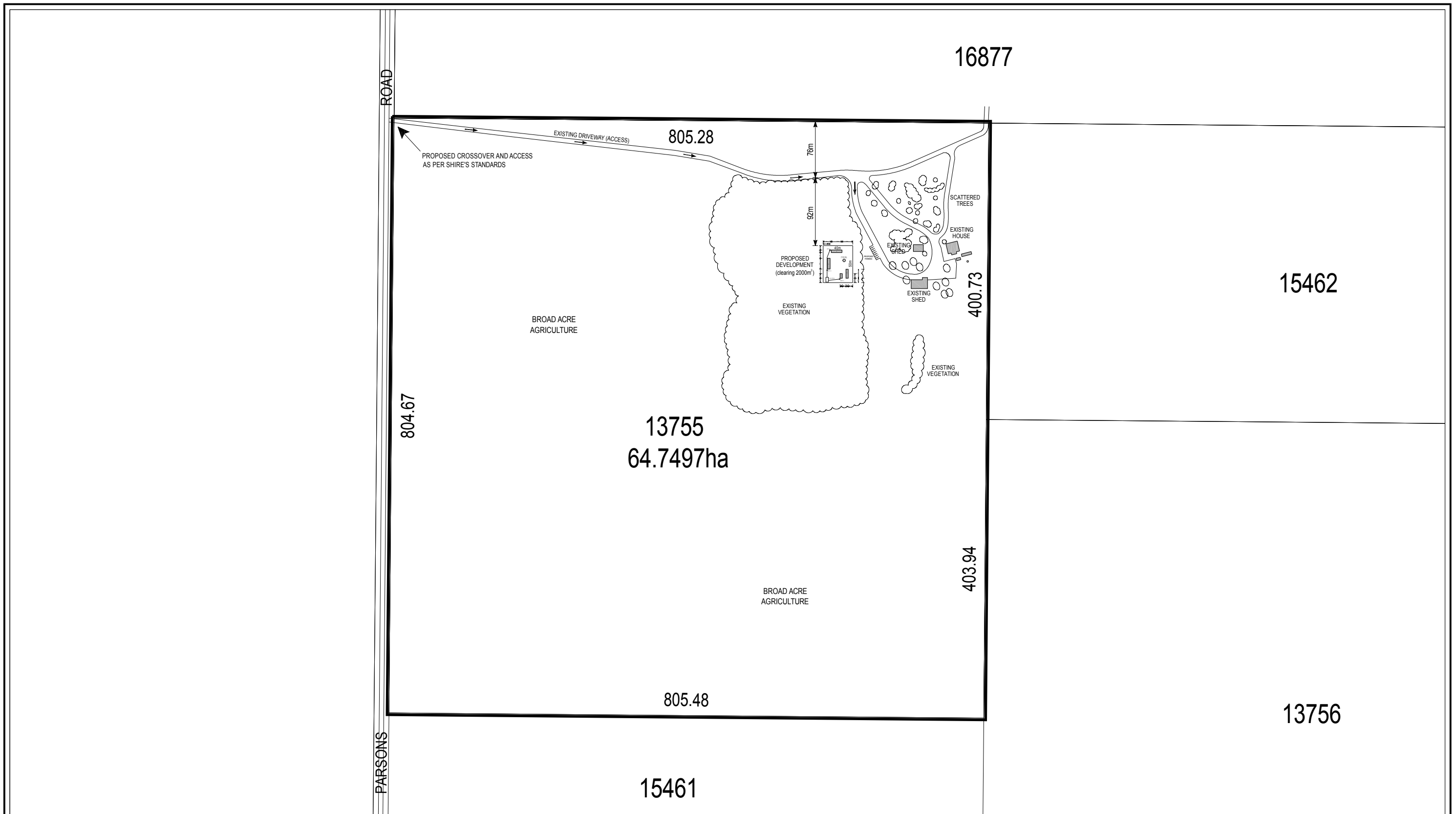
\*The above information can be obtained by referring to the Certificate of Title. A copy of the Certificate of Title should be provided with an application for works. Certificates can be purchased through Landgate directly, or by paying the access fee along with your application fee.



Proposed Development							
Nature of Development:	Works	<input type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input checked="" type="checkbox"/>	
Is an exemption from development claimed for part of the development?				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>		
Description of proposed works and/or land use:		Development of accommodation units, Laundry and kitchen facilities for employed farm staff					
Description of exemption claimed (if relevant)							
Nature of any existing buildings and/or land use:		Existing house and sheds as per the plan land use is for broad acre agriculture					
Approximate cost of proposed development:				\$	60,000.00		
Estimated time of completion:		June 2020					

Checklist of required materials	Attached?
<p>A plan or plans in a form approved by the local government showing the following —</p> <ul style="list-style-type: none"> <li>(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;</li> <li>(ii) the existing and proposed ground levels over the whole of the land the subject of the application;</li> <li>(iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;</li> <li>(iv) the structures and environmental features that are proposed to be removed;</li> <li>(v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;</li> <li>(vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;</li> <li>(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;</li> <li>(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;</li> <li>(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;</li> <li>(x) the nature and extent of any open space and landscaping proposed for the site;</li> </ul>	<input checked="" type="checkbox"/>
Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.	<input checked="" type="checkbox"/>
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input type="checkbox"/>
Any other plan or information that the local government reasonably requires	<input type="checkbox"/>
Form 2 for providing <b>additional information for development approval for advertisements</b>	<input type="checkbox"/>

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



SCALE 1:5000  
ORIGINAL PLAN SIZE: A3



NORTH

PREPARED FOR:  
Mr Des Hickey  
E muirton@westnet.com.au  
M 0428 751 024

NOTE:  
Dimensions and areas subject  
to survey.

LEGEND:

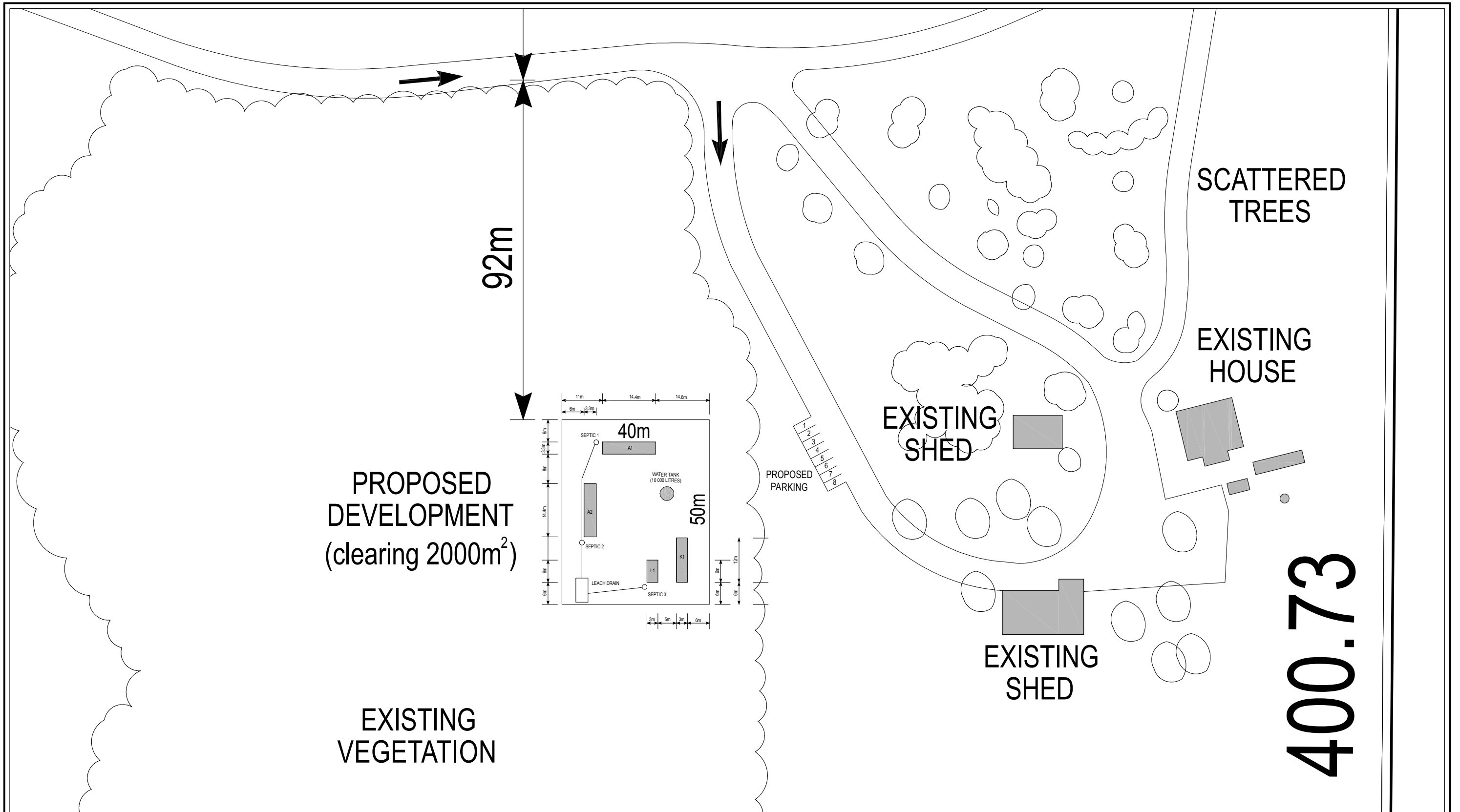
- VEHICLE ACCESS
- A1 & A2 ACCOMMODATION BUILDINGS
- K1 KITCHEN
- L1 LAUNDRY

Note:

1. Effluent disposal layout is indicative only.
2. F.F.L. will be approximately 350mm above N.G.L.
3. Access roads have a gravel surface, with a minimum width of 4 metres.
4. Water tank to be connected to all buildings for stormwater management and fire fighting purposes.

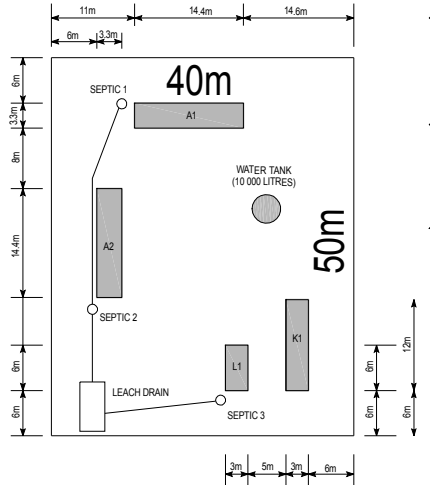
SITE DEVELOPMENT PLAN  
PROPOSED WORKERS  
ACCOMMODATION

LOC. 13755 (No. 702) PARSONS ROAD  
CORRIGIN  
Shire of Corrigin



PROPOSED DEVELOPMENT  
(clearing 2000m<sup>2</sup>)

EXISTING VEGETATION



PROPOSED PARKING

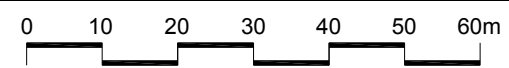
EXISTING SHED

EXISTING SHED

SCATTERED TREES

EXISTING HOUSE

400.73



SCALE 1:1000  
ORIGINAL PLAN SIZE: A3

LEGEND:

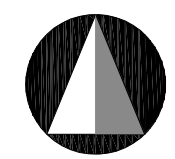
- VEHICLE ACCESS
- A1 & A2 ACCOMMODATION BUILDINGS
- K1 KITCHEN
- L1 LAUNDRY

Note:

1. Effluent disposal layout is indicative only.
2. F.F.L. will be approximately 350mm above N.G.L.
3. Access roads have a gravel surface, with a minimum width of 4 metres.
4. Water tank to be connected to all buildings for stormwater management and fire fighting purposes.

SITE DEVELOPMENT PLAN  
PROPOSED WORKERS  
ACCOMMODATION

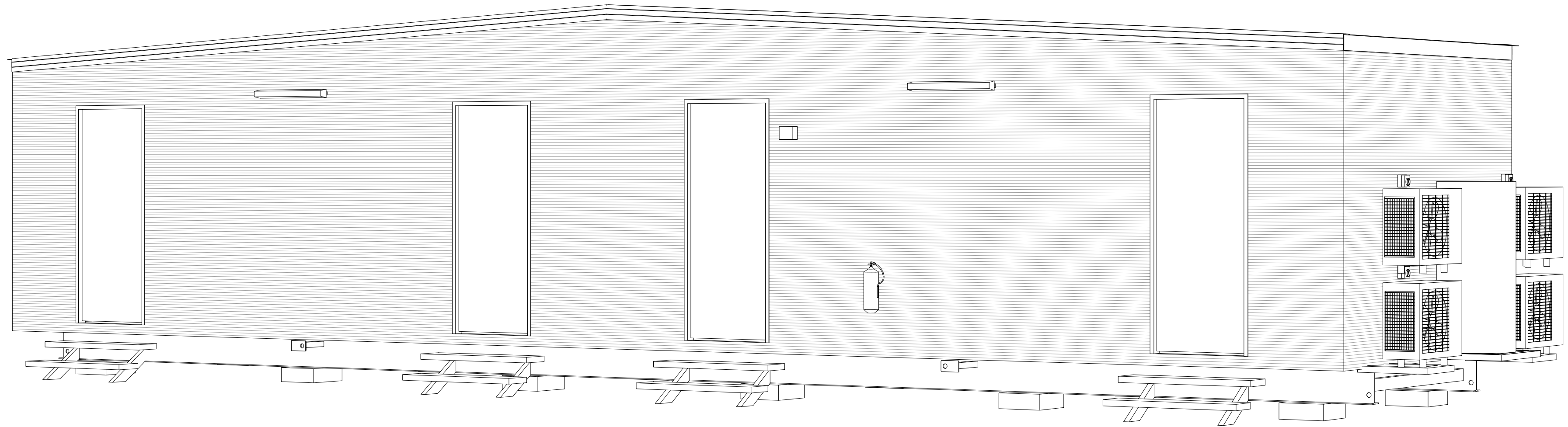
LOC. 13755 (No. 702) PARSONS ROAD  
CORRIGIN  
Shire of Corrigin



NORTH

PREPARED FOR:  
Mr Des Hickey  
E muirton@westnet.com.au  
M 0428 751 024

NOTE:  
Dimensions and areas subject  
to survey.



WV-314-H-C4-WA  
 ATCO Structures & Logistics Pty Ltd  
 Western Australia

14.4 x 3.3m Four Person VIP Accommodation

View indicative only

- Drawing List	
Sheet Number	Sheet Name
00	Title Page
01	Floor Plan
02	Elevations
03	Sectional View
04	Foundation Plan
05	Sales Schedules
06	Manufacturing Schedules
07	Packing List

**ATCO Structures & Logistics**

ATCO STRUCTURES & LOGISTICS PTY. LTD.  
 1700 Albany Highway, Kenwick WA 6107  
 PO Box 163, Maddington, WA 6989  
 E-mail: atcowa@atcosl.com.au

PHONE: (08) 6252 6200  
 FAX: (08) 6252 6299

ABN: 71 083 902 309







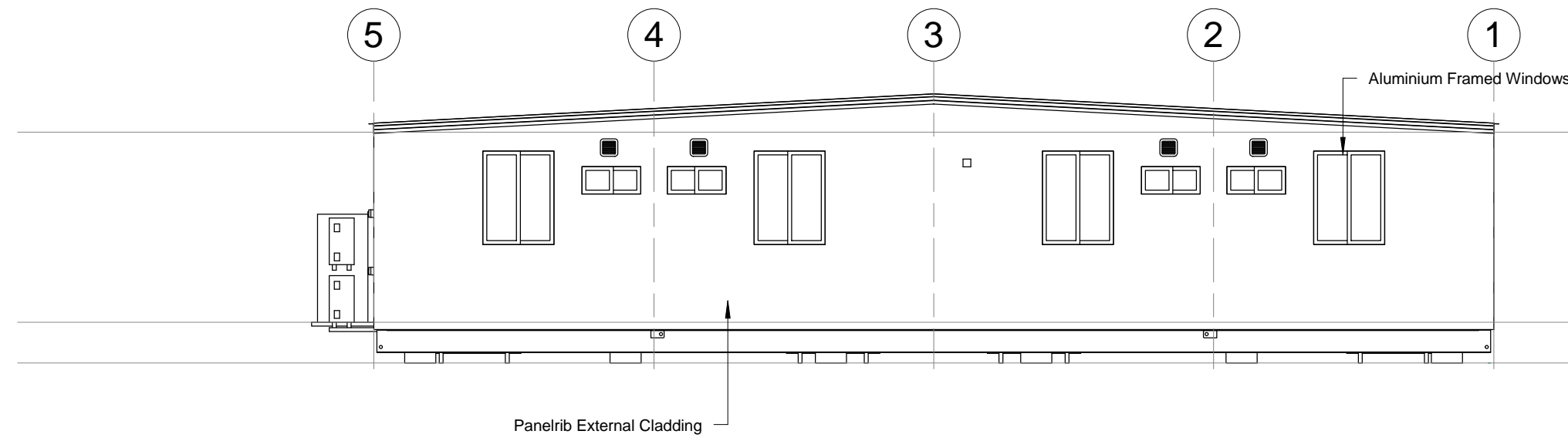
ATCO STRUCTURES & LOGISTICS PTY. LTD.  
 1700 Albany Highway, Kenwick WA 6107  
 PO Box 163, Maddington, WA 6989  
 E-mail: atcowa@atcosl.com.au

