



Agenda Attachments

June 2020

ATTACHMENT 7.1.1	MINUTES ORDINARY COUNCIL MEETING 19 MAY 2020
ATTACHMENT 7.2.1	MINUTES AUDIT AND RISK MANAGEMENT COMMITTEE
ATTACHMENT 7.2.2	MINUTES TOURISM & ECONOMIC DEVELOPMENT COMMITTEE
ATTACHMENT 7.2.3	MINUTES COVID-19 LEMC MEETING
ATTACHMENT 8.1.2	ACCOUNTS FOR PAYMENT – MAY
ATTACHMENT 8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS
ATTACHMENT 8.1.4	MONTHLY FINANCIAL REPORT
ATTACHMENT 8.2.1	APPOINTMENT OF DUAL FIRE CONTROL OFFICERS (PINGELLY)
ATTACHMENT 8.2.2	DELEGATIONS REGISTER
ATTACHMENT 8.2.3	ADOPTION OF REVISED CORPORATE BUSINESS PLAN
ATTACHMENT 8.2.4	CITY OF KALAMUNDA MOU AND SHARED SERVICES AGREEMENT
ATTACHMENT 8.2.5	DOUGHT COMMUNITIES PROGRAM PROPOSED PROJECTS
ATTACHMENT 8.2.6	WARRRL APPLICATION
ATTACHMENT 8.2.7	DEVELOPMENT APPLICATION PA 06-2020 LEE
ATTACHMENT 8.2.8	DEVELOPMENT APPLICATION PA05-2020 WRIGHT
ATTACHMENT 8.2.9.1	CORRIGIN RISK MANAGEMENT FRAMEWORK
ATTACHMENT 8.2.9.2	RISK MANAGEMENT POLICY REVIEW
ATTACHMENT 8.2.10	INTERIM AUDIT 2019-20 FINDINGS AND MANAGEMENT COMMENT

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 19 May 2020



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

CONTENTS

1	DECLARATION OF OPENING	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
2.1	REVOKE SUSPENSION OF STANDING ORDERS LOCAL LAW - COVID-19 ELECTRONIC MEETINGS	3
3	PUBLIC QUESTION TIME.....	6
4	MEMORIALS	6
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	6
6	DECLARATIONS OF INTEREST	6
7	CONFIRMATION AND RECEIPT OF MINUTES	7
7.1	PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES	7
7.1.1	ORDINARY COUNCIL MEETING.....	7
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES.....	7
7.2.1	SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS.....	7
7.2.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING.....	7
7.2.3	BUSHFIRE ADVISORY COMMITTEE MEETING.....	7
8	MATTERS REQUIRING A COUNCIL DECISION.....	8
8.1	CORPORATE AND COMMUNITY SERVICES REPORTS	8
8.1.1	CORRIGIN COMMUNITY RESOURCE CENTRE	8
8.1.2	ACCOUNTS FOR PAYMENT	11
8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS	13
8.1.4	MONTHLY FINANCIAL REPORT.....	15
8.2	GOVERNANCE AND COMPLIANCE	17
8.2.1	BUSH FIRE ADVISORY COMMITTEE MEETING RECOMMENDATIONS	17
8.2.2	NATIONAL REDRESS SCHEME PARTICIPATION	20
8.2.3	DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL ADDITIONS TO AN EXISTING FUEL DEPOT ON LOT 485 (NO.40) BOYD STREET, CORRIGIN.....	29
8.2.4	DEVELOPMENT APPLICATION – PROPOSED NEW COMBINED OUTBUILDING (SHED) AND CARPORT ON LOT 109 (NO.63) WALTON STREET, CORRIGIN.....	34
8.2.5	AMENDMENT TO DELEGATIONS – FUNCTIONS AND GENERAL REGULATIONS	39
8.2.6	AMENDMENT TO PURCHASING POLICY.....	43
8.2.7	ROE TOURISM MEMORANDUM OF UNDERSTANDING AND FINANCIAL CONTRIBUTION	59
8.2.8	CORRIGIN COMMUNITY GRANTS	62
9	CHIEF EXECUTIVE OFFICER REPORT	65
10	PRESIDENT’S REPORT	65
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS	66
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL.....	66
13	INFORMATION BULLETIN.....	66
14	WALGA AND CENTRAL ZONE MOTIONS	66
15	NEXT MEETING	66
16	MEETING CLOSURE	66

1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.02pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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

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

APOLOGIES

NIL

LEAVE OF ABSENCE

NIL

2.1 REVOKE SUSPENSION OF STANDING ORDERS LOCAL LAW - COVID-19 ELECTRONIC MEETINGS

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PH.0039
Attachment Ref:	NIL

SUMMARY

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

BACKGROUND

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

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

The recent government directions and relaxation of the restrictions on the number of people who can attend gatherings Council can resume in-person meetings.

COMMENT

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

A further request to revoke these arrangements was made by the President on 11 May 2020 in response to revised government directions.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)
Local Government Amendment (COVID-19 Response) Bill 2020
r10.4. Suspension of local law
** Absolute majority required.*

Local Government (Administration) Regulations 1996
r. 14A. Attendance by telephone etc. (Act s. 5.25(1) (ba))
** Absolute majority required.*
r. 14B. Attendance by telephone etc. after natural disaster (Act s. 5.25(1)(ba))
r. 14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))
r. 14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))
r. 14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

POLICY IMPLICATIONS

8.3 Circulation of Agendas and Minutes
8.4 Dress Standard

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(65/2020) Moved: Cr Weguelin

Seconded: Cr Gilmore

That Council

1. *Note the decision of the President to revoke the previous arrangement for council and committee meetings to be undertaken by electronic means during the COVID-19 pandemic.*
2. *Acknowledge that in-person Council meetings may resume within current government directions and guidelines.*
3. *Revoke the suspension of operation of clauses 6.1 and 11.4 of the Shire of Corrigin Standing Orders Local Law until further notice from the Presiding Member.*

Carried by Absolute Majority 7/0

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire have been advised that Judith Newing, Lindsay McDonald, Joan Bartlett and Kevin Downing passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

Cr Jacobs declared an Impartiality Interest in item 8.2.1.

Cr Mason declared an Impartiality Interest in item 8.2.8.

Cr Coppen declared an Impartiality Interest in item 8.2.8.

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 21 April 2020 (Attachment 7.1.1).