PHONE: (08) 6252 6200  
 FAX: (08) 6252 6299  
 ABN: 71 083 902 309

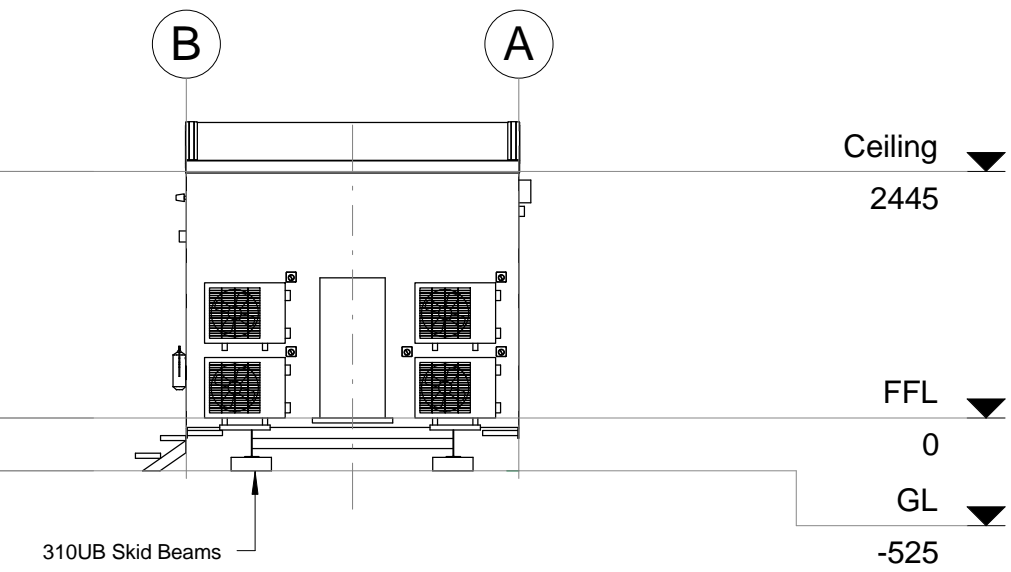
THIS DRAWING REMAINS THE PROPERTY OF ATCO STRUCTURES & LOGISTICS PTY. LTD. IT MAY NOT BE REPRODUCED OR COPIED WHOLE OR IN PART WITHOUT WRITTEN AUTHORITY

© COPYRIGHT

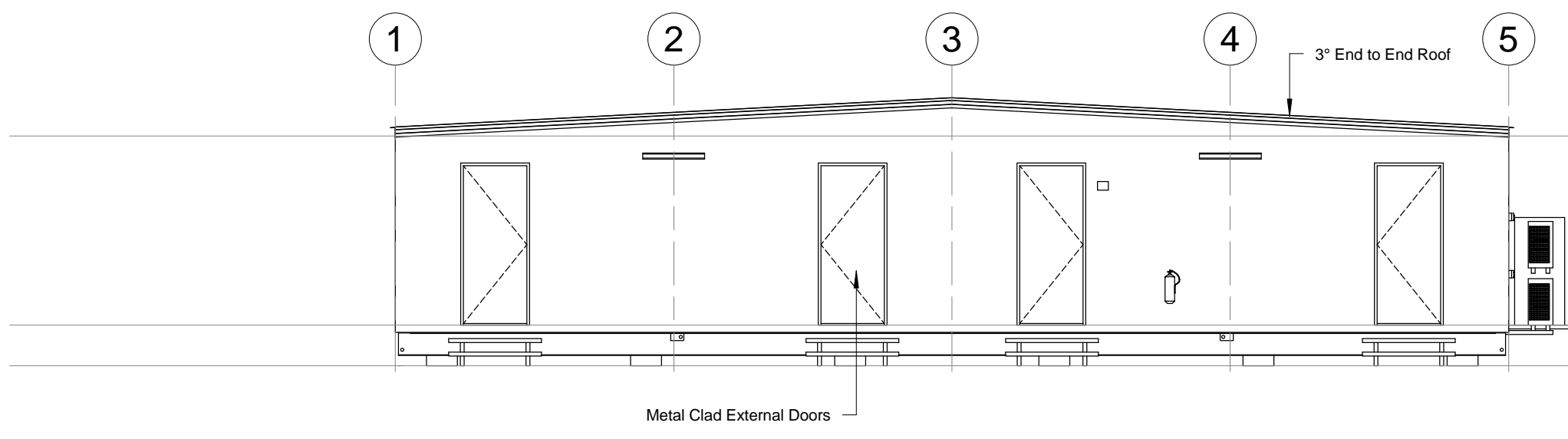
QUALITY CERTIFIED TO AS/NZS ISO 9001:2008  
 BY  
 SCI-QUAL INTERNATIONAL REGN No. 531



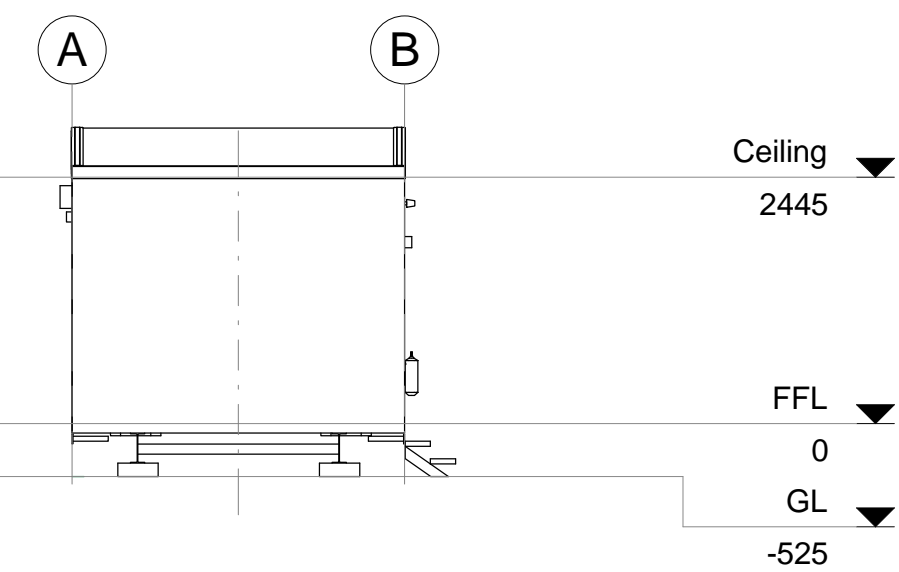
**1** Elevation A  
 1 : 75



**3** Elevation C  
 1 : 75



**2** Elevation B  
 1 : 75



**4** Elevation D  
 1 : 75

Rev No.	Description	Date	By
-	-	-	-

14.4 x 3.3m Four Person VIP Accommodation  
 ATCO Structures & Logistics Pty Ltd  
 Western Australia

DATE	May 2011	
SCALE	1 : 75	
DRAWN	RA	
CHECKED	TK	
PROJECT No.		
TITLE	DESIGN WIND LOAD	
Elevations	<b>C4</b>	
DRAWING NUMBER	REVISION	SHEET SIZE
WV-314-H-C4-WA - 02	-	A2

2/06/2011 3:24:43 PM



ELECTRICAL LEGEND	
CIRCUIT BOARD - CONNECTION POINT	ISOLATOR SWITCH W/PROOF
SINGLE LIGHT SWITCH	OSTER LIGHT WITH FLURO. GLOBE
SWITCH : LIGHT : DOUBLE	FLUORESCENT LIGHT 2x36w DIFUSED
PE AUTO SWITCH - FOR EXT. LIGHTS	EXTERNAL LIGHT - W/PROOF
	GPO - 10 AMP DOUBLE - REF HEIGHT
	GPO - 10 AMP SINGLE - REF HEIGHT
	GPO - 15 AMP SINGLE - REF HEIGHT
	EXHAUST FAN - WALL MOUNTED
	PHONE POINT - DRAW WIRE
	COMPUTER POINT - DRAW WIRE
	SMOKE DETECTOR - HARD WIRED

**EQUIPMENT LIST:**

- D1 - 2040 x 870 PLAIN METAL EXTERNAL DOOR WITH PASSAGE SET FULL DOOR SEAL SYSTEM AND HASP& STAPLE.
  - W1 - 900 x 1190 W HORIZONTAL SLIDING WINDOW WITH LAM. GLASS, KEY LOCK & FLY SCREEN & STEEL MESH SECURITY SCREEN.
- NOTE FURNITURE INCLUDED NOT SHOWN ON DRAWING.
- 1- FILING CABINET.
  - 2- FOUR OFF 1800 LONG DESKS.
  - 3- FOUR OFF OFFICE CAHTRS WITH ARMS - SWIVEL.
  - 4- FOUR BOOK SHELVES.
- AC - WALL MTD AIR CONDITIONER - TECO MODEL LA1206Y  
3.6 kW COOLING CAPACITY [NOM 1.5 HP ]  
FINISHED OPENING SIZE 400 x 605w

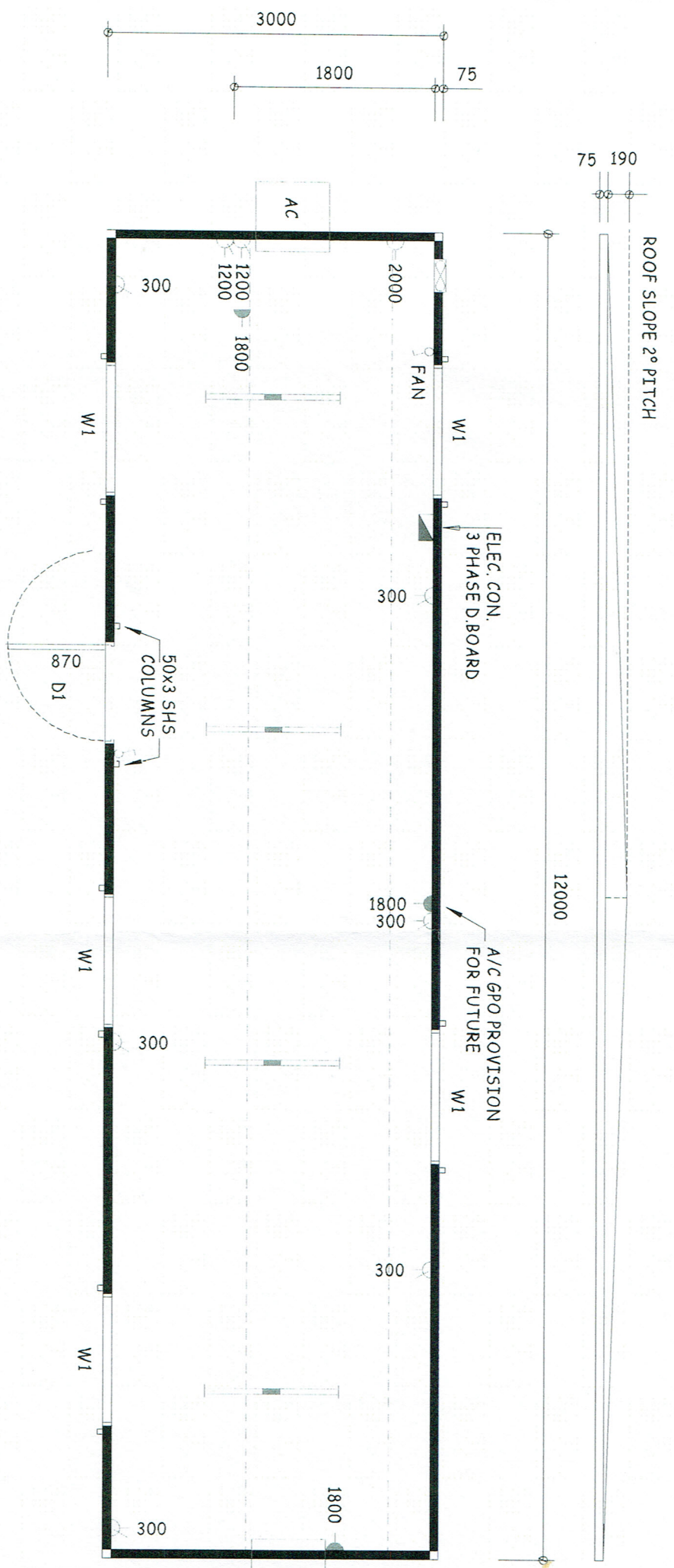
**COLOUR SCHEDULE -**

- ROOF DECKING - ZINCALUME
- EXTERNAL PANEL - SURFAMIST
- ROOF FLASHINGS - DEEP OCEAN
- WINDOWS - WHITE
- DOOR FRAME - GALV.
- ALUMIN. - MILL
- VINYL - KIMBERLY
- LOGO - NO
- CEILING - DORRIGO
- CABINETRY - BEIGE

**SHORT SPECIFICATION -**

- STEEL CHASSIS 250UB31 MAIN CHASSIS BEAMS WITH TAPERED ENDS
- 150 PFC END CHANNELS & SPREADERS - 4 OFF 150UC23 OUTRIGGER LIFTING POINTS - 100x75x6 U/ANGLE CENTRE SPREADER.
- CHASSIS PAINTED 2 COATS RED OXIDE.
- GALV. FLOOR JOISTS 75x40x16 AT MAX. 400 CTRS.
- 22mm AQUATITE FLOORING - TERMITE TREATED - R0.8
- 2.0mm VINYL FLOOR FINISH WITH PVC SKIRTING - VINYL R0.2
- WALLS EXT. 75mm PANEL WITH 0.6mm C/BOND FACINGS - R1.97
- INT WALLS IF FITTED 50mm PANEL WITH 0.4mm C/BOND FACINGS.
- 75x25 SHS COLUMNS TO EACH CORNER BOLTED TO CHASSIS AND A WELDED STRAP FIXED OVER ROOF FRAME.
- ALL WINDOWS AND EXT DOOR FRAMES TO HAVE FIXINGS DOUBLED INT & EXT.
- WINDOW SECURITY SCREENS TO HAVE 50x3 SHS COLUMNS FIXED TO EACH SIDE & TOP & BOTTOM WALL CHANNELS.
- INSULATION Batts TO CEILING - R3.0.
- GALV. STEEL CEILING / ROOF FRAME.
- ZINCALUME SUPERDECK PROFILE - 0.48mm BMT.
- MOULDED PROFILE FILLER UNDER LOW END OF ROOF DECKING.
- C/BOND ROOF FLASHINGS AND CORNER TRIMS.
- PRE-FINISHED PLYWOOD CEILING WITH ALUMIN. 40x40 CORNICE - R0.3
- CEILING HEIGHT 2400.

**PROPOSED KITCHEN BUILDING**



**CERTIFICATION**  
**ROBIN SALTER & ASSOCIATES**  
 CHARTERED CONSULTING ENGINEERS  
 A.C.N. 008 962 516  
 Phone (08) 9317 3981 Fax (08) 9317 3337  
 Signed: *[Signature]* Date: 17 July 09  
 Robn Salter, BE(Hons), MIE(Aust)CPEng  
 Frank Watoni, BE MIE(Aust) CPEng

ENGINEERS REF: <b>RSA Ref: 2009-376</b>		BUILDING / DWG TITLE: <b>GENERAL PLAN / ELECTRICAL LAYOUT</b>	
CYCLONIC DESIGN		DRAWING / SERIAL No: <b>9282</b>	
BUILDING DESIGN CRITERIA WIND LOAD - IN ACCORDANCE WITH AS 1170.2:2002 REGION D TERRAIN CATEGORY 2 WIND SPEED - V500 = 88 m/s		NOTE: DO NOT SCALE DRAWINGS. DIMENSIONS IN mm UNLESS OTHERWISE SPECIFIED.	
PH: [08] 9362 6511 Fax: [08] 9362 6411 114 PRESIDENT STREET WELLSPOOL WA 6106 [CORNER PRESIDENT & ORRONGI] EMAIL: OFFICE ADMIN@pjdgonportables.com		SHEET / SCALE: <b>A3 @ 1:50</b>	
CYCLONIC DESIGN		DRAWN BY: <b>DCT</b>	
RE-ISSUED FOR APPROVAL		CHECKED BY: <b>AT</b>	
ISSUED FOR APPROVAL		DATE: <b>7.07.09</b>	
DETAIL			
REV DATE			
A 20.11.08			
B 7.07.09			

**Pigdon Portable Restorations**  
 PH: [08] 9362 6511 Fax: [08] 9362 6411  
 114 PRESIDENT STREET WELLSPOOL WA 6106  
 [CORNER PRESIDENT & ORRONGI]  
 EMAIL: OFFICE ADMIN@pjdgonportables.com

COMPANY / CLIENT:  
**RAKKAN Pty Ltd**

SITE LOCATION:  
**EX YARD**



Item Schedule		
Tag	Description	Qty.
<b>Electrical Equipment</b>		
EE01	Power entry box	1
EE02	Load Centre, 12 Pole, Internal	1
EE03	Smoke Alarm 240V	1
<b>Electrical Fixtures</b>		
EF02	GPO, 2 gang, 10A, single pole	3
EF03	Switch, 1 gang, 1 way, single pole	1
<b>Lighting Fixtures</b>		
LT01	Light, LED Batten, 38W	2
LT02	Light, Emergency Exit compliant to AS2293.1, ceiling mounted	1

**Base Frame Note:**  
 • Chassis type: Cantilever 150UB @ 2000mm ctrs  
 • Joists as specified on Floor Schedule  
 • Chassis treatment: (Subframe Black)

Drawings - Architectural		
Sheet	Content	Rev
A-100	Floor Plan	A
A-200	Elevations	A

**General Notes & Disclaimers**  
 • Wall/Ceiling/Roof frames built to Ausco Backbone framing design standards.  
 • Building chassis designed to Ausco Standard Chassis drawings.  
 • Any Plumbing and/or Electrical work must be done in accordance with the relevant Australian/New Zealand Standard and the National Construction Code.  
 • Furniture, plumbing, & electrical representations are indicative. Appearance may vary depending on supplier.  
 • Loose items to be packed for transport.

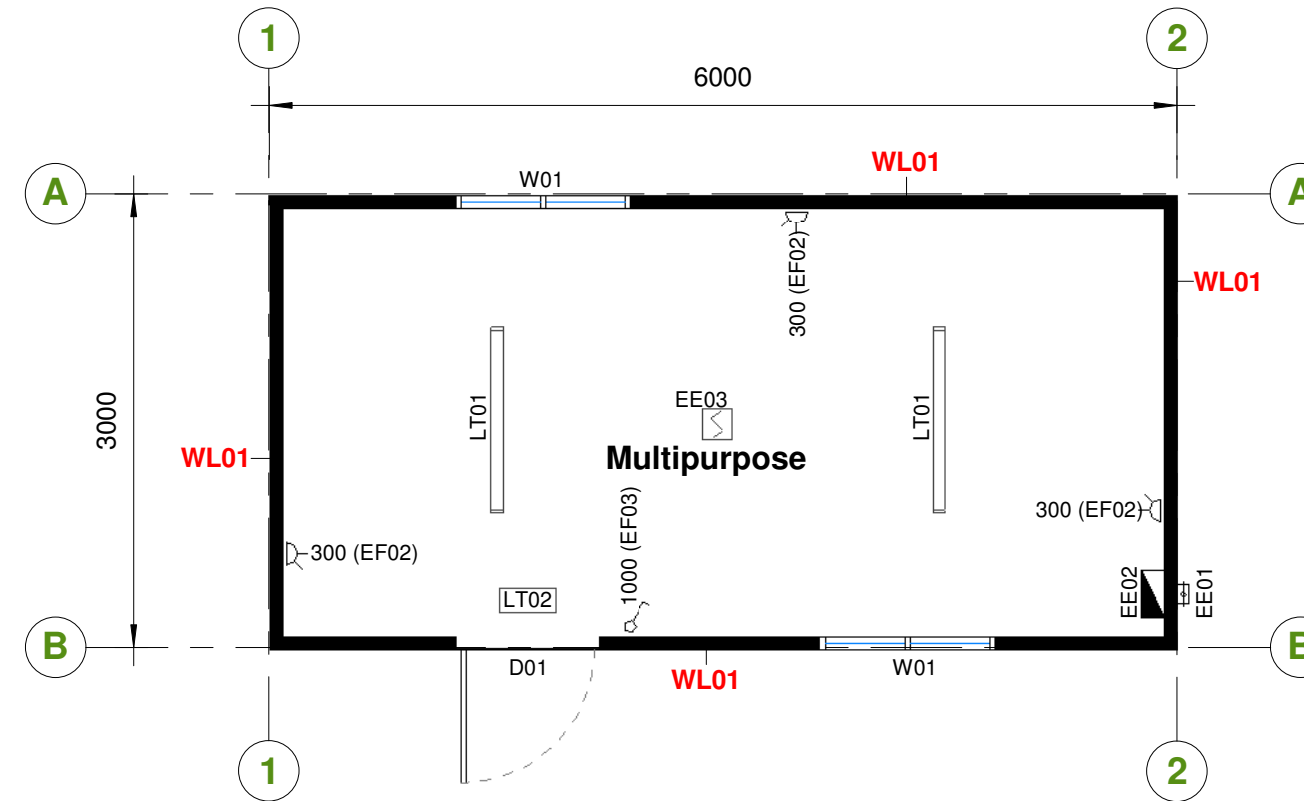
Manufactured to Wind Speed: B190  
 Manufactured in: MWP  
 Intended Location: City, State

**Client Approval**

Client: -  
 Approved by:  
 Company:  
 Date (dd-mm-yyyy):  
 Signature:

**Engineering Data**

Concentrated Floor Load:	2.7kN
Distributed Floor Load:	3kPa
Lifting Capacity:	3.5t



**1. Floor Plan**  
 1 : 50

Manufacturing - Roof					
Tag	Frame	Cladding	Lining	Insulation	m <sup>2</sup>
RF01	Engineered steel frame purlins, 75mm, "Lipped C" section	Trimdek (Surfmist)	-	-	18.45

Trims - General	
Description	m
CCS pre-finished barge (Night Sky)	15.22

Trims - Wall	
Description	m
70mm eave flashing, to match barge colour	6.01 m
External corner flashing, 60x60, to match cladding colour	2.56 m

Manufacturing - Ceiling				
Tag	Frame	Lining	Insulation	m <sup>2</sup>
CL01	Engineered steel frame, 75mm "Lipped C" section	Pre-finished plywood, 3.6mm, H-mould (Mirage Pearl)	R4.0 glasswool batts	18.00

Manufacturing - Walls					
Tag	Frame	Cladding	Lining	Insulation	m
WL01	Engineered steel frame, 75mm, "Lipped C" section, members @ 400mm crs.	CCS Mesa (Merino)	Pre-finished plywood, 3.6mm, H-mould (White Smoke)	R2.0 glasswool batts	17.69 m

Manufacturing - Floor				
Tag	Type	Pan Material	Insulation	m <sup>2</sup>
FL01	Plywood, 15mm, F11 flooring grade, with 2mm flooring under wall frame, LC75 joists @480mm crs	-	-	18.00

Manufacturing - Doors									
Tag	Qty.	Style/Type	Size			Frame Type	Frame Finish	Leaf	Accessories
			Leaf 1	Leaf 2	H				
D01	1	Swing Door	886	0	2043	Metal w/ Aluminium trims	Black	Plain Metal CCS (Merino)	Door handle Lever Entrance Set (Satin chrome)

Manufacturing - Windows									
Tag	Qty.	Style/Type	Size			Frame Type	Frame Finish	Glazing	Accessories
			H	W	Head				
W01	2	Half Slider Window	1075	1155	2100	Aluminium	Black	Clear	Fibreglass Mesh Aluminium Flyscreen (Black)

Manufacturing - Rooms					
Name	Area	Perim.	Floor Covering	Skirting	Cornice
Multipurpose	16.56 m <sup>2</sup>	17.35 m	2mm Seamless Vinyl (Neutral Grey)	'D' Mould (Black)	'D' Mould (Black)

A	Original	As Shown
Iss.	Description	Date

**Preliminary**



COPYRIGHT AUSCO MODULAR PTY LTD. THIS DOCUMENT MAY NOT BE REPRODUCED OR HAVE ITS CONTENTS DIVULGED WITHOUT WRITTEN AUTHORITY.

**Floor Plan (MWP)**

Project  
**Sale: 6.0 x 3.0 x 2.4m**  
**Multipurpose (B190)**

Client: -

Drawn By: LDN  
 Drawn Date: DEC-18  
 Scale: 1 : 50  
**A2**

Checked By: -  
 Check Date: -  
**DIMENSIONS ARE IN MM**  
**DO NOT SCALE**

Production No. **MP6030-B**

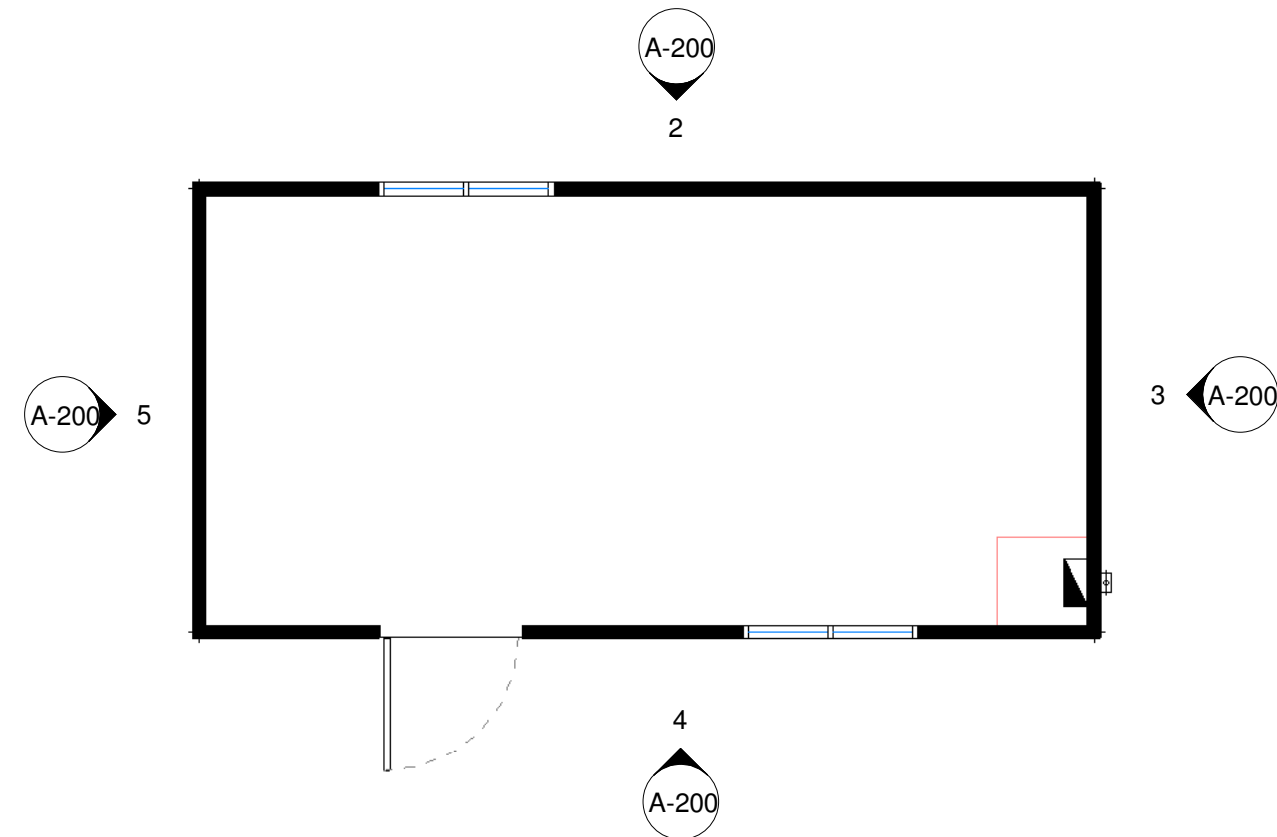
Job No. -

Sheet **A-100**  
 Issue **A**

- General Notes & Disclaimers**
- Wall/Ceiling/Roof frames built to Ausco Backbone framing design standards.
  - Building chassis designed to Ausco Standard Chassis drawings.
  - Any Plumbing and/or Electrical work must be done in accordance with the relevant Australian/New Zealand Standard and the National Construction Code.
  - Furniture, plumbing, & electrical representations are indicative. Appearance may vary depending on supplier.
  - Loose items to be packed for transport.

Manufactured to Wind Speed: B190  
 Manufactured in: MWP  
 Intended Location: City, State

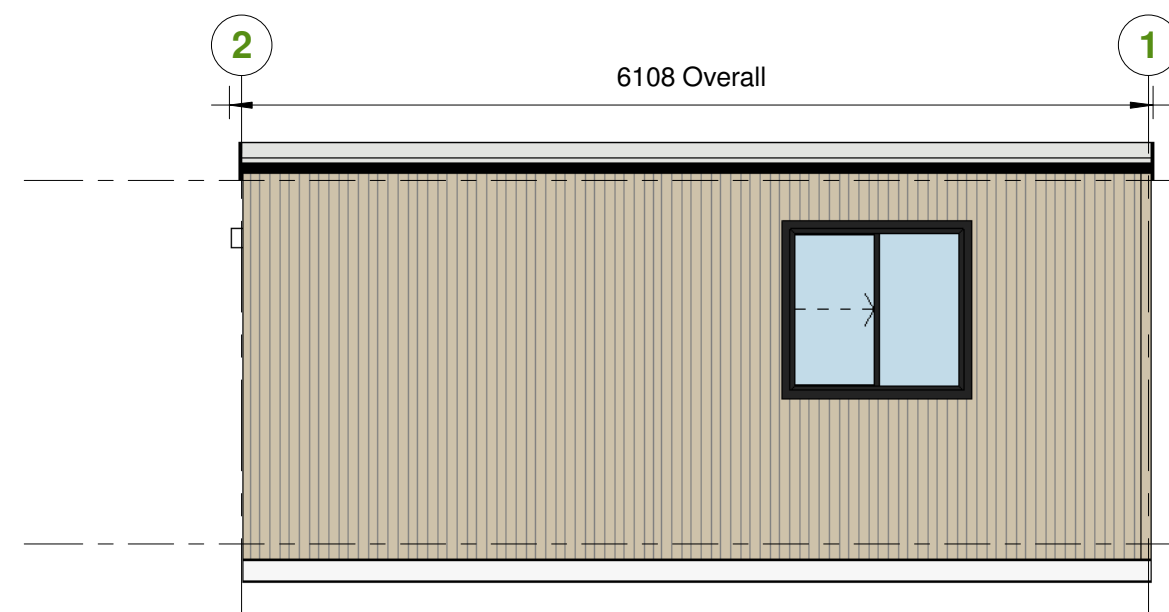
Drawings - Architectural		
Sheet	Content	Rev
A-100	Floor Plan	A
A-200	Elevations	A



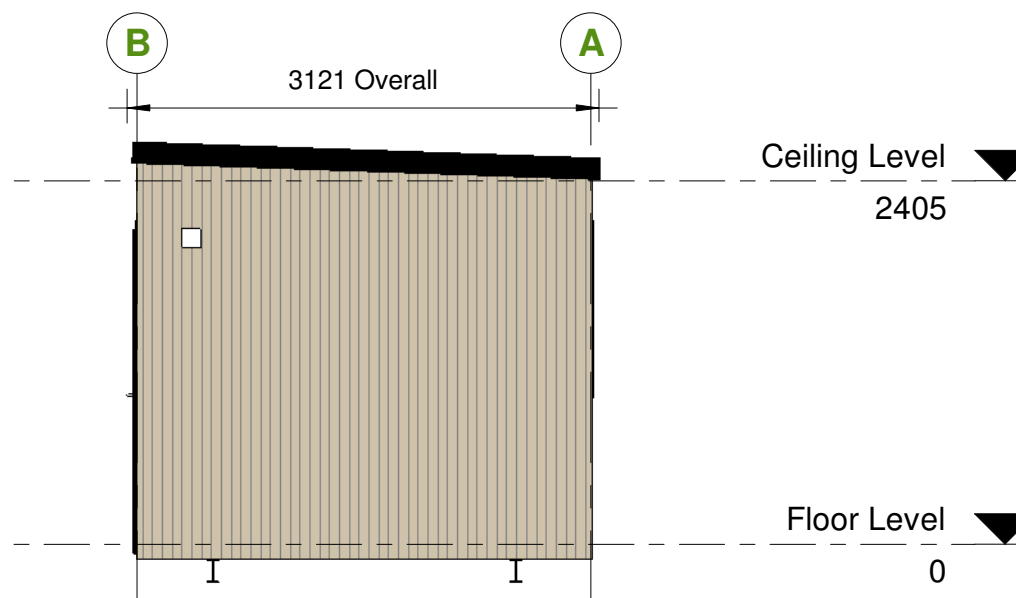
**1. Reference Plan**  
 1 : 50



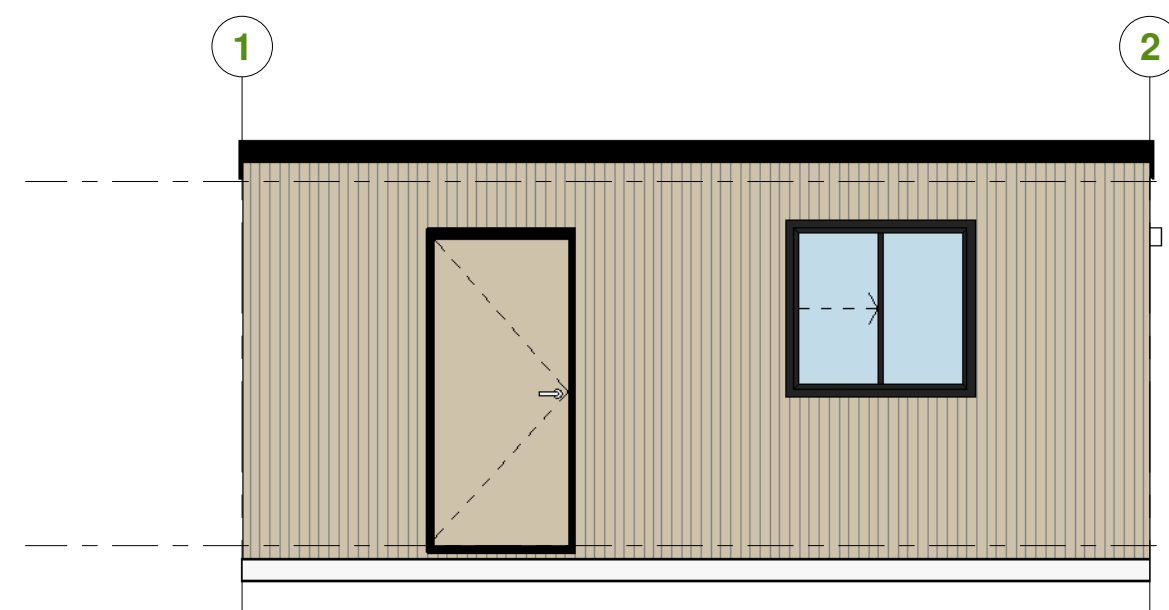
**6. 3D View 1**



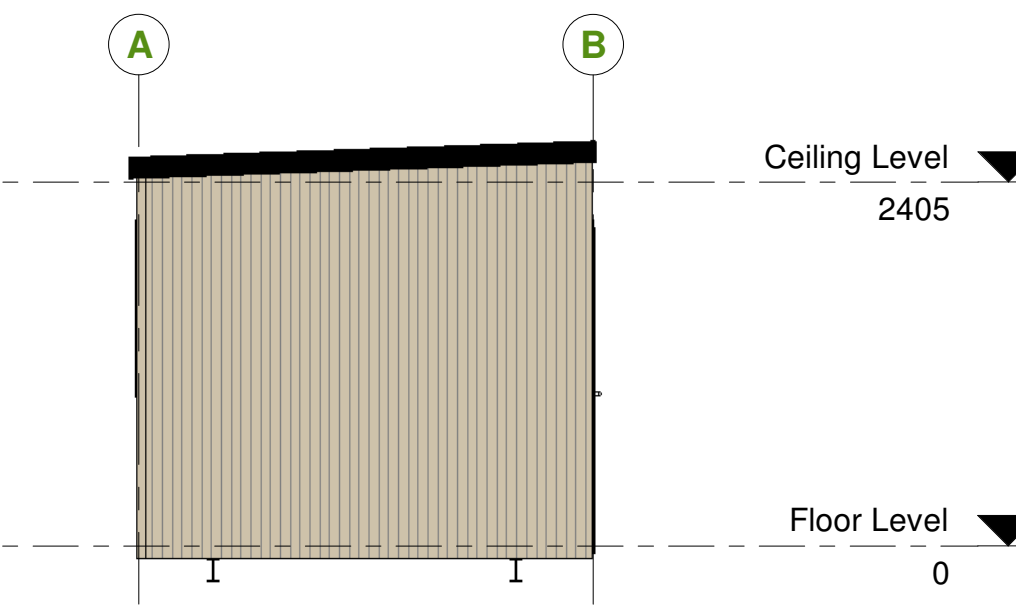
**2. Project North**  
 A-200 1 : 50



**3. Project East**  
 A-200 1 : 50



**4. Project South**  
 A-200 1 : 50



**5. Project West**  
 A-200 1 : 50

Iss.	Original	Description	As Shown Date	By
A	Original			

**Preliminary**



COPYRIGHT AUSCO MODULAR PTY LTD. THIS DOCUMENT MAY NOT BE REPRODUCED OR HAVE ITS CONTENTS DIVULGED WITHOUT WRITTEN AUTHORITY.