COUNCIL RESOLUTION

(66/2020) Moved: Cr Gilmore

Seconded: Cr Mason

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 April 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

COUNCIL RESOLUTION

(67/2020) Moved: Cr Mason

Seconded: Cr Gilmore

That the following committee meeting minutes be confirmed by en-bloc as a true and correct records.

Carried 7/0

7.2.1 SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS

Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meetings held Monday 20 April 2020 and Monday 4 May 2020.

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held Monday 11 May 2020.

7.2.3 BUSHFIRE ADVISORY COMMITTEE MEETING

Minutes of the Shire of Corrigin Bushfire Advisory Committee Meeting by email.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/05/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – APRIL 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	0	74	Movie Club Fees	0	77
Photocopying / Printing / Faxing	0	231	Phonebook Sales	0	51
Laminating / Binding / Folding	0	39	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	0	61	Book Sales	0	2
Room Hire	0	68	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	0	21	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	25	Phone calls	0	0
Resource Centre Membership Fees	0	12	Sale of Assets	0	0
Exam Supervision	0	5			
Total:	0	536	Total:	0	136
<i>Monthly People through:</i>	0				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	0	18	Corrigin Toy Library	0	72
Tourism	5	297	Broadband for Seniors / Webinars	0	99
Government Access Point	0	45	General Enquires (Face/Email/Website)	157	1139
Community Information	0	226	Corrigin Public Library	33	602
Conf. / Vid Conf. / Training	0	948	Corrigin Library eResources	101	811
University Exams	0	8			
Total:	5	1542	Total:	291	2723
<i>Monthly People through:</i>	296				

TOTAL FOR THE MONTH OF APRIL: 296

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

(68/2020) Moved: Cr Jacobs

Seconded: Cr Weguelin

That Council receives the Corrigin Community Resource Centre Report.

Carried 7/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	5/05/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – April 2020

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	14955 - 15020	\$1,321,231.61	
	Cheque	020500 - 020501	\$12,238.97	
	Direct Debit	April 2020	\$28,625.27	
	Payroll	April 2020	\$107,098.46	\$1,469,194.31
Trust	EFT	No Payments	\$0.00	
	Cheque	003391	\$50.00	
	Direct Debit	April 2020	\$60.00	\$110.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	April 2020	\$36,127.95	\$36,127.95
Edna	EFT	No Payments	\$0.00	
Stevenson	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of April 2020				\$1,505,432.26

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 – April 2020, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust, Edna Stevenson Trust and Licensing	EFT	EFT14954	EFT14955
Municipal	Cheque	020499	020500
Trust	Cheque	003390	003391
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

(69/2020) Moved: Cr Mason

Seconded: Cr Coppen

That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,505,432.26 have been made during the month of April 2020.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 February 2020 to 27 March 2020.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(70/2020) Moved: Cr Coppen

Seconded: Cr Gilmore

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 28 February 2020 to 27 March 2020 for \$147.88.

Carried 7/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report for April 2020

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 2020.

BACKGROUND

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

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

COMMENT

Council is still tracking along reasonably well in regards to cash flow, Council still had \$2,730,000 in short term investments at the end of April. We are still expecting final claims from the Federal Assistance Grant Scheme (FAGS) which is due in May and claims to be made for Regional Road Group, Roads to Recovery, Blackspot and the Commodity Route funding's between now and the end of the financial year.

The reserves term deposit matured on 2 April and has been locked away for another 60 days until the 1 June 2020 at a rate of 0.70%. This will allow for any transfers in or out to be completed and reserves locked away prior to the end of the financial year.

Budget processes are in full steam ahead with the first workshop being held on 12 May 2020. Staff are working very hard to ensure that the budget is ready for adoption at the July Council meeting. Community requests, staff budgets and workings are starting to flow nicely however there is a lack of information in regards to funding for the 20/21 financial year so hopefully we will have that very shortly.

The team are now working back at the office after a bit of time working from home. This period was rather stressful and unsettling not to mention worrisome, however all our staff deserve to be congratulated for taking the challenge head on and maintaining momentum in the best way they could to ensure that operations were continuing at a high standard, businesses were being paid and the revenue coming in.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 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

(71/2020) Moved: Cr Jacobs

Seconded: Cr Weguelin

That Council accept the Statement of Financial Activity for the month ending 30 April 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 7/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 BUSH FIRE ADVISORY COMMITTEE MEETING RECOMMENDATIONS

Applicant:	Bush Fire Advisory Committee
Date:	06/05/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES 0028
Attachment Ref:	Attachment 8.2.1 – Firebreak Order 2020/2021

Cr Jacobs declared Impartiality Interest being the partner of a Bushfire Control Officer

BACKGROUND

The Council of the Shire of Corrigin has established and maintained a Bush Fire Advisory Committee in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

The objectives of the Bush Fire Advisory Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Bush Fire Advisory Committee provides advice to the Shire of Corrigin on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers and Harvesting Ban Officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee meet twice yearly and confirm the requirements for:

- Restricted and Prohibited Burning Periods
- Automatic Harvest and Movement of Vehicle Ban
- Burning on Sundays
- Easter and Public Holidays
- Movement of Vehicle Ban – Contractors in Paddocks

COMMENT

Due to the restrictions on gatherings the Corrigin Bush Fire Advisory Committee was not able to meet in person for the April meeting. The agenda was circulated and the key decisions from the April meeting were made by email.

The recommendations of the Corrigin Bush Fire Advisory Committee enable the Shire of Corrigin to comply with its statutory requirements in relation to the Bush Fire Act.

STATUTORY ENVIRONMENT

Bushfire Act 1954

POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control Eligibility
Policy 9.3 Bush Fire Control

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
4.1.2	Undertake strategic planning and legislative compliance		
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

(72/2020) Moved: Cr Weguelin

Seconded: Cr Coppen

That Council adopt the Bush Fire Advisory Committee’s recommendations 1-8 en bloc.

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 1

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

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 2

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

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 3

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

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 4

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

Bilbarin Brigade

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

Bullaring Brigade

Andrew Szczecinski	PO Box 124, Corrigin	9065 7014	0429 657 014
Greg Evans	Post Office, Bullaring	9065 7021	0429 657 021

Greg Doyle	PO Box 109, Corrigin	9880 9048	0427 809 044
Craig Jespersen	PO Box 18, Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71, Corrigin	9063 7014	0429 883 799

Bulyee/Kunjin Brigade

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

Corrigin East Brigade

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

Central Brigade

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

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 5

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

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 6

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

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 7

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

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 8

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

Dual Fire Control Officers

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

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

Carried 7/0

COUNCIL RESOLUTION

(73/2020) Moved: Cr Gilmore

Seconded: Cr Coppen

That Council adopt the 2020/2021 Firebreak Order as provided in Attachment 8.2.1.

Carried 7/0

8.2.2 NATIONAL REDRESS SCHEME PARTICIPATION

Applicant:	Shire of Corrigin
Date:	6/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	LS.0001
Attachment Ref:	NIL

SUMMARY

This item is for the Shire of Corrigin to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Corrigin to participate in the National Redress Scheme;
- Formally endorse the Shire of Corrigin's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Corrigin) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015) Report* recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for ten years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

¹ Section 111(1)(b).

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Corrigin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Corrigin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Corrigin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Corrigin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Corrigin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Corrigin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.

- Complete removal of the State's coverage of costs and administrative support, with the Shire of Corrigin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Corrigin.

Considerations for the Shire of Corrigin

Detailed below is a list of considerations for the Shire of Corrigin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Corrigin will receive a Redress application. A Service Agreement will only be executed if the Shire of Corrigin receives a Redress application.

The Shire of Corrigin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are three weeks for priority applications and seven weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Corrigin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Corrigin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Corrigin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Corrigin do not have any influence on the decision made and there is no right of appeal.

Consultation

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

STATUTORY ENVIRONMENT

National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Local Government Act 1995.

s.9.49A(4) Execution of Documents

POLICY IMPLICATIONS

1.12 Information Privacy Policy

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

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

(74/2020) Moved: Cr Mason

Seconded: Cr Jacobs

That Council:

- 1) *Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries regarding the National Redress Scheme and the participation of WA local governments;*
- 2) *Notes that the Shire of Corrigin will not be included in the WA Government’s amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Corrigin makes a specific and formal decision to be included;*
- 3) *Endorses the participation of the Shire of Corrigin in the National Redress Scheme as a State Government institution and included as part of the State Government’s declaration;*
- 4) *Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;*
- 5) *Notes that a confidential report will be provided if a Redress application is received by the Shire of Corrigin.*

Carried 7/0

List of Defunct Institutions or Organisations

INSTITUTION / ORGANISATION DETAILS								
Institution / Organisation Name	Also known as	Physical Address 1	Physical Address 2	Operation Start Day	Operation Start Month	Operation Start Year	Website	Notes
Shire of Corrigin	Corrigin Roads Board	Corrigin Roads Board Administration and Chambers	Goyder Street			1913	www.corrigin.wa.gov.au	The Shire of Corrigin is a WA local government authority that came into effect in 1961 when the Roads Boards became the Shire. The Shire and Roads Board had responsibility for the provision of providing all local government activities within the Shire, eg roads, waste disposal, sport and cultural facilities.
Shire of Corrigin	Corrigin Telecentre	Old CWA Building	Campbell Street			1998	www.corrigin.v	The Corrigin Telecentre was a part of the Telecentre network in WA offering high tech facilities, meeting rooms for hire, community education, training, government information and referral services
Shire of Corrigin	Corrigin Youth Advisory Council	Old Roads Building	Goyder Street			1999		Corrigin Youth Advisory Council was operated using state government funding as part of the Youth Advisory Council funding program. It ran in Corrigin from 1999-2001 and provided social activities and a voice for local youth to influence Council decisions
Shire of Corrigin	Corrigin Junior Council	Shire of Corrigin Administration and Council Chambers	9 Lynch Street		June	2005		Corrigin Junior Council was formed in conjunction with Corrigin District High School to teach students about Local Government and to provide Council with ideas from the local youth. It ran from 2005 to 2008.

List of Current Institutions or Organisations

INSTITUTION / ORGANISATION DETAILS								
Institution / Organisation Name	Also known as	Physical Address 1	Physical Address 2	Operation Start Day	Operation Start Month	Operation Start Year	Website	Notes
Shire of Corrigin	Corrigin Roads Board	Shire Administration Office and Council Chambers	9 Lynch Street			1913	www.corrigin.wa.gov.au	The Shire of Corrigin is a WA local government authority that came into effect in 1961 when the Roads Boards became the Shire. The Shire has responsibility for the provision of providing all local government activities within the Shire, eg roads, waste disposal, sport and cultural facilities.
Shire of Corrigin	Corrigin Community Resource Centre previously the Corrigin Telecentre	Corrigin Community Resource Centre	55 Larke Crescent			1998	www.corrigin.wa.gov.au	The Corrigin Resource Centre is part of the state network of Community Resource Centres throughout WA, offering high tech facilities, meeting rooms for hire, community education, training, government information and referral services
Shire of Corrigin	Corrigin Public Library	Corrigin Community Resource Centre	55 Larke Crescent			1961	www.corrigin.wa.gov.au	The Corrigin Public Library provides a book lending service for ratepayers and visitors to the Shire of Corrigin it is currently located in the Corrigin Resource Centre but has also been located in the Shire of Corrigin, and at the Corrigin Post Office
Shire of Corrigin	Corrigin War Memorial Swimming Pool	Corrigin War Memorial Swimming Pool	Larke Crescent		December	1961	www.corrigin.wa.gov.au	Public swimming pool facility including kiosk, changerooms, with a 50m outside Swimming Pool and toddlers pool and an inside heated activity pool
Shire of Corrigin	Corrigin Recreation and Events Centre previously known as Cyril Box Pavilion and Agricultural Halls	O'shea Place	Larke Crescent		December	2015	www.corrigin.wa.gov.au	Corrigin Recreation and Events Centre is a recreation facility provided by the Shire of Corrigin, it has indoor court facilities, changerooms, as well as function and meeting rooms. There is also outside playing fields for hockey, netball, cricket and football. The facility is also used for the local Agricultural show.
Shire of Corrigin	Shire of Corrigin Works Depot, previously the Corrigin Roads Board works depot	Corrigin Works Depot	Walton Street			1913	www.corrigin.wa.gov.au	The Shire Works Depot houses all of the Shire of Corrigin machinery and equipment. It is where machinery is maintained and the works crew operate out of.