**Elevations (MWP)**

Project  
**Sale: 6.0 x 3.0 x 2.4m**  
**Multipurpose (B190)**

Client  
 -

Drawn By: LDN | Drawn Date: DEC-18 | Scale: 1 : 50 | **A2**

Checked By: - | Check Date: - | **DIMENSIONS ARE IN MM DO NOT SCALE**

Drawing No. **MP6030-B**

Production No. -

Job No. - | Sheet **A-200** | Issue **A**



# **Bushfire Management Plan (Development Application)**

**Lot 13755 Parsons Road  
Corrigin**

Ref 19-047  
Ver A  
September 2019



**LUSHFIRE & PLANNING**

3 Paterson Rd  
Pinjarra WA 6208  
0418 954 873  
ABN 74 232 678 543

# Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

## Bushfire Management Plan and Site Details

<b>Site Address / Plan Reference:</b>	Lot 13755 (#702) Parsons Road		
<b>Suburb:</b>	Corrigin	<b>State:</b>	WA
		<b>P/code:</b>	6375
<b>Local government area:</b>	Corrigin		
<b>Description of the planning proposal:</b>	Worker's accommodation		
<b>BMP Plan / Reference Number:</b>	19-047	<b>Version:</b>	A
		<b>Date of Issue:</b>	20/09/2019
<b>Client / Business Name:</b>	D Hickey		

## Reason for referral to DFES

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following special development types (see SPP 3.7 for definitions)?

Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the development is a special development as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Application is for farmworker's accommodation being both permanent and seasonal.


Note: The decision maker (e.g. the local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

## BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Geoffrey Lush	Level 2	BPAD 27682	28/02/2020
Company	Contact No.		
Lush Fire & Planning	0418 954 873		

I declare that the information provided in this bushfire management plan is to the best of my knowledge true and correct.

Signature of Practitioner



Date

20/09/2019

## Lot 13755 Parsons Road - - Executive Summary

---

This Bushfire Management Plan has been prepared for the proposed development application for worker's accommodation on Lot 13755 (#702) Parsons Road Corrigin. The subject land is located approximately 10kms north east of the Corrigin townsite.

The subject land has an area of 64.75 hectares and is part of a larger farming property having an area of 1,365 hectares. There is an existing dwelling, farm sheds and dams on the property. The land is predominantly cleared and used for broad acre cropping and grazing. Central within the property is a block of remnant vegetation of approximately 6.0 hectares.

The primary access to the site is from the Bruce Rock Corrigin Road and then for 650m along Parsons Road. The Bruce Rock Corrigin Road is a sealed district distributor road and Parsons Road is a formed gravel rural road with a 10m wide surface. Access to the development site and existing dwelling is via a 650m formed driveway being 6m wide. There is a secondary driveway access north to the Bruce Rock Corrigin Road.

The subject land is connected to the town reticulated water supply.

Portions of the property including the proposed development site are designated as being bushfire prone.

The application is to provide accommodation for up to eight farm workers being both permanent and seasonal. This will be in the form of 2 four bedroom dongas; a kitchen dining room and a separate laundry. It is proposed to clear a 30m wide low fuel zone around the development site which is predominantly low shrubs, scrub and some Mallee / White Gums.

The determined Bushfire Attack Level based upon the proposed 30m wide low fuel zone is BAL-12.5.

The broader context of the subject land is open farming country with a few dispersed areas of vegetation. The only significant area of bushland is the area immediately adjacent to the development site which is approximately 6.0 hectares. The principal bushfire hazard threat is from a grass / crop fire which could then impact upon this vegetation which is more than 100m wide.

The proposed development will have a BAL-12.5 rating with an expanded asset protection zone around the development access, with multiple access routes. The overall site has excellent district access in multiple directions.

The proposal is defined as a vulnerable land use as the workers maybe unaware of their surroundings and be less able to respond in a bushfire emergency. SPP3.7 Planning in Bushfire Prone Areas requires that development applications for vulnerable land uses are:

- Not to be located in areas with a BAL-40 or BAL-FZ rating;
- Are to accompanied by a Bushfire Management Plan jointly endorsed by the relevant local government and the State authority for emergency services: and
- Are to have an emergency evacuation plan.

While there is a concern that season farm workers may not be aware of their surroundings, it is noted that the applicants farm covers a large area. It also has other separate land parcels, requiring workers to travel to these locations which needs them to be aware of the district access.

While the emphasise for a vulnerable land use are the evacuation procedures the general principles for emergency management which can also be applied to the management of the development are based upon

- Prevention and Mitigation;
- Preparedness;
- Response; and
- Recovery.



## Lot 13755 Parsons Road - - Executive Summary

---

The proposal complies with the Bushfire Protection Criteria and it is recommended that the additional management strategies be applied:

- a) Provision of a 10,000L static water supply tank and fittings for fire fighting despite the property being serviced by reticulated water supply;
- b) Undertaking annual property maintenance;
- c) Preparation of an emergency evacuation plan.

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

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

Development with a BAL rating below BAL-29 and which complies with the Bushfire Protection Criteria; does not increase the threat of bushfire. The proposed BAL-12.5 rating is considered to have a low bushfire risk.

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

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

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

The proposed development complies with the Bushfire Protection Criteria.

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

A relatively small area of vegetation is required to be cleared to provide the proposed asset protection zone. This clearly is predominantly scrub and shrubland rather than trees.

**Document Control**  
**Ref No 19-047**

<b>Street No</b>	<b>Lot No</b>	<b>Plan</b>	<b>Vol</b>	<b>Folio</b>	<b>Street Name</b>		
702	13755	135243	1091	281	Parsons Road		
<b>Locality</b>	Corrigin			<b>State</b>	<b>WA</b>	<b>Postcode</b>	6375
<b>Local Government Area</b>		Corrigin					
<b>Project Description</b>		Worker's Accommodation					
<b>Prepared for</b>		D & S Hickey					

**Version Control**

<b>Rev</b>	<b>Date</b>	<b>Changes</b>	<b>Author/ Review</b>
A	20/09/2019		G.Lush
	01/10/2019		M Scott

**Practitioner Details**



Geoffrey Lush  
18 September 2019

geoffrey@lushfire.com.au  
BPAD Level 2  
Bushfire Planning Practitioner - Prescriptive  
Accreditation No 27682



Mike Scott  
01 October 2019

mike@bushfireprone.com.au  
BPAD Level 3  
Bushfire Planning Practitioner - Performance  
Accreditation No 27795



CONTENTS

1.0	Proposal Details.....	1
1.1	Introduction.....	1
1.2	Firebreak Order.....	1
1.3	Proposed Development.....	7
2.0	Environmental Considerations.....	7
3.0	Bushfire Assessment Results.....	9
3.1	Assessment Inputs - Vegetation Classification.....	9
3.2	Assessment Outputs.....	16
3.2.1	Vegetation Modification.....	16
3.2.2	BAL Assessment.....	17
4.0	Identification of Bushfire Hazard Issues.....	20
5.0	Assessment Against the Bushfire Protection Criteria.....	20
5.1	Compliance Table.....	20
5.2	Additional Management Strategies.....	23
5.2.1	Individual Water Supply.....	23
5.2.2	Annual Property Maintenance.....	23
5.2.3	Emergency Evacuation Plan.....	23
6.0	Responsibilities for Implementation and Management of the Bushfire Measures.....	24

FIGURES

Figure 1	District Context.....	2
Figure 2	Existing Conditions.....	3
Figure 3	Local Context.....	4
Figure 4	Bushfire Prone Land.....	5
Figure 5	Proposed Development.....	8
Figure 6	Vegetation Classification.....	10
Figure 7	Photograph Locations.....	11
Figure 8	Revised Vegetation Plots.....	18
Figure 9	Spatial Measures.....	25

TABLES

Table 1	Vegetation Summary.....	9
Table 2	BAL Analysis.....	19
Table 3	BPC Compliance.....	21
Table 4	Implementation.....	24

# 1.0 Proposal Details

## 1.1 Introduction

This Bushfire Management Plan is prepared to support a development application to the Shire of Corrigin for worker's accommodation units on Lot 13755 (#702) Parsons Road Corrigin. The subject land is located approximately 10kms north east of the Corrigin townsite as shown in Figure 1.

The existing conditions are shown in Figure 2 and the following photographs.

The subject land has an area of 64.75 hectares with a frontage of 804m to Parsons Road and a depth of 805m. There is an existing dwelling, farm sheds and dams on the property. The site is connected to a reticulated water supply.

The land is predominantly cleared and used for broad acre cropping and grazing. Central within the property is a block of remnant vegetation being 185m by 310m (5.7 hectares).

The site has an elevation of 270m AHD and is relatively flat with a slope of less than 1 degree and is effectively flat around the development site.

The primary access to the site is from the Bruce Rock Corrigin Road and then for 650m along Parsons Road. The Bruce Rock Corrigin Road is a sealed district distributor road and Parsons Road is a formed gravel rural road with a 10m wide surface. Access to the development site and existing dwelling is via a 650m formed driveway being 6m wide.

The subject land forms part of a larger farming property having an area of 1,365 hectares as shown in Figure 3.

Portions of the property including the proposed development site are designated as being bushfire prone as shown on Figure 4. This designation triggers:

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

## 1.2 Firebreak Order

The Shire's Firebreak Order requires on Rural land that the following measures shall be provided:

- 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 property boundaries.
- 1.2 Property in excess of 250 hectares shall have fire 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.



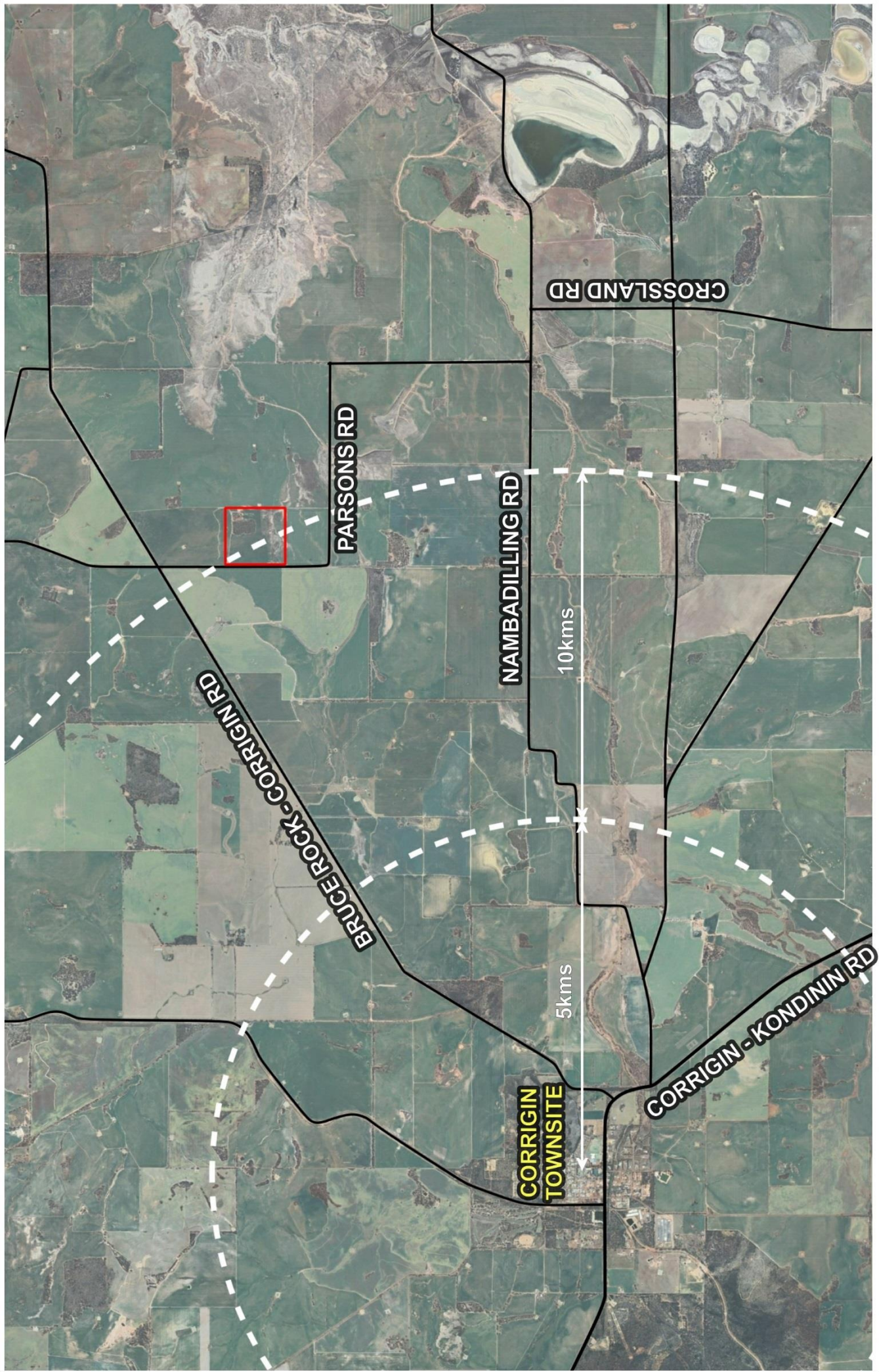
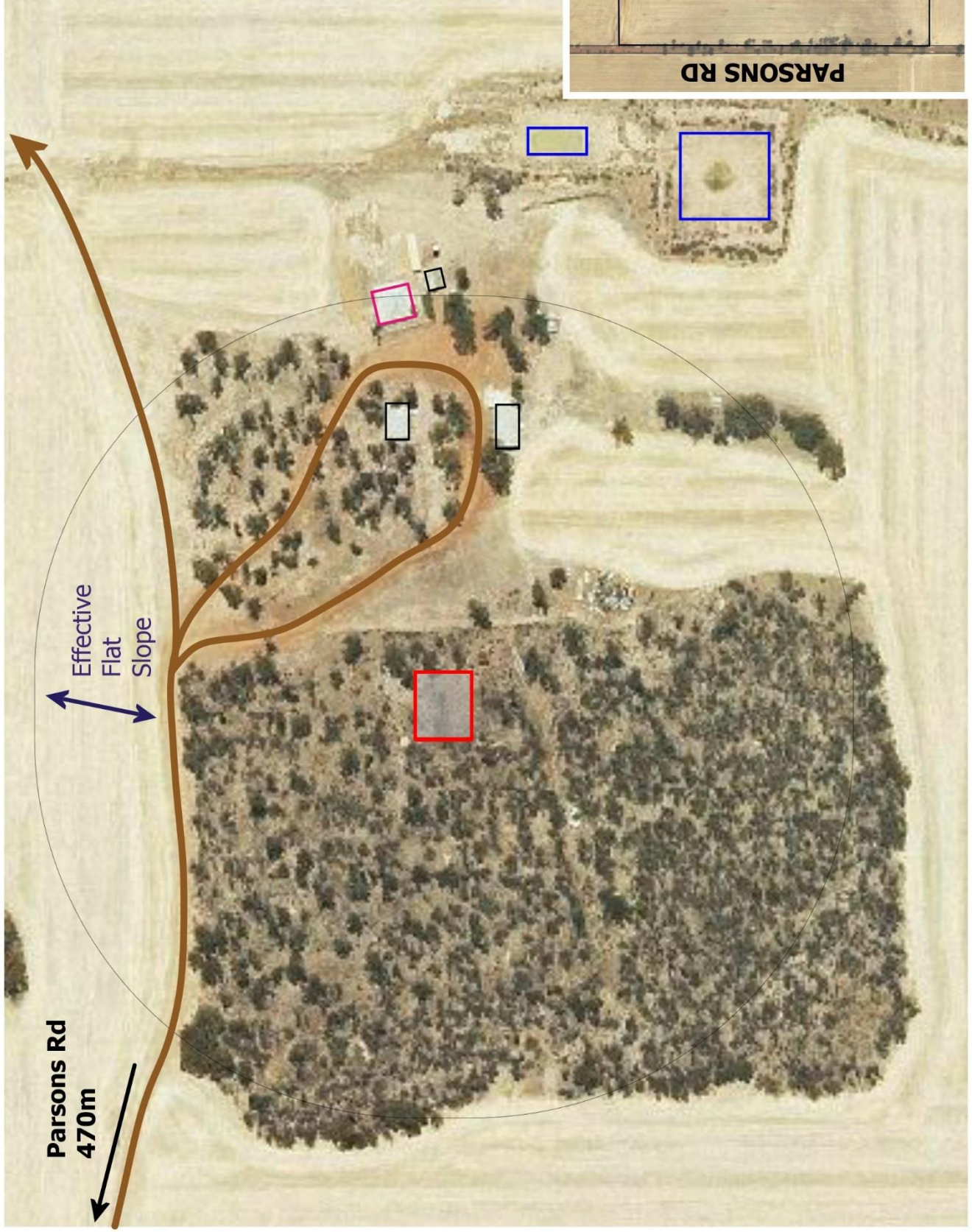