8.2.3 DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL ADDITIONS TO AN EXISTING FUEL DEPOT ON LOT 485 (NO.40) BOYD STREET, CORRIGIN

Applicant:	Mr Brian F. Walsh
Owner:	As above
Location:	Lot 485 (No.40) Boyd Street, Corrigin
Date:	13 May 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 02-2020
Attachment Reference:	Attachment 8.2.3 – Full Copy of Development Application Submitted

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Mr Brian Walsh (Landowner) for the installation of a new 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin to support the continued operation of an existing fuel depot on the land.

BACKGROUND

The applicant is seeking Council's development approval to install a new premanufactured 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin. These improvements are proposed for the benefit of drivers who frequent the site on an intermittent basis to load/unload fuel.

Lot 485 is located in the southern part of the Corrigin townsite within the town's designated industrial area. The land is rectangular in shape, comprises a total area of approximately 7,625m² and has direct frontage and access to Boyd Street along its eastern boundary which is a sealed and drained local road under the care, control and management of the Shire of Corrigin.



Location & Lot Configuration Plan (Source: Landgate)

Lot 485 is relatively flat, has been cleared of all native vegetation aside from those areas retained for landscaping purposes, and has been extensively developed and used for the purposes of a fuel depot for many years. The subject land contains a number of improvements associated with its current approved use including above-ground fuel storage tanks and associated infrastructure, concrete loading / unloading areas, all associated vehicle accessways and parking areas which have been graded and finished using compacted gravel, vehicle access gates and boundary fencing.

Existing adjoining and other nearby land uses are predominantly industrial in nature given the subject land's location in the town's designated industrial area. Notwithstanding this fact, all land on the eastern side of Boyd Street has been developed and used for rural living purposes for many years and comprises lots with an average area of approximately 1.5 hectares.

Under the terms of the information and plans submitted in support of the application the following is proposed:

Installation of a new 2.16 metre wide, 1.9 metre deep and 2.37 metre high premanufactured building comprising a toilet, shower, sink and cabinet in the southern portion of the land immediately adjacent to a number of existing improvements;

The proposed building will comprise a total floor area of 4.104m² and will be finished using white powder coated sheet metal wall and roof cladding;

The building will be sited in a previously cleared portion of the land with a setback of 4.3 metres from its southern side boundary;

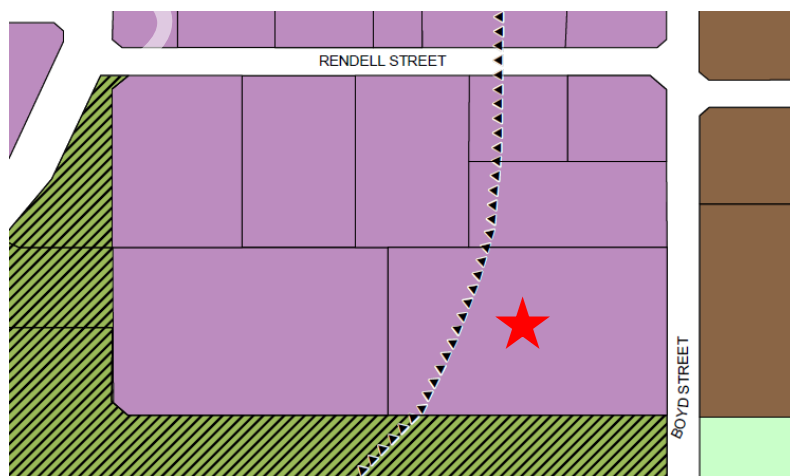
Two (2) x 1,200mm wide and 1,800mm deep septic tanks will be installed adjacent to the proposed new building with a setback of 1.2 metres from the land's southern side boundary and will be connected to two (2) x 9 metre long leach drains located further to the east with a setback of 1.8 metres from the land's southern side boundary; and

The proposed building will be used for the benefit and convenience of drivers who frequent the site on an intermittent basis to load/unload fuel.

Full details of the application are provided in Attachment 8.2.3.

COMMENT

Lot 485 is classified 'General Industry' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).



Current Zoning Plan (Source: Shire of Corrigin Local Planning Scheme No.2)

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

- i) To encourage the consolidation and improvement of industrial development into an area which has been appropriately located and serviced for that purpose;
- ii) To protect the amenity of zones abutting the Industrial zone via the establishment of landscaped buffers and the imposition of landscape and setback land use conditions on any development approval issued for industrial development; and
- iii) To ensure that no person erects a building in this zone unless the facade of the building is constructed of and/or clad in a building material, to a design and specification approved by the local government.

The proposed development forms part of an existing approved 'fuel depot' on the land which is listed in the Zoning Table of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'General Industry' zone meaning it is not permitted, including any incidental development, without Council's development approval.

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

- Land use compatibility and suitability;
- Boundary setbacks and building height; and
- Essential services including on-site effluent disposal arrangements.

When considering the application Council should also note the following key points:

- i) Despite the land's location within a portion of the Special Control Area boundary associated with the Corrigin townsite's wastewater treatment plant buffer and the requirement in LPS2 which seeks to ensure any future development and use of land located within the buffer is compatible with any existing or future possible development and use of the wastewater treatment plant, the application was not referred to the Water Corporation for review and comment as the proposed structure is located outside the Special Control Area's designated boundaries;
- ii) Despite all of the land having been designated by the Fire and Emergency Services Commissioner as being bushfire prone, a bushfire attack level (BAL) assessment was not required in support of the application for the following reasons:
 - It will not result in the intensification of development (or land use);
 - It will not result in an increase of residents or employees;
 - It will not involve the occupation of employees on site for any considerable amount of time; and
 - It will not result in an increase to the potential bushfire threat.

Council should however note proposed structure may be required to comply with Australian Standard AS3959 entitled 'Construction of Buildings in Bushfire Prone Areas'. This will be considered and addressed during the building permit application process following the issuance of development approval by Council (assumed); and

- iii) The design, finish, dimensions, and setbacks of the proposed structure are generally consistent with the existing approved improvements on the land which are substantially screened from public view due to the existing landscaping along the land's front boundary. As such it is considered unlikely the structure will have any detrimental impacts upon the visual amenity and character of the immediate locality.

In light of the above findings it is concluded the proposal for Lot 485 is consistent with the objectives of the land's current 'General Industry' zoning classification in LPS2 and all relevant development standards and requirements and is therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

- Government Sewerage Policy 2019

FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item. All costs associated with the proposal will be met by the landowner.

COMMUNITY & STRATEGIC IMPLICATIONS

The proposal for Lot 485 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment.*

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(75/2020) Moved: Cr Weguelin

Seconded: Cr Gilmore

*That Council resolve to **approve** the development application submitted by Mr Brian Walsh for the installation of a new 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin subject to the following conditions and advice notes:*

Conditions

1. *The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
2. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
3. *The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval*

has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 must be prepared and submitted to the Shire of Corrigin or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application. Confirmation of the relevant requirements in this regard can be obtained by contacting the Shire's Environmental Health Officer.*
4. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.*
5. *The proposed new structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*
6. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district's designated townsites.*
7. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
8. *If the applicant/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

Carried 7/0

8.2.4 DEVELOPMENT APPLICATION – PROPOSED NEW COMBINED OUTBUILDING (SHED) AND CARPORT ON LOT 109 (NO.63) WALTON STREET, CORRIGIN

Applicant:	Mr Terry S. Cable
Owner:	As above
Location:	Lot 109 (No.63) Walton Street, Corrigin
Date:	13 May 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 04-2020
Attachment Reference:	Attachment 8.2.4 – Full Copy of Development Application Submitted

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Mr Terry Cable for a proposed new combined outbuilding (i.e. shed) and carport on Lot 109 (No.63) Walton Street, Corrigin.

BACKGROUND

The applicant is seeking Council's development approval to construct a new 61m² combined outbuilding (i.e. shed) and carport at the rear of Lot 109 (No.63) Walton Street, Corrigin to service the existing single detached dwelling on the land (i.e. domestic storage and hobby purposes).

Lot 109 is located in the north-western portion of the Corrigin townsite in a well-established, low density residential precinct and comprises a total area of approximately 1,009m². The land is rectangular in shape and has historically been developed and used for low density residential purposes (i.e. a single detached dwelling, garden shed and associated vehicle access, parking and landscaping).

The subject land has direct frontage and access to Walton Street along its front boundary to the west, Hill Street to the north and a constructed public right-of-way at the rear, all of which are under the care, control and management of the Shire of Corrigin.



Location & Lot Configuration Plan (Source: Landgate)

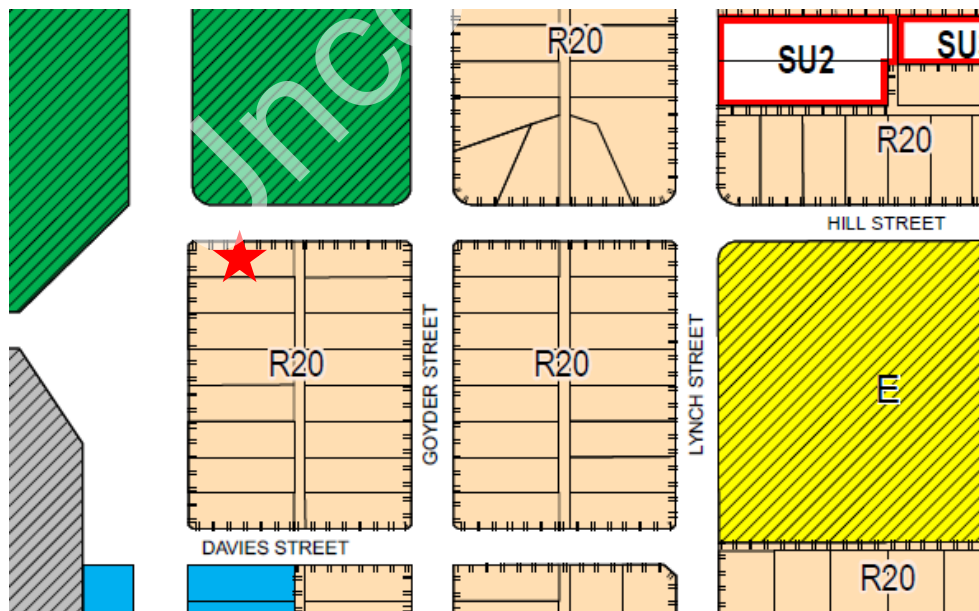
Under the terms of the information and plans submitted in support of the application the following is proposed:

- Preliminary earthworks and construction of a new 12.954 metre long, 4.672 metre wide steel framed shed and carport on the rear portion of Lot 109 comprising a total floor area of 61m²;
- The proposed new structure will have a 5 metre setback from the land's northern side boundary and a 9.96 metre setback from its rear boundary to the east;
- The proposed structure will have a wall height of 2.864 metres above the land's natural ground level (NGL), a gable style roof pitched at 12 degrees with a ridge height of 4 metres NGL and 3.3 metre wide roller door openings at both ends;
- The proposed shed will be clad with zincalume steel sheeting and trims and secured to in-ground concrete footings. It should be noted the floor of the proposed shed will comprise a 100mm thick concrete pad;
- All vehicle access to/from the proposed structure will be via an existing gravel crossover along the land's Hill Street frontage and a proposed new 4 metre wide driveway from the land's side boundary which will be constructed using compacted road base material;
- All stormwater drainage from the proposed structure will be directed to a proposed new 4,500 litre rainwater tank to be sited on the structure's southern side with any excess flows from this tank to be discharged into the Shire's local drainage system along Hill Street via 100mm diameter PVC stormwater pipe; and
- The proposed structure will be used by the current landowner for domestic parking, general storage and hobby purposes.

Full details of the proposal are provided in Attachment 8.2.4.

COMMENT

Lot 109 is classified 'Residential' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density code of R20.



Current Zoning Plan (Source: Shire of Corrigin LPS No.2)

Under the terms of LPS2 the construction of an outbuilding (i.e. shed) and/or carport in association with a dwelling that does not satisfy the deemed to comply requirements of the Residential Design Codes (i.e. the R-Codes) and/or clause 31(14) of the Scheme is not permitted without Council's formal development approval.

An assessment of the proposal against the relevant development standards contained in the R-Codes and LPS2 has confirmed it exceeds the maximum allowable floor area of 55m² for non-masonry construction materials as prescribed in clause 31(14)(a) of LPS2 and proposes a setback of 5 metres from the land's secondary street frontage (i.e. Hill Street) in lieu of a minimum setback of 7.5 metres as required by clause 31(14)(c)(iv) of LPS2 as it applies zincalume clad outbuildings on corner lots.