FIGURE 1  
DISTRICT CONTEXT



Job No 19-047  
Rev A  
Description Preliminary  
Date 27/08/2019





**LEGEND**


-  DEVELOPMENT SITE
-  EXISTING DWELLING
-  EXISTING SHEDS
-  DRIVEWAY
-  DAMS
-  150m ASSESSMENT AREA
-  UPSLOPE

FIGURE 2  
EXISTING CONDITIONS



Job No 19-047  
Rev A  
Description Preliminary  
Date 27/08/2019





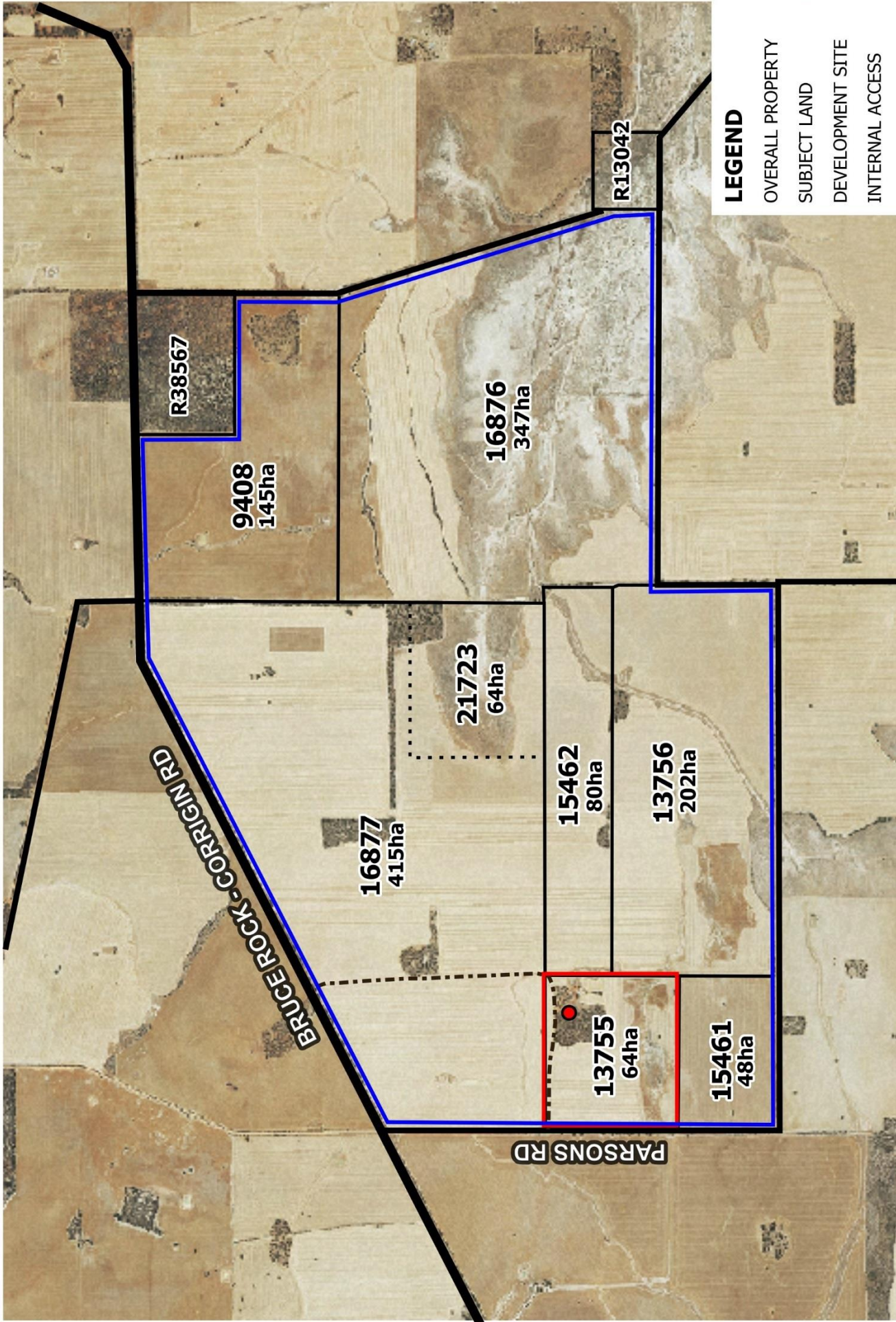


FIGURE 3  
LOCAL CONTEXT





**LEGEND**

SUBJECT LAND



DEVELOPMENT SITE



BUSHFIRE PRONE  
LAND (2019)



FIGURE 4  
BUSHFIRE PRONE LAND



Job No 19-047

Rev A Description Preliminary

Date 27/08/2019



## Lot 13755 Parsons Road

---

*Parsons Road south from  
Corrigin Bruce Rock Road*



*Driveway entrance from  
Parsons Road*



*Existing dwelling*



### 1.3 Proposed Development

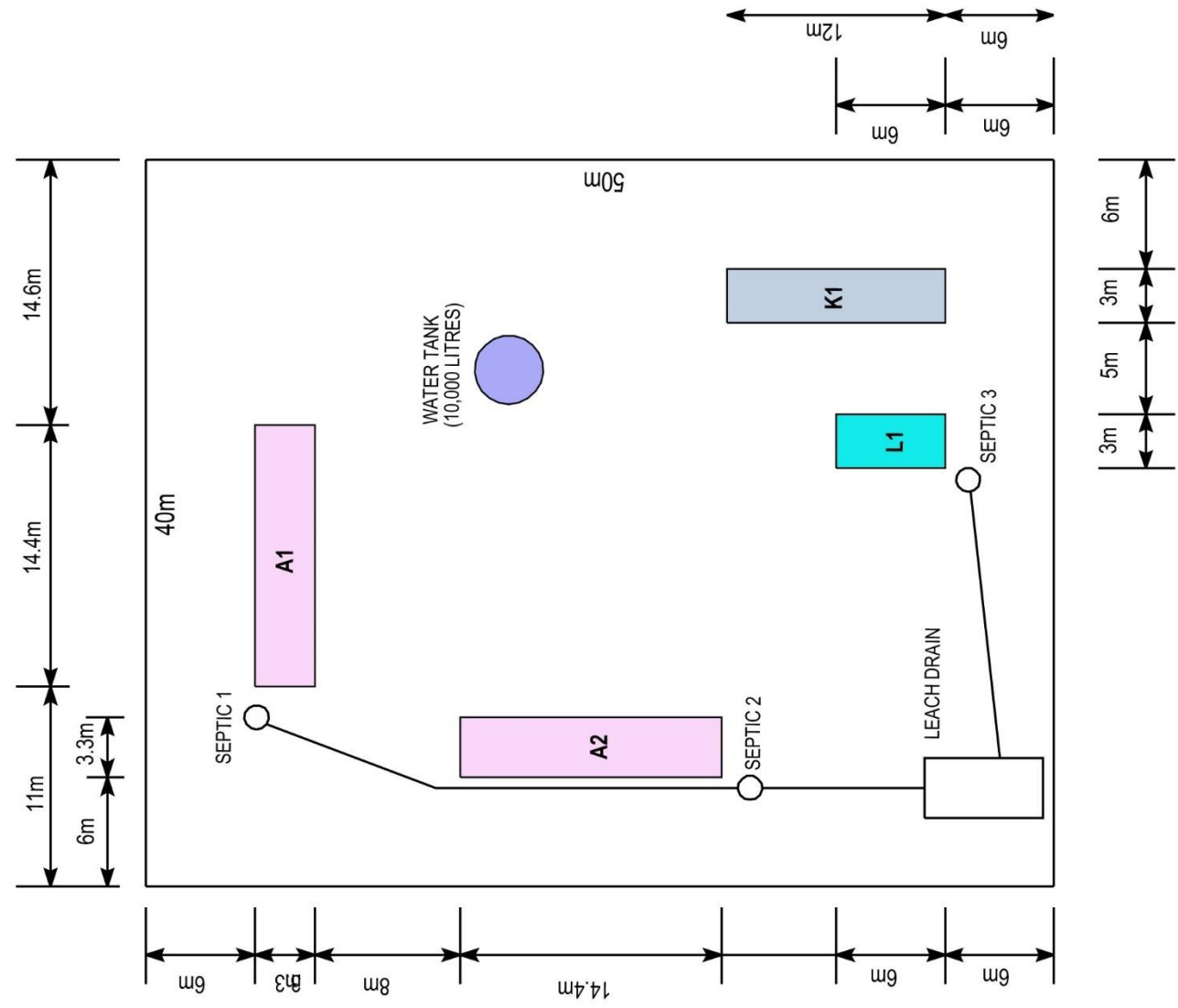
The application is to provide accommodation for up to eight farm workers being both permanent and seasonal. This will be in the form of 2 four bedroom dongas; a kitchen dining room and a separate laundry.

The proposed development is shown in Figure 5 and it will be situated approximately 140m west of the existing dwelling and accessed from the existing driveway.

### 2.0 Environmental Considerations

The existing vegetation is not classified or has any formal conservation significance.

It is proposed to clear a 30m wide low fuel zone around the development site which is predominantly low shrubs, scrub and some Mallee / White Gums.



A1  
A2



K1



L1

FIGURE 5  
PROPOSED DEVELOPMENT



Job No	19-047
Rev	Description
A	Preliminary
B	Site Plan
Date	27/08/2019
	17/09/2019

### 3.0 Bushfire Assessment Results

#### 3.1 Assessment Inputs - Vegetation Classification

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

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

The vegetation plots are shown in Figure 6 Vegetation Classification and the following photographs.

*Table 1 Vegetation Summary*

<b>Plot No</b>	<b>Classification</b>	<b>Height</b>	<b>Foliage Cover</b>	<b>Slope</b>	<b>Comment</b>
1	Grassland	>100mm	100%	Flat Upslope	Cropping areas.
2	Woodland	20m	<30%	Flat	Salmon Gums over shrub understorey to 0.75m but not continuous with bare ground and grass present.
3	Woodland	20m	<15%	Flat	Salmon Gums over open low shrub understorey to 0.5m but not continuous with bare ground and grass present.
4	Grassland (Low Open Shrubland)	0.5m	<10%	Flat	Discontinuous Low shrubland, with grass in open areas.
5	Woodland	18m	20%	Flat	Small area of White Gums adjacent to the development site over shrubland.
6	Scrub	<6m	30%	Flat	Mallee type trees (multi stemmed) over dispersed shrub and grass. Dead branches and fine fuel on the ground and near surface with some bare patches.
7	Shrubland	1m	30%	Flat	Shrubland with patches of grass
8	Managed Land	N/A	N/A	Flat	Low threat vegetation and non vegetated areas around sheds including the driveway.



**LEGEND**

-  DEVELOPMENT SITE
-  EXISTING BUILDINGS
-  100m BUFFER
-  150m BUFFER
-  UPSLOPE
-  VEGETATION PLOTS

- PLOT 1 CLASS G GRASSLAND
- PLOT 2 CLASS B WOODLAND
- PLOT 3 CLASS B WOODLAND
- PLOT 4 CLASS G GRASSLAND (Low Open Shrubland)
- PLOT 5 CLASS B WOODLAND
- PLOT 6 CLASS D SCRUB
- PLOT 7 CLASS C SHRUBLAND
- PLOT 7 MANAGED LAND Excluded 2.2.3.2(f)

The assessment of this site/development was undertaken on the 7 August 2019 for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 2018 Simplified Procedure (Method 1).

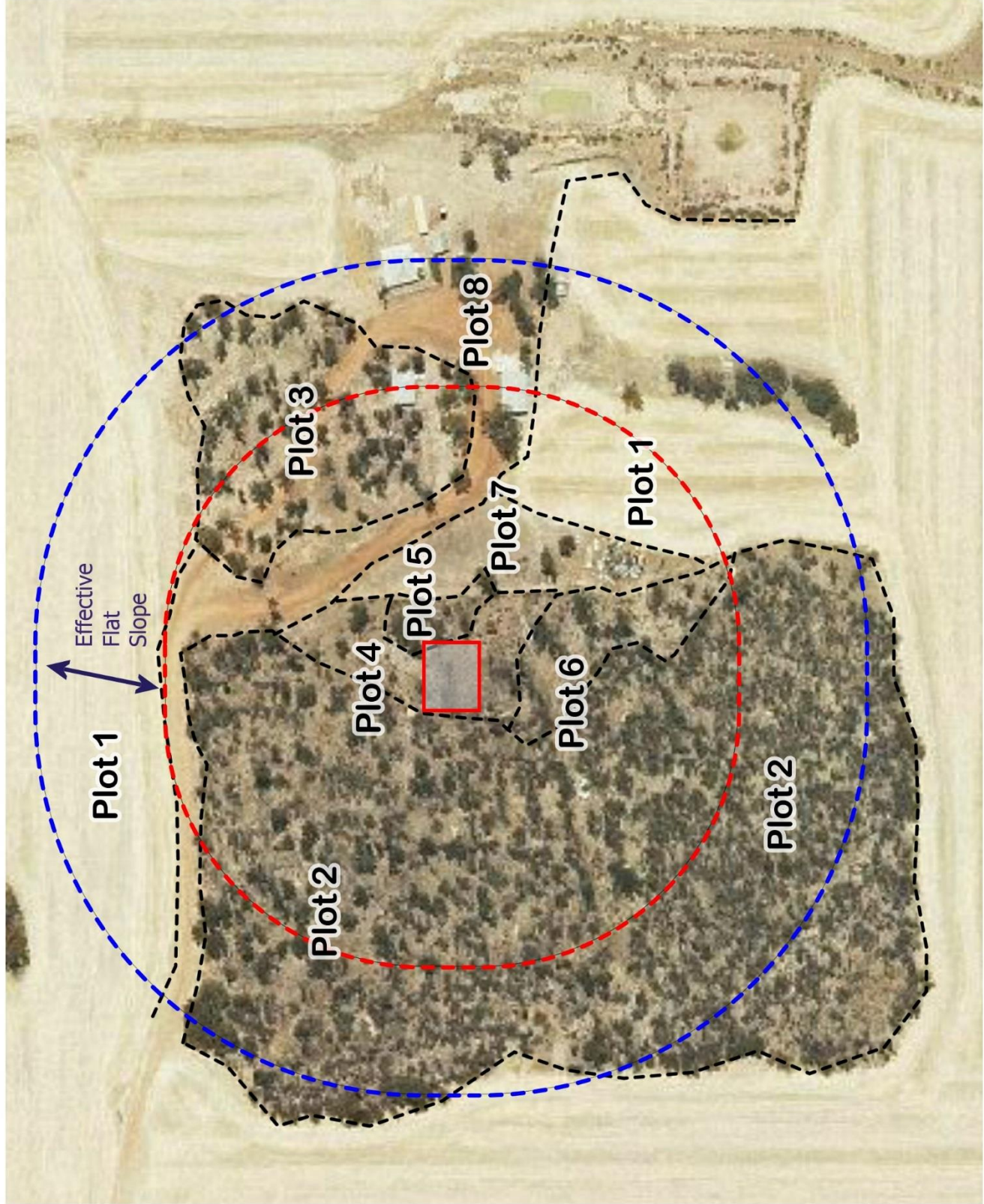


FIGURE 6  
VEGETATION CLASSIFICATION



Job No 19-047  
Rev Description  
A Preliminary  
Date 27/08/2019



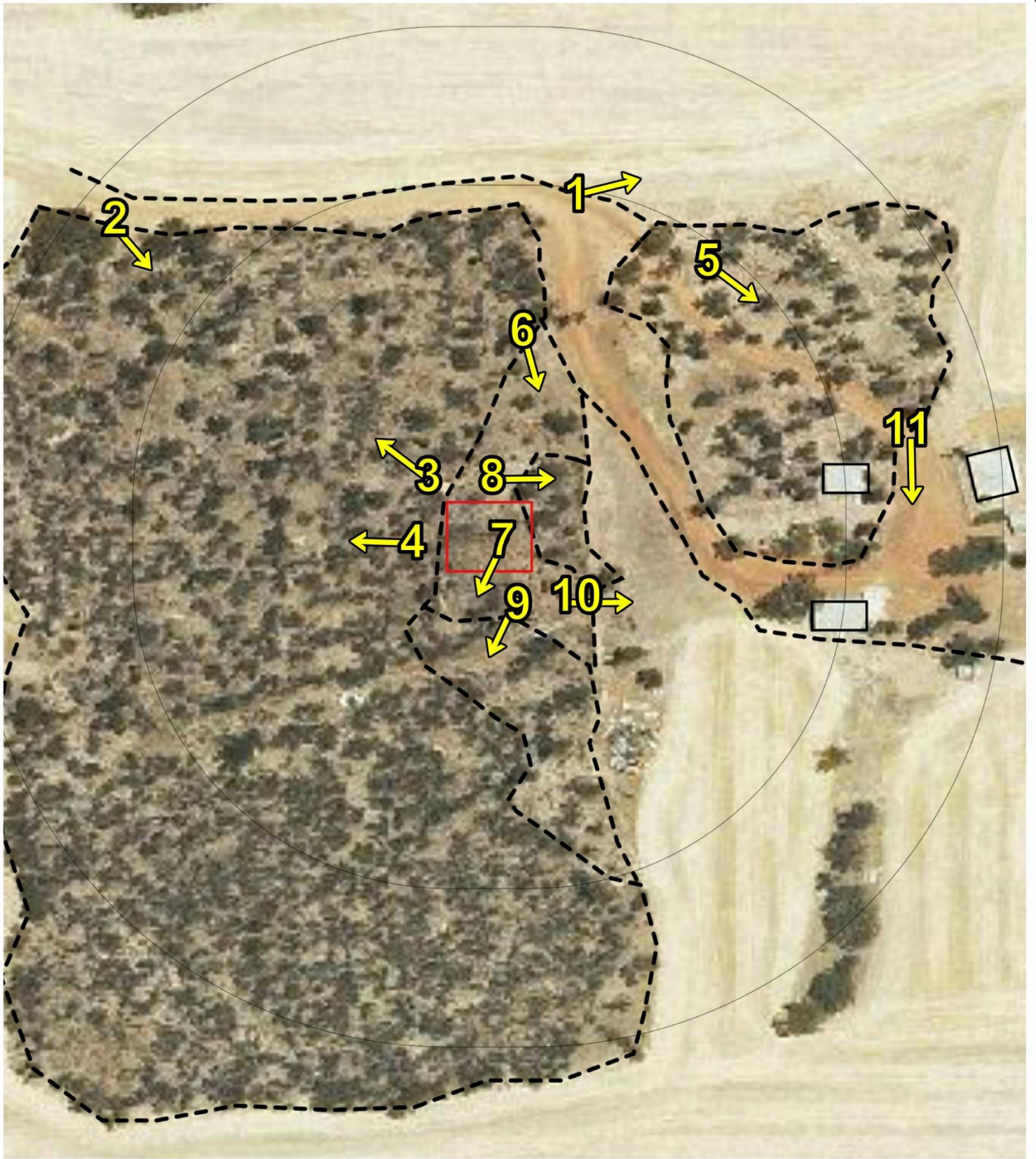


FIGURE 7  
PHOTOGRAPH LOCATIONS



Job No 19-047

Rev Description  
A Preliminary

Date  
27/08/2019



## Lot 13755 Parsons Road

---

### Photo No 1 Plot No 1

#### Vegetation Classification

Class G Grassland – Tussock grassland G-22

#### Description

Cropping land.