In considering whether or not to approve these proposed variations to the applicable standards, Council must decide whether they are likely to have a detrimental impact upon the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

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

- Lot 109 is located immediately opposite public recreation reserves to the north and west which remain in their natural, vegetated state and are likely to remain so for many years to come given their current land tenure (i.e. Crown land). The existing dwellings immediately east and south of Lot 109 are orientated towards their respective street frontages. Given there are no existing dwellings or future potential dwellings that will overlook the subject land and the fact it is not located in a visually prominent part of the Corrigin townsite, the visual impact of the proposed structure is likely to be minimal;
- There are a number of existing zincalume outbuildings of similar or larger size on residential properties in the immediate locality and the Corrigin townsite more generally that have been approved and have not given rise to any issues or complaints regarding their visual impact;
- The proposed structure is unlikely to have any significant adverse visual impacts on the local streetscape or any adjoining property in terms of its location, bulk and scale as the proposed variations to the required standards are considered minor;
- The proposed structure will not compromise the ability to provide adequate direct sun and ventilation to the existing dwelling and open spaces on the land or any adjoining properties;
- The proposed structure will not give rise to any overlooking and resultant loss of privacy on any adjoining property; and
- The proposed structure will allow for the effective use of space on the land by the occupier/s of the existing dwelling thereon.

In light of the above findings and conclusions it is recommended Council exercise its discretion and grant conditional approval to the application.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

- State Planning Policy 3.1 – Residential Design Codes

FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item. All costs associated with the proposed development will be met by the applicant/landowner.

COMMUNITY & STRATEGIC IMPLICATIONS

The proposal for Lot 109 is considered to be consistent with the following stated objective, outcome and strategy in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment; and*
- *Environment Strategy 2.2.3 – Enhance and maintain our townscape.*

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(76/2020) Moved: Cr Dickinson Seconded: Cr Jacobs

That Council resolve to approve the development application submitted by Mr Terry Cable to construct a new combined outbuilding (i.e. shed) and carport on Lot 109 (No.63) Walton Street, Corrigin subject to the following conditions and advice notes:

Conditions

1. *The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
2. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
3. *The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.*
4. *The proposed combined outbuilding and carport shall be used for domestic purposes only (i.e. the parking of light vehicles, general household storage and personal hobbies) unless otherwise approved by Council.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.*
4. *The proposed outbuilding/carport structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these*

requirements are required to be submitted with the building permit application.

5. *No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.*
6. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
7. *If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.*

Carried 7/0

8.2.5 AMENDMENT TO DELEGATIONS – FUNCTIONS AND GENERAL REGULATIONS

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0001
Attachment Ref:	NIL

SUMMARY

Council is asked to amend the delegations to the CEO during the COVID-19 State of Emergency Declaration.

BACKGROUND

The purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers as a result of the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment has been made to *Local Government (Functions and General) Regulations 1996 regulation 11(1)* to increase the tender threshold to \$250,000 to align with State Government tendering thresholds. This will allow the Shire of Corrigin to extend the use of the purchasing policy and apply local content provisions to goods and services acquired via written quotations.

Along with amendments to the delegations the Shire of Corrigin has updated the purchasing policy to cover the direct purchase of goods and services under \$250,000.

Regulation 11(2) contains exemptions for when tenders do not have to be publicly invited. The new *regulation 11(2)(aa)*, no longer requires a formal tender process to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency.

Regulation 11(3), requires that there must be a state of emergency declaration in force for the local government district and the goods or services must be needed to address the impacts or consequences of the state of emergency.

Regulation 11(2)(ja) gives local governments the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even if this option is not included in the original contract. The renewal of a contract only applies if the original contract has less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district when the renewal or extension is entered into.

These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the *Emergency Management Act 2005*).

COMMENT

The amendment to the Delegations Register is based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of this amendment to the delegations to the CEO.

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to:</p> <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
<p>Council Conditions on this Delegation:</p>	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$300,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8(1)(c)</i>.</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p> <p>e. This authority may only be exercised where the total consideration under the resulting contract is \$300,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:</p> <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
<p>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8</i>. d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

8.2.6 AMENDMENT TO PURCHASING POLICY

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	NIL

SUMMARY

Council is requested to endorse an amendment to the purchasing policy following changes to the *Local Government (Functions and General) Regulations 1996*.

BACKGROUND

Following the government announcement of amendments to increase the tender threshold to \$250,000, the *Local Government (Functions and General) Regulations 1996* were gazetted on 9 May 2020 to update the provisions for local government purchasing policies.

In accordance with Regulation 11A(1), local governments must prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services under \$250,000.

The policy provides guidelines for purchasing goods and services within certain monetary values and also outlines the threshold for tendering.

COMMENT

The Shire of Corrigin adopted a Purchasing Policy in 2007 based on the WALGA Model.

The policy has since been reviewed and amended in 2016, 2017 and 2018 to provide guidelines for transparency and accountability in procurement.

It is recommended that Council endorse the amendments to the Purchasing Policy in line with recent changes to the *Local Government (Functions and General) Regulations 1996*

STATUTORY ENVIRONMENT

Local Government Act 1995

s 2.7 Role of Council

(1) The council—

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

(2) Without limiting subsection (1), the council is to—

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Local Government (Functions and General) Regulations 1996

s11. When tenders have to be publicly invited

(1A) In this regulation—

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

(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 \$250 000 unless subregulation (2) states otherwise.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

FINANCIAL IMPLICATIONS

Formal tender process will no longer be required for purchase below \$250,000.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(78/2020) Moved: Cr Weguelin

Seconded: Cr Dickinson

That Council:

Adopt the amendments to the Shire of Corrigin Purchasing Policy in accordance with Section 2.7(2) (b) of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.

Carried by Absolute Majority 7/0

2.9 **Purchasing Policy**

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Manager Finance
Date of Approval:	20 February 2007
Amended:	15 December 2016, 17 October 2017, 20 February 2018; 16 October 2018

Policy:

The Shire of Corrigin (the “**Shire**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this policy and the Shire’s prescribed procurement procedures.

1 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

2 ETHICS AND INTEGRITY

2.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

2.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3 VALUE FOR MONEY

3.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

3.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4 PURCHASING REQUIREMENTS

4.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Policy

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

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

4.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

4.3 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

4.4 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. • Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.
Over \$5,000 and up to \$50,000	<p>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • from the open market. <p style="text-align: center;">Or</p> <p>Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.</p> <p>Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Purchase Value Threshold	Purchasing Requirement
Over \$50,000 and up to \$250,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.