### Photo No 2 Plot No 2

#### Vegetation Classification

Class B Woodland - Woodland B-05

#### Description

Salmon Gum to 20m height with less than 30% foliage coverage, over shrub understorey to 0.75m but not continuous with bare ground and grass present. Also, some fallen dead branches. Moderate surface fuel loads.



### Photo No 3 Plot No 2

#### Vegetation Classification

Class B Woodland - Woodland B-05

#### Description

Salmon Gum to 20m height with less than 30% foliage coverage, over shrub understorey to 0.75m but not continuous with bare ground and grass present. Also, some fallen dead branches. Moderate surface fuel loads.





## Lot 13755 Parsons Road

### Photo No 4 Plot No 2

#### Vegetation Classification

Class B Woodland - Woodland B-05

#### Description

Salmon Gum to 20m height with less than 30% foliage coverage, over shrub understorey to 0.75m but not continuous with bare ground and grass present. Also, some fallen dead branches. Moderate surface fuel loads.



### Photo No 5 Plot No 3

#### Vegetation Classification

Class B Woodland - Woodland B-05

#### Description

Salmon Gum to 20m height with less than 15% foliage coverage, over open low shrub understorey to 0.5m but not continuous with bare ground and grass present. Low to moderate surface fuel loads.



### Photo No 6 Plot No 4

#### Vegetation Classification

Class G Grassland – Low open shrubland G-19

#### Description

Low shrubland in foreground to 0.5m height, discontinuous less than 10% foliage coverage with grass in open areas.





**Photo No 7      Plot No 4**

**Vegetation Classification**

Class G Grassland – Low open shrubland G-19

**Description**

Low shrubland in foreground to 0.5m height, discontinuous less than 10% foliage coverage with grass in open areas.



**Photo No 8      Plot No 5**

**Vegetation Classification**

Class B Woodland - Woodland B-05

**Description**

Small area of White Gums adjacent to the development site over shrubland.



**Photo No 9      Plot No 6**

**Vegetation Classification**

Class D Scrub - Open scrub D-14

**Description**

Mallee type trees (multi stemmed) less than 6m high over dispersed shrub and grass. Dead branches and fine fuel on the ground and near surface with some bare patches.



## Lot 13755 Parsons Road

---

### Photo No 10 Plot No 7

#### Vegetation Classification

Class C Shrubland - Low shrubland  
C-12

#### Description

Shrubland less and 1m with  
patches of grassland. Moderate  
fuel loads.



### Photo No 11 Plot No 8

#### Vegetation Classification

Excludable - 2.2.3.2(f) Low Threat  
Vegetation

#### Description

Low threat vegetation and non  
vegetated areas around sheds  
including the driveway.





### 3.2 Assessment Outputs

#### 3.2.1 Vegetation Modification

The development will include a 30m asset protection zone around the buildings which predominantly contains scrub, and shrubland vegetation. This is presently being “parkland cleared” with the focus being on the understorey vegetation rather than the Salmon Gums

The revised vegetation plots for this are shown in Figure 8. It is noted that Plot 5 is wholly within the 30m setback and so becomes low threat vegetation.

**Plot 9** Clearing for the asset protection zone.



### 3.2.2 BAL Assessment

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

The assessment has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 (2018).

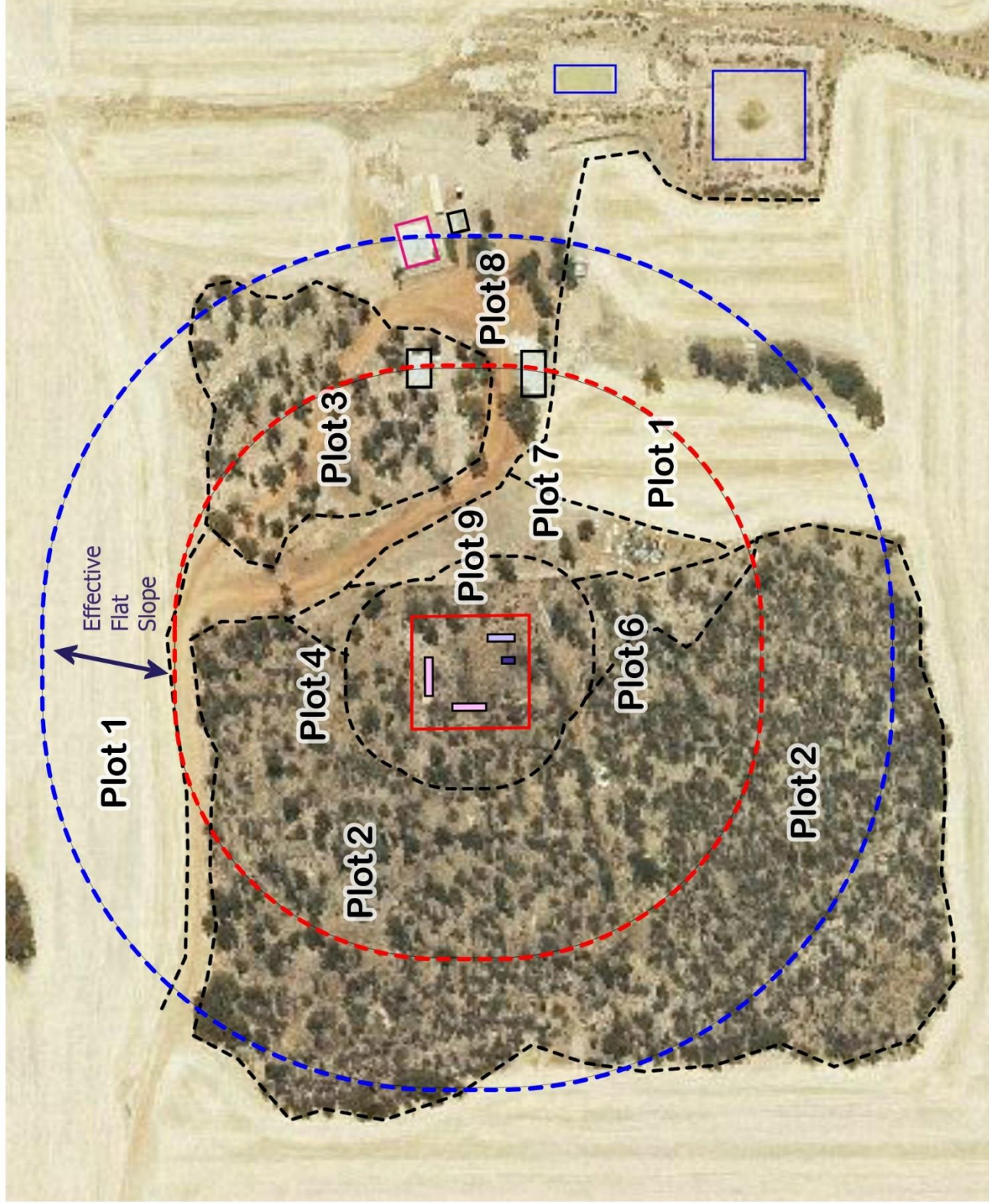
The BAL rating is determined through the identification and assessment of the following parameters:

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

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

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





**LEGEND**

-  DEVELOPMENT SITE
-  EXISTING BUILDINGS
-  100m BUFFER
-  150m BUFFER
-  UPSLOPE
-  VEGETATION PLOTS

- PLOT 1 CLASS G GRASSLAND
- PLOT 2 CLASS B WOODLAND
- PLOT 3 CLASS B WOODLAND
- PLOT 4 CLASS G GRASSLAND (Low Open Shrubland)
- PLOT 5 (Now part of Plot 9)
- PLOT 6 CLASS D SCRUB
- PLOT 7 CLASS C SHRUBLAND
- PLOT 8 MANAGED LAND Excluded 2.2.3.2(f)
- PLOT 9 MANAGED LAND Excluded 2.2.3.2(f)

The assessment of this site/development was undertaken on the 7 August 2019 for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 2018 Simplified Procedure (Method 1).

FIGURE 8

REVISED VEGETATION CLASSIFICATION



Rev	Description	Date
A	Preliminary	27/08/2019
B	Site Plan	17/09/2019

Job No 19-047



## Lot 13755 Parsons Road

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

### Fire Danger Index

FDI 40

Table 2.7

FDI 50

Table 2.6

FDI 80



Table 2.5

FDI 100

Table 2.4

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below. The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959. This is on the basis of the 30m asset protection zone as previously referenced.

Table 2 BAL Analysis

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	Flat	96m	BAL – LOW
2	Class B Woodland	Flat	30m	BAL – 12.5
3	Class B Woodland	Flat	50m	BAL – 12.5
4	Class G Grassland	Flat	30m	BAL – 12.5
5	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
6	Class D Scrub	Flat	30m	BAL – 12.5
7	Class C Shrubland	Flat	30m	BAL – 12.5
8	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
9	Excludable – Clause 2.2.3.2(f)	N/A	N/A	BAL – LOW
<b>Determined Bushfire Attack Level</b>				<b>BAL – 12.5</b>

### 4.0 Identification of Bushfire Hazard Issues

The context of the subject land to the surrounding locality is shown in Figures 1 and 3. This is generally open farming country with a few dispersed areas of vegetation. The only significant area of bushland is the area immediately adjacent to the development site which is approximately 6.0 hectares. The principal bushfire hazard threat is from a grass / crop fire which could then impact upon this vegetation which is more than 100m wide.

The proposed development will have a BAL-12.5 rating with an expanded asset protection zone around the development access, with multiple access routes. The overall site has excellent district access in multiple directions.

As the proposal is defined in the Guidelines as a vulnerable land use where persons may be less able to respond in a bushfire emergency, maybe unaware of their surroundings and who may require assistance or direction in the event of a bushfire. While there is an emphasis on evacuation procedures the general principles for emergency management are:

#### Prevention and Mitigation

Prevention activities eliminate or reduce the probability of occurrence and impact of bushfire.

#### Preparedness

Preparedness activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.

#### Response

Response activities combat and contain the effects of the event, provide emergency assistance for casualties, help reduce further damage and help speed recovery operations. The highest priority in any response activity will be given to the preservation and protection of human life.

#### Recovery

Recovery activities, support emergency affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

### 5.0 Assessment Against the Bushfire Protection Criteria

#### 5.1 Compliance Table

The requirements in the Bushfire Protection Criteria and the proposed mitigation strategies are summarised in Table 3 and shown spatially in Figure 9.



## Lot 13755 Parsons Road

Table 3 BPC Compliance

Bushfire Protection Criteria	Ref	Method of Compliance	Proposed Bushfire Management Strategies	
			Compliance	Subdivision / Development
Element 1: Location	A1.1	<b>Development location</b>	Yes	The proposed development site will have a BAL-12.5 rating
Element 2: Siting and design	A2.1	<b>Asset protection zone (APZ)</b>	Yes	The APZ will be wholly contained with the subject land. A2.1 requires this to be a minimum distance to give a BAL-29 rating, while the Shire's Firebreak Order requires a 20m low fuel zone around buildings. The proposed APZ will be 30m wide which will give a BAL-12.5 rating. The APZ is to be maintained in accordance with the specifications shown in Figure 9.
Element 3: Vehicular access	A3.1	<b>Two access routes</b>	Yes	Parsons Road provides access in two directions to the subject land (Lot 13755) connecting to: <ul style="list-style-type: none"> <li>The Bruce Rock Corrigin Road being situated 650m to the north of the site; and</li> <li>Nambadilling Road to the south of the site.</li> </ul> The overall property has frontage to both Parsons and the Bruce Rock Corrigin Roads as shown in Figure 3.
	A3.2	<b>Public road</b>	N/A	Not applicable
	A3.3	<b>Cul-de-sac (including a dead-end-road)</b>	N/A	Not applicable
	A3.4	<b>Battle-axe</b>	N/A	Not applicable
	A3.5	<b>Private driveway longer than 50m.</b>		The principal driveway access is approximately 650m in length form Parsons Road.
		Table 6 Column 3 <ul style="list-style-type: none"> <li>Min 4m trafficable surface</li> <li>Min 6m horizontal clearance</li> </ul>	Yes	The driveway has a formed gravel trafficable surface being 6m wide.
			Yes	The driveway extends through cleared cropping areas and a small length of bushland with horizontal clearances exceeding 6m so as to accommodate farm machinery.

**Lot 13755 Parsons Road**

Bushfire Protection Criteria	Ref	Method of Compliance	Proposed Bushfire Management Strategies	
			Compliance	Subdivision / Development
		<p>Acceptable solutions / Performance based solution</p> <ul style="list-style-type: none"> <li>• 4.5m vertical clearance to vegetation</li> <li>• Maximum grade &lt;50m of 1:10</li> <li>• Min weight capacity 15 tons</li> <li>• Min cross fall 1:33</li> <li>• 8.5m inner curve radius</li> </ul> <p>Passing bays every 200m</p> <p>Turn around areas</p> <p>Bridge, culverts 15 ton</p> <p>All weather surface</p> <p><b>Emergency access way (EAW)</b></p> <p><b>Fire service access routes (FSAR)</b></p> <p><b>Firebreaks</b></p> <p>Lots greater than 0.5 to have 3m boundary firebreak or as prescribed by local firebreak notice</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>Yes</p>	<p>The driveway is predominantly located on cleared cropping land with no vertical obstruction. The small section extending through the bushland had vertical clearances of more than 6m as shown in the vegetation photographs. The driveway is effectively flat.</p> <p>The driveway has been constructed to be used by farm machinery which weigh more than 12 tonnes</p> <p>The driveway has a minimum cross fall to provide for drainage.</p> <p>The driveway has curve radius of more than 8.5m to allow access for large farm machinery.</p> <p>The driveway has a 6m wide formed surface with associated shoulders which provide for passing areas.</p> <p>There is a large turn around area adjacent to the development site as shown in Figure 2.</p> <p>Not applicable</p> <p>The driveway has a crushed rock gravel surface.</p> <p>Not applicable</p> <p>Not applicable</p> <p>The property complies with the Shire's Firebreak Order which requires boundary firebreaks.</p>
Element 4: Water	<p><b>A4.1</b></p> <p><b>A4.2</b></p> <p><b>A4.3</b></p>	<p><b>Reticulated areas</b></p> <p><b>Non-reticulated areas</b></p> <p><b>A4.3 Individual lots within non-reticulated areas.</b> 10,000L tank.</p>	<p>Yes</p> <p>N/A</p> <p>N/A</p>	<p>The subject land is connected to a reticulated water supply extending from Corrigin.</p> <p>Not applicable</p> <p>Not applicable</p>

### 5.2 Additional Management Strategies

#### 5.2.1 Individual Water Supply

The provision of and maintenance of reliable water supplies is essential in fire control and a suitable water supply must be readily available and accessible to Fire Appliances at all times.

While the development will be connected to the town reticulated water supply, the overall fire protection will be improved by having an additional water supply for fire fighting. This should be a minimum of 10,000L with a non electric pump and appropriate fittings as follows:

- a) A 50mm male camlock couplings with full flow valves;
- b) The fittings positioned at the base of the tank so that the total tank capacity is available for firefighting purposes at any time;
- c) An adequate hard standing access must also be provided adjacent to such connection/s and must be readily identifiable; and
- d) A nonelectric firefighting pump (normally 5.5hp) with sufficient hose to protect the buildings and the surrounding low fuel zone.

#### 5.2.2 Annual Property Maintenance

Annual property maintenance is an important preparation for the annual fire season. This should focus on the area around the proposed dwelling and the following maintenance works should be considered:

Autumn and Winter (May-August)

- Tree pruning and remove lower branches and check that power lines are clear.
- Clear long grass, leaves, twigs and flammable shrubs.
- Overhaul the emergency water pump, fixtures and hoses.

Spring (September-November)

- Prepare boundary firebreaks.
- Carry out maintenance of strategic firebreak.
- Reduce grass levels within the hazard separation and building protection zones.
- Prune the dead material from the shrubs in the building protection zone.
- Clean out gutters, remove debris from roof.

Early summer (December onwards)

- Re-check personal and home protection gear, screens, water supplies and gutters.
- Keep yards as free as possible from combustible materials, fuels and debris.
- Avoid storing any felled trees and rubbish on your property.
- Remove dead shrubs and avoid long grasses, bracken or neglected masses of tall quick-curing annuals.
- Prepare a bushfire survival plan.

#### 5.2.3 Emergency Evacuation Plan

An emergency evacuation plan focusing on bushfire is to for proposal in accordance with Section 5.5.2 of the Guidelines having specific regard to:

- a) Annual Plan Review and Practice Log;
- b) Key Site Information;
- c) Nominated Evacuation Location & Safe Evacuation Routes;
- d) Emergency Contacts;

- e) Early Evacuation Considerations;
- f) Property Preparation Procedures;
- g) Bushfire Emergency - Awareness;
- h) Bushfire Emergency Response - No Bushfire Identified;
- i) Bushfire Emergency Response – Bushfire Identified;
- j) Shelter in Place Procedures; and
- k) Return Procedures Post Evacuation.

The emergency evacuation plan incorporates a bushfire survival plan based upon the “Prepare, Act, Survive” program which promotes landowners / occupants:

- Knowing the risk from bushfire and having a bushfire survival plan;
- Acting on the Fire Danger Ratings and associated triggers; and
- Surviving by monitoring conditions if a fire starts and knowing the bushfire warning alert levels.