	<p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
<p>Over \$250,000</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>
<p>Emergency Purchases (Within Budget)</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Corrigin Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available)</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b)</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where</p>

<p>Local Government Act</p>	<p>WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
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4.5 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- an emergency situation as defined by the *Local Government Act 1995*;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

4.6 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

4.7 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process (*Functions and General Regulation 21*) where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;

- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

4.8 Unique Nature of Supply / Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be referenced on the Purchase Order prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

4.9 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

4.10 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation, **or imminent risk to public safety to protect or make safe property of infrastructure assets**, as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

4.11 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire/Town/City is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy

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

5 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

6 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR).

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be

balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

7 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within Council's Policy 2.11 *Regional Price Preference*.

8 EXEMPTIONS

The following exemptions to the Purchasing Thresholds and Processes apply:

- Live Shows, Artistic Performances, Digital Movies: For the procurement of live shows, artistic performances and digital movies a purchase order is required to be raised, however, only one quotation needs to be obtained due to there being only one supplier.
- Insurance (LGIS) brokers, utilities and the like: For the procurement of Insurance (LGIS) brokerage and utilities normally only **one** supplier is available.
- Staff Corporate Uniforms: The staff corporate uniform is exempt from seeking quotations.
- All Freight: All freight is exempt from seeking quotations but where possible attain the best price for the best required freight service.
- Travel/Airfares: The procurement of airfares for travel purposes is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local travel suppliers if and when the pricing is comparable.
- Staff Housing (Leasing of Property): Leasing property for the purpose of providing staff housing is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local suppliers if and when the pricing is comparable, taking into consideration what housing is required to accommodate staff needs and what is available on the rental market at that time.
- Souvenirs and Tourism Merchandise For the procurement of souvenirs and tourism merchandise for on sale at the Shire office or Resource Centre,

these items will be exempt from seeking quotations provided the quality of the merchandise is proven or known.

- **Subscriptions**

The list of individualised purchases from local suppliers below are exempt from quotations but purchases need to be alternated between those local suppliers in respect to each individualised purchases. Comparing price, quality and service factors must be taken into account; should purchase items be of the same quality and service, then the lowest priced local supplier should be engaged for the purchase:

- Newspapers, books and periodical deliveries purchased locally for in-house provision and for the Shire are exempt from seeking quotations.
- Catering of Food Catering of food from local suppliers for in-house meetings (not external meetings or events) are exempt from seeking quotations.
- Catering of alcoholic and non-alcoholic drinks including milk and water from local suppliers for in-house provision and for Shire events/functions are exempt from seeking quotations.
- Stationery items

9 **PURCHASING FROM DISABILITY ENTERPRISES**

~~Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.~~

~~Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold.~~

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire of Corrigin will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the shire.

Where the Shire of Corrigin makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Corrigin Record Keeping Plan.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

10 PANELS OF PRE-QUALIFIED SUPPLIERS

10.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the value for money test;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

10.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

10.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD (5) (f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

10.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

10.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

11 PURCHASING POLICY NON COMPLIANCE

The Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996 and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Corrigin policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive Officer. A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking

purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the Corruption, Crime and Misconduct Act 2003.

8.2.7 ROE TOURISM MEMORANDUM OF UNDERSTANDING AND FINANCIAL CONTRIBUTION

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ED.0016
Attachment Ref:	Attachment 8.2.7 Roe Tourism Draft Memorandum of Understanding

SUMMARY

Council is asked to consider a request from Roe Tourism for financial support for the 2020/21 financial year.

BACKGROUND

Roe Tourism Association (RTA) is made up of Shires of Bruce Rock, Corrigin, Narembeen, Kondinin, Kulin, Lake Grace and Quairading.

At the General Meeting held on 21 October 2019 the RTA committee discussed and supported the establishment of a Memorandum of Understanding (MOU) with Full Member Shire's similar to the Roe ROC Environmental Health Officer 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 to 5 years.

A draft MOU was sent out to member shires for comment prior to the RTA meeting on 24 February 2020 and the feedback was incorporated into the final draft.

The Roe Tourism Association (RTA) has written to Council seeking an increase in the financial contribution towards full membership and the Executive Officer administration costs to promote tourism in the Roe region.

In order to continue providing the same, or increased, level of service on behalf of the member shires with increased cost the RTA have requested that a contribution of \$6,000 be considered for the 2020-2021 budget.

The RTA has proposed an increase of \$1,000 to the full membership to \$3,500 and \$2,500 Executive Officer contribution. RTA have indicated that they do not envisage future annual rises in full membership but on recent review this amount had not been increased for many years.

COMMENT

The continued involvement of the Shire of Corrigin in the RTA, as a full member, delivers the following benefits:

- Professional and efficient administration and financial support.
- Consistent promotion and tourism messaging across the seven shires.
- Increased reach of advertising.
- Co-ordinated approach to journey planning.
- Better industry networks.

The annual contribution for the past few years has been \$5,000, comprising of \$2,500 for membership and \$2,500 for EO contribution. The shires have previously contributed \$2,500 towards the Executive Officer and a further \$2,500 for full membership for items such as: advertising, marketing, brochures and banners.

The Corrigin Community Resource Centre (CRC) Co-ordinator, Heather Ives, has provided a professional Executive Officer service to RTA for the past two years.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

2.12 Budget Consideration/ Preparation

FINANCIAL IMPLICATIONS

Roe Tourism contribution of \$6,000 for the 2020/21 financial year.

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 1.3 – Well supported and diverse industry

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in Long Term Financial Plan and annual budgets

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

(79/2020) Moved: Cr Mason

Seconded: Cr Jacobs

That Council:

1. Endorse the establishment of a Roe Tourism Memorandum of Understanding for the provision of tourism services for the period 1 July 2020 to 30 June 2023.
2. Authorise the Chief Executive Officer to execute the document on behalf of the Shire of Corrigin subject to any minor variations.
3. Makes provision in the 2020/2021 budget for Roe Tourism full membership of \$3,500 and \$2,500 for financial support towards the Executive Officer for ROE Tourism.

Carried by Absolute Majority 7/0



Roe Tourism Association
PO Box 221
Corrigin WA 6375
08 9063 2778
roetourism@outlook.com
ABN 17 978 727 319

BRUCE ROCK - CORRIGIN - KONDININ - KULIN - LAKE GRACE - NAREMBEEN - QUAIRADING

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

27 February 2020

Dear CEO,

On behalf of the Roe Tourism Association (RTA) I would like to thank you for your ongoing support for Roe Tourism Association.