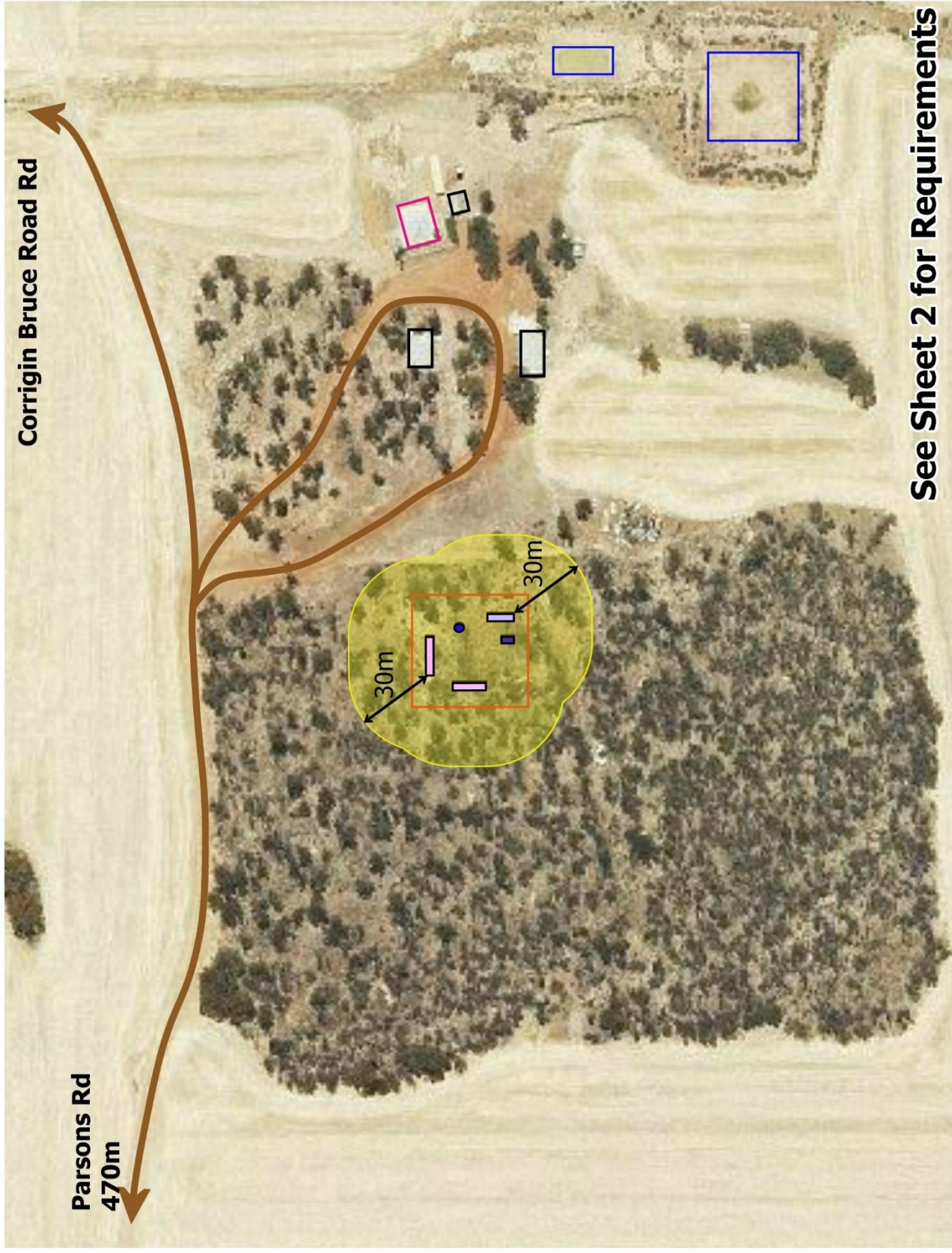
## 6.0 Responsibilities for Implementation and Management of the Bushfire Measures

The management of the risk posed by bushfires is a shared responsibility between landowners, government and industry. These responsibilities are summarised in Table 4 and shown in Figure 9.

*Table 4 Implementation*

No	MANAGEMENT ACTION	TIMING
<b>1.0 Operator</b>		
1.1	Preparing an emergency evacuation plan	As a condition of development approval and prior to commencing operations.
1.2	Establishing and maintaining the asset protection zone around the proposed buildings.	Ongoing from commencement of operations.
1.3	Maintaining the driveway access.	Ongoing from commencement of operations.
1.4	Providing boundary firebreaks in accordance with the Shire Firebreak Notice	Annually before the commencement of the fire season.
1.5	Establishing and maintaining a minimum 10,000L static water supply tank for fire fighting with the appropriate fittings.	Annually before the commencement of the fire season.
<b>2.0 Local Government</b>		
2.1	Ensuring compliance with building and land use planning provisions.	Ongoing
2.2	Ensuring compliance with its annual Fire Break Notice.	Ongoing





**LEGEND**

[Pink Box]	DEVELOPMENT SITE
[Blue Box]	ACCOMMODATION UNIT
[Yellow Box]	KITCHEN/DINING
[White Box]	LAUNDRY
[Brown Line]	DRIVEWAY
[Yellow Box]	ASSET PROTECTION ZONE
[Pink Box]	EXISTING DWELLING
[White Box]	SHEDS
[Blue Circle]	FIRE WATER TANK
[Blue Box]	DAMS

**See Sheet 2 for Requirements**

FIGURE 9  
SPATIAL MEASURES  
SHEET 1 of 2



Job No	19-047
Rev	Description
A	Preliminary
B	Site Plan
Date	27/08/2019
	17/09/2019



## REQUIREMENTS

### Asset Protection Zone (APZ)

Vegetation in the APZ is to comply with Schedule 1 Element 2 of the Guidelines as follows:

- Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.
- Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- Grass: should be managed to maintain a height of 100 millimetres or less.

### Water Supply

A 10,000L water supply dedicated for fire fighting will be provided with appropriate fixtures and fittings being a 50mm male camlock coupling with full flow valves.

### Driveway

The driveway access will be suitable for a fire truck with a minimum 4m trafficable surface. Passing bays shall be provided every 200m. Any access gate installed along the driveway, shall have a minimum width of 3.6m.

### Firebreaks

Boundary firebreaks are to be provided in accordance with the Shire's Firebreak Notice.

### AS3959 Construction Standards

The accommodation units have a proposed BAL-12.5 rating.

### Emergency Evacuation Plan

An emergency evacuation plan focusing on bushfire is to for proposal in accordance with Section 5.5.2 of the Guidelines having specific regard to:

- a) Annual Plan Review and Practice Log;
- b) Key Site Information;
- c) Nominated Evacuation Location & Safe Evacuation Routes;
- d) Emergency Contacts;
- e) Early Evacuation Considerations;
- f) Property Preparation Procedures;
- g) Bushfire Emergency - Awareness;
- h) Bushfire Emergency Response - No Bushfire Identified;
- i) Bushfire Emergency Response – Bushfire Identified;
- j) Shelter in Place Procedures; and
- k) Return Procedures Post Evacuation.

### Maintenance

Installation and upkeep of the asset protection zone, firebreaks, water supply and the driveway are the responsibility of the landowner. The measures listed above shall be implemented prior to the occupation of the dwelling and shall continue to be maintained in perpetuity.



## Disability Access and Inclusion Plan (DAIP) for the Shire of Corrigin

2020 - 2025

This Disability Access and Inclusion plan is available in alternative formats upon request and includes in electronic format by email, in hard copy in both large and standard print, in audio or compact disc and on the website [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)



# Contents

<b>Background</b>	<b>4</b>
The Shire of Corrigin	4
Functions, facilities and services provided by the Shire of Corrigin	4
What is disability	5
People with disability in the Shire	5
Planning for better access	5
Progress since 2007 DAIP	6
<b>Access and inclusion policy statement</b>	<b>7</b>
<b>Development of the DAIP</b>	<b>9</b>
Responsibility for the planning process	9
Community consultation process	9
Findings of the consultation	10
Responsibility for implementing the DAIP	11
Communicating the plan to staff, contractors and people with disability	11
Review and evaluation mechanisms	11
Reporting on the DAIP	12
<b>Strategies to improve access and inclusion</b>	<b>13</b>
<b>Appendices:</b>	<b>17</b>
Appendix 1 – Progress between 2004 to 2019 under the Disability Access and Inclusion Plan.	17
<b>Implementation Plan 2020 - 2025</b>	<b>20</b>

## **Acknowledgements**

The Shire of Corrigin acknowledges the input received from various organisations and individuals within the community, which has assisted in the preparation of this and previous versions of the Disability Access and Inclusion Plan.

# Background

## **The Shire of Corrigin**

Nestled in the central Wheatbelt and located 229km south-east of Perth, Corrigin is predominantly a farming community with cropping and sheep its main industries.

Corrigin is a progressive community and pro-active in improving all facets of country living. A great alternative to the city, Corrigin offers all the necessary services and facilities including medical, educational, recreational, economical and social.

The major town, Corrigin, is located on the Brookton Highway with a population of approximately 1,146.

## **Functions, Facilities and Services (both in-house and contracted) provided by the Shire of Corrigin**

The Shire of Corrigin is responsible for a range of functions, facilities and services including:

**Services to property:** construction and maintenance of shire-owned buildings, roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

**Services to the community:** provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; community resource centre and community events.

**Regulatory services:** planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog and cat control and the development and maintenance of parking.

**General administration:** the provision of general information to the public and the lodging of complaints and payment of fees including police licensing, rates and dog and cat licences.

**Processes of government:** ordinary and special Council and committee meetings; electors' meetings and election of council members; and community consultations.

## **What is Disability?**

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

- which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- which is permanent or likely to be permanent
- which may or may not be of a chronic or episodic nature
- which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

With the assistance of appropriate aids and services, the restrictions experienced by many people with a disability may be overcome.

## **People with Disability in the Shire of Corrigin**

It is estimated that there are approximately 49 people living in Corrigin who need assistance with core activities. This is based on The Australian Bureau of Statistics (ABS) 2016 Census data. Corrigin like most communities in Australia also has an ageing community which requires planning for facilities and services that can assist with keeping the aged in their homes and community as long as possible.

## **Planning for Better Access**

The Western Australia Disability Services Act 1993 requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western

Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

## **Progress since 2007 DAIP**

The Shire of Corrigin is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in late 1995 to address the access barriers within the community.

The Shire then adopted a Disability Access and Inclusion Plan in 2007 which further built on the progress made in the 1995 Disability Service Plan.

Since the adoption of the Disability Access and Inclusion Plan in 2007, the Shire has implemented many initiatives and made significant progress towards better access and inclusion.

These have included:

- Major renovations to a number of major community buildings, including the building of a new Recreation and Events Centre, major renovations to the swimming pool including the building of a heated indoor activity pool, Medical Centre, Administration and Community Resource Centre, Day Care Centre and Dentist. These extensive new or renovated buildings greatly improve the overall accessibility to shire facilities.
- Installation of automatic sliding doors at both entrances to the Shire of Corrigin Administration and Community Resource Centre.
- Building of a new administration office at the Shire Depot with full accessibility, including accessible toilets.
- Improvements to the footpath infrastructure throughout the Corrigin townsite to allow for wheelchairs and gopher access. This is a continual program of improvement.
- Improvements to parking facilities at shire buildings including the installation of accessible parking bays in suitable locations.
- Inclusion of accessible pathways and toilets through major parkland developments at the Adventure Playground.
- Increased availability to Shire communications and information via electronic means, via the Shire website, email and social media.

# Access and Inclusion Policy Statement

The Shire of Corrigin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Corrigin interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

## **The Shire of Corrigin:**

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of its DAIP.

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.



# Development of the Disability Access and Inclusion Plan

## Responsibility for the Planning Process

The Governance Projects Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

## Community Consultation Process

In December 2019, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP), consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion.

The process included:

- Examination of the existing Shire of Corrigin DAIP 2014 to 2019 and subsequent progress reports to see what has been achieved and what still needs work;
- Consultation with key staff; and
- Consultation with the community.

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area and on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

The following consultation methods were used:

- In December 2019 the community was informed through the local newsletter, social media, the Shire's website and direct contact via email and telephone that the Shire was revising the existing DAIP to address barriers to access for people with disability and their families. The community were invited to an informal community consultation session on 11 December 2019.

- Seven community members attended the consultation session along with the Governance Projects Officer, whilst not a significant number in attendance the age range was from a young mother through to more senior members of the community. The session went for 1½ hours and whilst feedback was mostly of a positive nature and the group commended the Shire on improvements made over the past ten years there were group detailed discussion on how facilities, events and information access could be further improved.
- The Governance Projects Officer also made contact with local organisations to discuss the barriers to services and facilities. These organisations are the Senior Citizens Committee, local hospital and the District High School.
- Shire staff were also consulted as part of the consultation process.

## **Findings of the Consultation**

The review and consultation found that there was general agreement that the Shire had achieved a number of improvements to the services available for people with disability over the past ten years. The individuals and organisations that did respond to the consultation believed that any areas of concern were adequately addressed in the DAIP and they had nothing further to contribute.

Some of the major points to come from the community consultation session held in December 2019 are listed below:

- Promotion of the town as having excellent facilities for visitors and residents. Most in the room emphasised the point that when they travel they make sure their route has accessible facilities available and further promotion of Corrigin could increase awareness and assist people with disability to know that Corrigin is proactive in being disability friendly.
- The installation of tactile strips at Council facilities has improved access for those with site impairments. This is particularly needed when brick paving is similar colour over differing heights.
- Access to the town oval from the Corrigin Recreation and Events Centre (CREC) is quite difficult, this is also the case for parents with prams.
- Change facilities at CREC are not available to the entire community and do not cater to older children or adults. At present there only baby changing stations available.
- A suggestion of quiet spaces available at events to cater to people with sensory issues.
- Gopher access (specific parking areas) in the main street was discussed and the possibility of accessible car bays.
- Training of councillors, staff and the general community to raise awareness.

## **Responsibility for Implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

## **Communicating the plan to staff, contractors and people with disability**

The community was informed through the local newspaper that copies of the plan were available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format, by email and on the Shire's website.

As plans are amended Shire staff, contractors and the community will be advised of the availability of updated plans, using the above methods.

## **Review and Evaluation Mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Department of Communities. The Implementation Plan can be updated more frequently if desired.

## **Monitoring and Reviewing**

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

The Shire's DAIP will be reviewed and submitted to the Department of Communities in 2026. The report will outline what has been achieved under the Shire's DAIP 2020 - 2025.

## **Evaluation**

An evaluation will occur as part of the five-yearly review of the DAIP. The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

## **Reporting on the DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP, including forming part of the contract documentation, links to the relevant section on Council's website and inclusion in the annual report as well as development of an overarching policy and procedure for agents and contractors.

The Shire is also required to report on progress in the prescribed format to the Department of Communities by the beginning of July each year.

# Strategies to Improve Access and Inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

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

Strategy	Timeline
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.	Dec 2025
Monitor Shire services to ensure equitable access and inclusion.	Annually
Improve access to the information in the library, resource centre and the Shire Administration office.	Ongoing
Develop the links between the DAIP and other shire plans and strategies.	July 2022
Ensure that events, whether organised or funded, are accessible to people with disability.	Ongoing

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

<b>Strategy</b>	<b>Timeline</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	December 2021
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location (possibly gopher parking).	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues (Disability Friendly Town)	Ongoing
Ensure that all recreational areas are accessible.	December 2020

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

<b>Strategy</b>	<b>Timeline</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.	December 2020 Ongoing
Improve staff and Council awareness of accessible information needs and how to provide information in other formats.	December 2020 Ongoing
Ensure that the Shire's website continues to meet contemporary good practice.	Ongoing

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

Strategy	Timeline
Ensure that all councillors, employees and contractors, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	December 2020 Ongoing
Continually improve community awareness about disability and access issues.	December 2020 Ongoing

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

Strategy	Timeline
Continue to ensure that grievance mechanisms are accessible for people with disability and are acted upon.	December 2020 Ongoing

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

Strategy	Timeline
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	February 2020 Ongoing
Ensure that people with disability are aware of and can access other established consultative processes.	July 2020



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

<b>Strategy</b>	<b>Timeline</b>
Ensure the Shire management are aware and use inclusive recruitment practices.	July 2020 Ongoing
Improve methods of attracting, recruiting and retaining people with disability.	December 2020 Ongoing

# Appendix 1

## **Progress between 2004 to 2019 under the Disability Access and Inclusion Plan.**

### **1. Existing functions, facilities and services are adapted to meet the needs of people with disability.**

- Street lighting has been improved to provide a sufficient level for public roads, footpaths and access ways, immediate attention and a works request system has been implemented.
- Large print and talking books are available from the Corrigin Library, this will continue to be expanded.
- Council has expanded the use of obtaining information via electronic means and is continually improving this level of service via the Shire website and social media.

### **2. Access to buildings and facilities has been improved.**

- Improved access was provided to the Shire Administration building and Community Resource Centre with the installation of automatic sliding doors to both entries. These buildings now include a ramp, easy access parking bays in close proximity to doors, automatic sliding doors to both entries, and an accessible toilet.
- Major redevelopment of the Corrigin Swimming Pool Precinct, this has resulted in a fully accessible building and entrance to both the outside swimming pool and new indoor heated activity pool. The facility is being used by locals and people travelling from surrounding towns in need of therapy. The facility includes an automated chair lift donated by the local Rotary Club.
- Major redevelopment of the sporting facilities at the town oval with the building of the Corrigin Recreation and Events Centre. This building was completed in 2016 and includes accessible ramps, numerous accessible toilets and showers, wide walkways and a hearing loop in the main function room. (Improvements to access the main oval from the building is still being investigated and was a common grievance with the community consultation).

- Major renovations have been completed at the Medical Centre and Dental Surgery which include disabled access ramps, doors and accessible toilets and showers.
- A new community day care facility has been built which is fully accessible for children and carers. The building includes accessible toilet and shower, wide hallways and entries. The garden also includes accessible footpaths and play facilities.
- A new public toilet block was built at Miss B's park which includes an accessible toilet.
- A new park was built in Gayfer Street which includes footpaths throughout for easy wheelchair access and park furniture which allows wheelchair access. The addition of new toilet block to this park has further enhanced the area, the toilet block includes accessible toilets.
- Footpaths throughout the town have been upgraded and kerb ramps installed to greatly improve access for wheelchairs, gophers and prams, this is an ongoing project.
- Enhancement of the Shire Depot facilities to improve accessibility for the Shire workforce, this included a new administration office with ramp access, new ablutions for all staff including an accessible toilet and shower.