RTA continues to take steps forward and are excited about the direction we are heading and the goals we're working towards achieving. In 2019 the RTA Strategic Plan, 'Forward Directions 2019-2021' was developed to guide and strengthen RTA into the future. We have been actively marketing and promoting the Pathways to Wave Rock self-drive route and associated tourism assets locally, state-wide and nationally, through advertising in significant publications, including the Weekend West Travel features, Australia's Golden Outback Holiday Planner, Eastern Wheatbelt Visitor Guide, Hello Perth WA Map, Caravanning Australia and other relevant publications when the opportunity arises.

Consistent branding and messaging is carried through all RTA print media marketing, banners, website and social media. The 'Pathways to Wave Rock' Map and Visitor Guide continues to be one of the most popular and requested publications for visitors to the area, with its detailed map and content showcasing the region.

RTA involvement at the annual Perth Caravan and Camping Show in the Tourism Pavilion, is an important opportunity for members to engage face to face with many people on mass, to further promote and encourage visitation to our region.

In February 2020 RTA initiated the collaborative collection of visitor number data across our member Shire's, as a means of obtaining an understanding of the needs and tourism trends for future decision making and marketing.

The appointment of the Roe Tourism Association Executive Officer has proved to be a success, with this position coordinating the day to day administration of the Association, as well as marketing activities to promote the Pathways to Wave Rock self-drive route.

In order for RTA to continue providing this level of service on behalf of our Shire members and with ever rising costs, we request \$6,000.00 be considered for the 2020-2021 budget. The Full Membership breakdown will be; \$3,500 Full Membership and \$2,500 EO contribution. RTA do not envisage future annual rises in Full Membership but on recent review this amount had not been increased for many years.

If you have any questions please do not hesitate to contact me.

We look forward to another year and the new opportunities for Roe Tourism Association to promote and encourage visitors to the wheatbelt.

Regards

Bevan Thomas
PRESIDENT

Visit our Website:
www.roetourism.com.au

Find Us on Facebook
www.facebook.com/PathwaystoWaveRock

8.2.8 CORRIGIN COMMUNITY GRANTS

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.8 Budget Request Applications

Cr Coppen and Cr Mason declared Impartiality Interest as they are members of community groups requesting funding.

SUMMARY

Council is asked to consider the requests from community groups in the Shire of Corrigin for financial support in the 2020/21 financial year.

BACKGROUND

The Shire of Corrigin has an established policy of advertising for budget expenditure requests from community groups in March each year.

This year Council received seven requests for financial assistance to the value of \$17,536.50 and a request for trimming of trees to the value of approximately \$5,000.

Community Organisation/ Club	Purpose	Amount inc gst
Corrigin Historical Society	Tree lopping	Approx \$5,000
Corrigin Creative Arts Council	Ceiling and roof repairs	\$3,134
St John Ambulance	Two Neann Bags @\$450 each	\$900
Corrigin Tidy Town Committee	Equipment maintenance and insurance	\$1,000
Central Agcare		\$2,000
Corrigin Agricultural Show	Fireworks	\$2,500
Corrigin Football Club	Fence behind goals	\$8,002.50

COMMENT

The requests are from well-established organisations that provide ongoing support to the Corrigin community.

Due to the COVID-19 the Corrigin Agricultural Society has informed the Shire of Corrigin that the 2020 Corrigin Agricultural Show has been cancelled. The organisation is planning to hold a family friendly event pending future government relaxing of the number of people permitted at gatherings.

The Corrigin Historical Society request for \$1,980 towards an extension of the lean two was included in 2019/20 financial year.

The fence behind the football goals was discussed informally with the previous CEO however a formal request or quote was not received. The Corrigin Football Club did not

submit a quote with their 2020/21 financial year budget request and the Shire of Corrigin obtained a quote for \$8002.50. The Corrigin Football Club has offered to contribute \$1,000 to the project.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

2.12 Budget Consideration/ Preparation

FINANCIAL IMPLICATIONS

Financial contribution of \$9,534 for the 2020/21 financial year and inclusion of the Historical Society Trees in the annual tree trimming budget of approximately \$5,000.

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 1.3 – Well supported and diverse industry

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in Long Term Financial Plan and annual budgets

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

(80/2020) Moved: Cr Dickinson Seconded: Cr Weguelin

That Council:-

1. *Accept the application from the Corrigin Historical Society for provision to be made in*

the 2020/21 budget approx. \$5000 towards tree trimming at the Corrigin Historical Museum.

- 2. Accept the application for funding from the Corrigin Creative Arts Council of \$3,134 toward the cost of ceiling and roof repairs and makes provision in the 2020/2021 budget.*
- 3. Accept the application for funding from the St John Ambulance of \$900 towards the cost of ambulance equipment and makes provision in the 2020/2021 budget.*
- 4. Accept the application for funding from the Corrigin Tidy Town Committee of \$1,000 towards the cost of insurance and equipment maintenance and makes provision in the 2020/2021 budget.*
- 5. Accept the application for funding from the Central Agcare of \$2,000 towards the cost of providing a counselling service and makes provision in the 2020/2021 budget.*
- 6. Accept the application for funding from the Corrigin Agricultural Show of \$2,500 towards the cost of fireworks or entertainment at a family friendly community event in place of the cancelled Corrigin Agricultural Show and makes provision in the 2020/2021 budget.*
- 7. Accept the application for funding from the Corrigin Football Club for a contribution towards the cost of a fence behind the football goals, pending additional quotes, and makes provision for a maximum contribution of \$5,000 in the 2020/2021 budget.*

Carried by Absolute Majority 7/0

9 CHIEF EXECUTIVE OFFICER REPORT

COVID-19

The Shire of Corrigin has developed a range of innovative solutions to service delivery keep staff and community members safe while continuing to deliver excellent customer service and maintain essential finance, works and community functions. Existing staff have been retained and casual employment was offered to an additional nine members of the local community who were impacted by the COVID-19 pandemic.

It has been wonderful to see the positive impact the new employees have had in the short time they have been working with the Shire of Corrigin. The new staff have been working hard gardening, raking the cemetery, oiling Adventure Playground and painting the Railway Station Building. Work will commence in the next few weeks on creating new rock walls at the dog cemetery and wildflower trail.

The Shire and CRC staff have done an amazing job of keeping the community up to date with the latest COVID-19 updates and changes to shire services. Out of adversity has come some opportunities and it has been great to see some creative ideas and fun activities around Corrigin