**3. Information about functions, facilities and services is provided in formats which meet the communication needs of people with disability.**

- Information was made available in alternative formats on request.
- The availability of alternative format information was promoted via local newspaper, social media and the Shire of Corrigin website.

**4. Employee awareness of the needs of people with disability and skills in delivering services is improved.**

- All Shire employees receive informal disability awareness training on an ongoing basis.
- Improvements to the Shire of Corrigin's policies, procedures and plans has occurred. This has included a review of the Disability Access and Inclusion Plan, Equal Employment Opportunity Plan and a new Recruitment and Selection Procedure.
- The staff have undertaken some in-house training in May 2017 which was arranged in conjunction with our local Disability Employment Service provider and the Department of Communities.

- Shire employees with disability are supported by other staff, especially with assistance provided at staff training – buddy system in operation.
- Shire Management meet regularly with the local Disability Employment Service provider to maximise employee satisfaction and capability.
- Further staff training has been conducted with a Workplace Behaviours/Equal Employment Opportunity workshop for all staff in May 2017.

**5. Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.**

- Information on consultations was simplified and made available in alternative formats upon request.
- Local Government election voting was held in accessible buildings and services were available to suit people using wheelchairs.
- Council adopted a Draft Community Engagement Policy in October 2019 which includes measures to ensure equitable access to community consultations and decision making processes. This plan will be out for community consultation before final approval in Feb/March 2020.

# Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2020-2025 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

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

<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> <li>• Develop consultation guidelines for all future reviews of services as part of the Shire Community Engagement Policy.</li> </ul>	June 2020	CEO
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>• Conduct systematic reviews of the accessibility of services.</li> <li>• Rectify identified barriers and provide feedback to consumers.</li> </ul>	December 2020 Annually  December 2021	CEO/DCEO/GPO  CEO
Develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> <li>• Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan and Workforce Plan.</li> </ul>	July 2022	CEO/DCEO
Ensure that events, whether provided or funded, are accessible to people with disability.	<ul style="list-style-type: none"> <li>• Ensure all events are planned using the Accessible Events checklist (available from the Department of Communities, (include quiet areas at all events)).</li> </ul>	July 2020	Event Organiser
Improve access to the information in the library.	<ul style="list-style-type: none"> <li>• Continue to improve the range of talking and large print books for community members.</li> </ul>	July 2020	Community Resource Centre

<b>Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>• Identify access barriers to buildings and facilities.</li> <li>• Prioritise and make a submission to Council to commence work on rectifying identified barriers (include tactile strips to pathways).</li> </ul>	<p>March 2020</p> <p>May 2020</p>	<p>Building Supervisor, Environmental Health Officers/Building Surveyor</p>
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>• Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.</li> <li>• Ensure that no development application is signed off without a declaration that it meets the legal requirements.</li> <li>• Ensure that key staff are trained and kept up to date with the legal requirements.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Environmental Health Officers/Contracted Building Surveyor</p>
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> <li>• Undertake an audit of ACROD bays and implement a program to rectify any non compliance.</li> <li>• Identify the need for additional bays at some locations.</li> </ul>	<p>April 2020</p> <p>April 2020</p>	<p>Governance Projects Officer</p> <p>Governance Projects Officer</p>



Strategy	Task	Task Timeline	Responsibility
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> <li>• Provide information (available on the Department of Communities website), on the needs of people with disability and of legal requirements and best practice.</li> <li>• Promote access to business.</li> <li>• Make access information available on the Shire's website.</li> </ul>	December 2020	CEO/Corrigin Resource Centre
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>• Conduct audit of Shire pool, Community Halls, sporting facilities and playground areas.</li> <li>• Develop and implement a program of progressive upgrade.</li> </ul>	May 2020 December 2020	Building Maintenance Officer, GPO

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

Strategy	Task	Task Timeline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>• Ensure that all public documents carry a notation that it is available in alternative formats.</li> <li>• Publicise the availability of other formats in the local newspaper, when documents are included.</li> </ul>	February 2020  July 2020	CEO/DCEO/ Executive Support Officer/Community Resource Centre
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>• Train employees in providing accessible information.</li> </ul>	March 2020 Ongoing	CEO/DCEO/Managers
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> <li>• Continually update and improve website to ensure it provides information regarding the availability of information in alternative formats.</li> </ul>	February 2020 Ongoing	Community Resource Centre Coordinator

**Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Corrigin as other people receive.**

Strategy	Task	Task Timeline	Responsibility
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> <li>• Determine training needs of employees and conduct training as required as part of overall workforce planning.</li> </ul>	May 2020	CEO/DCEO
Improve community awareness of disability and access issues.	<ul style="list-style-type: none"> <li>• Develop strategies on an annual basis when reviewing DAIP implementation plan.</li> </ul>	December 2020	CEO/DCEO/GPO

**Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Corrigin.**

Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>• Review current grievance mechanisms and implement any recommendations.</li> <li>• Further develop other methods of making complaints, such as web-based forms.</li> <li>• Promote accessible complaints mechanisms to the community.</li> </ul>	<p>July 2020</p> <p>December 2020</p> <p>December 2020</p>	<p>CEO/DCEO/ Customer Service Coordinator/ Community Resource Coordinator/GPO</p>

**Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin.**

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> <li>• Consult people with disability in a range of different consultation mediums, eg interviews, surveys, community organisation meetings as per the community engagement policy.</li> <li>• Develop a register of people to provide comment on access and inclusion issues.</li> </ul>	Ongoing  March 2020	CEO/GPO/ Councillors
Ensure that people with disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> <li>• Continue to ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.</li> </ul>	Ongoing	Executive Support Officer/ Community Resource Centre Coordinator

**Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.**

Strategy	Task	Task Timeline	Responsibility
Use inclusive recruitment practices.	<ul style="list-style-type: none"> <li>• Make sure job advertisements are in an acceptable format (12 or 14pt, Arial).</li> <li>• Include Equal Employment Opportunity statement in the advert. “The Shire values diversity in its workforce and encourages applications from all age groups and cultural backgrounds”</li> <li>• Make sure the interview is held in an accessible venue.</li> </ul>	<p>February 2020</p> <p>February 2020</p> <p>February 2020</p>	CEO/DCEO/ Manager Works & Services/ Executive Support Officer
Improve methods of attracting, recruiting and retaining people with disability.	<ul style="list-style-type: none"> <li>• Examine current methods of recruitment.</li> <li>• Assess current percentage of employees with disability.</li> <li>• Ensure that the needs of all members of staff with disability whether permanent or short term are catered for, eg return to work program after illness, age, or physical or mental needs change.</li> </ul>	<p>March 2020</p> <p>December 2020</p> <p>Ongoing</p>	CEO/DCEO/Manager Works & Services



Department of  
Local Government, Sport  
and Cultural Industries

# Local Government Operational Guidelines

---

December 2019

## Attendance at events policy





This document contains information, opinions, data, and images (“the material”) prepared by the Department of Local Government, Sport and Cultural industries (DLGSC). The material is subject to copyright under the *Copyright Act 1968* (Cth), and it is owned by the State of Western Australia through the DLGSC.

#### Disclaimer

While the information contained in this document has been formulated with all due care, the DLGSC does not accept any liability to any person for the information (or the use of such information) which is provided in this document or incorporated into it by reference.

The information contained herein is provided on the basis that all persons accessing the document undertake responsibility for assessing the relevance and accuracy of its content.

## **Department of Local Government, Sport and Cultural Industries**

### **Leederville office**

246 Vincent Street  
Leederville WA 6007

Postal address: PO BOX 8349,  
Perth Business Centre WA 6849

Email: [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)

Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

#### About DLGSC

The DLGSC works with partners across government and within its diverse sectors to enliven the Western Australian community and economy through support for and provision of sporting, recreational, cultural and artistic policy, programs and activities for locals and visitors to the State.

The department provides regulation and support to local governments and the racing, gaming and liquor industries to maintain quality and compliance with relevant legislation, for the benefit of all Western Australians. This publication is current at December 2019.

© State of Western Australia. All rights reserved.

# 1. Introduction

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The *Local Government Act 1995* sets out requirements on council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This guideline gives an overview of matters which could be included in the Attendance at Events policy.

Note: this guideline does not apply to the gift provisions in the code of conduct that relates to employees (other than the CEO).

Other related operational guidelines:

- Operational Guideline: Disclosure of gifts and disclosure of interests relating to gifts
- Operational Guideline: Disclosure of interests affecting impartiality
- Operational Guideline: Primary and annual returns

## 2. Gifts

A gift is defined under section 5.57 of the Act as a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral. It includes any contributions to travel.

For the purposes of both disclosure of receipt and disclosing an interest when a matter comes before council, a gift is any gift valued at over \$300 or a cumulative value of \$300 where the gifts are received from the same donor in a 12-month period.

### 2.1. Interests in matters before council

The interest provisions are aimed at ensuring that decision-making is free from influence and so decisions can be made in the best interests of the community.

An interest created from receipt of a gift recognises that a relationship is formed between the donor and a recipient of a gift which could be perceived to affect decision-making. This applies to any gift received, not just a gift that must to be disclosed under sections 5.87A and 5.87B.

The basic principle is, that unless the gift is an excluded gift (section 5.62(1B) and Administration Reg. 20B), the council member who has received the gift is not to participate in any part of the meeting dealing with the matter. They must be absent from any deliberations (unless approval is granted by the council or the Minister).

If the council member has such an interest they must disclose this interest before the meeting to the CEO or to the presiding member before the matter is discussed.

If it is the CEO who has the interest due to receipt of a gift, they are not to provide advice to council or prepare reports for council, either directly or indirectly. They must disclose their interest to the mayor or president.

## 2.2. Gifts excluded from the interest provisions

Any gift received over \$300 is specifically excluded from the conflict of interest provisions if:

- the gift relates to attendance at an event where attendance has been approved by the council in accordance with the council endorsed Attendance at Events policy, or
- the gifts is from specified entities.

Regulation 20B of the *Local Government (Administration) Regulations 1996* prescribes the specified entities as WALGA (but not LGIS), ALGA, LG Professionals, a State public service department, a Commonwealth, State or Territory government department or another local government or regional local government.

Excluded gifts are still a gift that must be disclosed and published on the gifts register if over the value of \$300 and received in the capacity of council member or CEO.

# 3. Attendance at events policy

Section 5.90A of the Local Government Act requires that local governments have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the local government and not individual council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the local government to be considered in accordance with the policy.

## 3.1. The legislation [section 5.90A]

### 5.90A. Policy for attendance at events

- (1) In this section —

**event** includes the following —

- (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.
- \* Absolute majority required.
- (3) A local government may amend\* the policy.
- \* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## 4. Matters for consideration in developing the policy

In developing the policy, there are a number of matters which need to be considered. Principally, the council needs to consider what is the benefit to the community or local government in having members of council or the CEO attend the event.

The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

While attending events is generally considered an important function for council members and the CEO to represent the local government, if there are costs involved, especially significant costs, it can lead to criticism from the community for spending ratepayer's money if the tangible benefits are not identified. Similarly, if the council is accepting tickets, including those as a result of sponsorship, there can be a perception of bias when matters affecting that organisation come before council.

The policy should also consider the role that the person attending will have at the event - for example, speaking, giving an award or being a member of the audience – especially if there are significant costs associated with attendance. The community perception will be different for a person attending to undertake a specific role or function versus being a member of the audience.

Note that examples are provided in the legislation of what constitutes an event: concerts, conferences, functions and sporting events. This is not an exhaustive list and councils should consider the full range of events that may be relevant to their local government, such as agricultural shows, field days, school awards nights and cultural events.

Ultimately, it is the decision of the council as to what is contained within the policy and this will vary between local governments.

Matters that could be included are:

- To whom invitations are to be directed,
- Who authorises attendance at an event, including how the decision is made for a council member or CEO to attend an event,
- How many people are authorised to attend an event,
- Who is responsible for the cost of attending (if any), including whether there is a requirement for the council member or CEO to contribute to the cost, particularly if the person's partner is also attending;
- Whether there are any events that are authorised in advance by council (preauthorised events),
- Whether the location of the event is within the district,
- Attendance at sponsored events, and
- Attendance at events that are outside the policy.

The council, with accountability to the local community, is in the best position to determine the design and content of the policy. Some local governments have requested guidance from the Department. To this end a sample policy is included on the following pages.

The policy may provide authorisation for the CEO to be the decision maker where decisions align with the policy intent. In that case, the policy must set out clear criteria by which the CEO may make such determinations.

## 5. Concluding remarks

In developing the Attendance at Events policy, councils need to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council.

Local governments are encouraged to use this template as a guide and to adapt it to reflect the needs and expectations of their communities. The policy can also be adapted to include attendance at events by employees other than the CEO.

The community's trust in local government is crucial to its success.

# Attendance at Events – template policy

## Introduction

Section 5.90A of the *Local Government Act 1995* provides that a local government must prepare and adopt an Attendance at Events policy.

This policy is made in accordance with those provisions.

## Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## Legislation

### 5.90A. Policy for attendance at events

- (1) In this section —  
**event** includes the following —
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.

- (3) A local government may amend\* the policy.  
\* Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

## Provision of tickets to events

### 1. Invitations

- 1.1 All invitations or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the [Click or tap here to enter text.]
- 1.2 Any invitation or offer of tickets not addressed to the [Click or tap here to enter text.] is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 A list of events and attendees authorised by the local government in advance of the event is at Attachment A.

### 2 Approval of attendance

- 2.1 In making a decision on attendance at an event, the council will consider:
  - a) who is providing the invitation or ticket to the event,
  - b) the location of the event in relation to the local government (within the district or out of the district),
  - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
  - d) whether the event is sponsored by the local government,
  - e) the benefit of local government representation at the event,
  - f) the number of invitations / tickets received, and
  - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 2.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Guidance Note: If the local government is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, then it will be necessary for the policy statement to include specific principles / criteria by which the CEO may make such determinations.

### 3 Payments in respect of attendance



- 3.1 Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 3.2 For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.
- 3.3 If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 3.4 Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

### Attachment A – events authorised in advance

Event	Date of event	Approved Attendee/s	Approved local government contribution to cost	Date of council resolution or CEO authorisation
Example: Greater Westralia Regional Agricultural Ball	20 December 2019	<ul style="list-style-type: none"> <li>• President Cr Brown and partner</li> <li>• Deputy President Cr Green and partner</li> <li>• CEO and partner</li> </ul>	6 tickets @ \$190 each  Total cost \$1,140	Ordinary Council Meeting 4 November 2019

## 5.8 ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

---

**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:**  
**Amended:**

---

**Objective:** The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire of Corrigin representatives or not.

**Policy:** This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Corrigin in their capacity as an Elected Member or employee of the Shire.

When considering whether an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues are:

- The business, community group or individual offering the gift, ticket or benefit.
- Value of the benefit.
- Expectation of anything of value in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards.
- Whether the value of that contribution outweighs the value of the benefit.

### Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

In accordance with the Local Government Act 1995 s 5.90A, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

### **Entertainment Events**

Any tickets accepted by an elected member, or employee, without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire of Corrigin or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or President's representative attends the event in an official capacity to perform a civic function. Where there is commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire of Corrigin for one or

more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost.

### **Other Commercial (non-entertainment) Events**

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend (such as for their professional development or to undertake a function as an elected member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost to enable attendance.

If the Shire of Corrigin does not pay for the event, free registration or any other benefit (such as hospitality) given to an elected member or employee would be classified as a 'gift' unless the contribution of the elected member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the elected member or employee.

### **Community/Local Business Events**

Acceptance of reasonable and modest hospitality by an elected member or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the elected member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the elected member or employee attends the event in his or her capacity as an elected member or employee - preferably where the attendance has been requested by the sporting club or community group, and is specifically authorised by the Shire of Corrigin, but otherwise where the person is performing his or her functions as an elected member or employee.

### **Conflicts of Interest**

Attendance at events may lead to a perceived or actual conflict, which may prevent council members participating, or employees, providing advice at a future meeting. If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate in the discussion and vote on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the Council or CEO must apply to the Minister for permission to allow the member or employee to participate.

### **Scope**

The policy provides guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the Local Government Act 1995 (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift is still required to be recorded on the “gift register”.

### **Pre-Approved Events**

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

The Shire approves attendance at the following events by elected members, the Chief Executive Officer and employees of the Shire:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (elected members, the Chief Executive Officer only);
- (b) Meetings of clubs or organisations within the Shire of Corrigin;
- (c) Any free event held within the Shire of Corrigin;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by sporting clubs or not for profit organisations within the Shire of Corrigin to which the Shire President, elected member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Corrigin or District;
- (k) Cultural events/festivals within the Shire of Corrigin or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Corrigin;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Corrigin or District;
- (p) Recognition of Service event's within the Shire of Corrigin or District;
- (s) Where Shire President, elected member or Chief Executive Officer representation has been formally requested.

All elected members, the Chief Executive Officer and employees with the approval of the CEO, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire of Corrigin by way of reimbursement.

If there are more elected members than tickets provided then the Shire President shall allocate the tickets.

### **Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of Corrigin of the person attending.
- Alignment to the Shire of Corrigin Strategic Objectives.
- The number of Shire representatives already approved to attend.

### **Non-Approved Events**

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

### **Conference Registration, Bookings, Payment and Expenses**

Shall be dealt with in avoidance with Council Policies:

- 8.9 Elected Members' Business, Conferences and Training Expenses
- 8.7 Training and Development – Elected Members

### **Dispute Resolution**

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to elected members and the Chief Executive Officer and the CEO in relation to other employees.

## **Procedures**

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, elected member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire of Corrigin representative.

Free or discounted invitations / offers or tickets that are provided to the Shire of Corrigin without denotation as to who they are for, are provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on:

- the relative benefit to the organisation in attending the event,
- the overall cost in attending the event, inclusive of travel or accommodation,
- availability of representatives, and
- the expected role of the relevant elected member or employee.

## **Legislation**

*Local Government Act 1995*

- s 5.90A – *requirement to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.*

- s 5.87A and 5.87B *council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and*  
- *are valued over \$300; or*  
- *are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.*

*Local Government (Administration) Regulations 1996 –*

- *r.34B – required code of conduct contents about gifts to employees*

*Local Government (Rules of Conduct) Regulations 2007.*

Department Circular No 11-2019 – New Gifts Framework

Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions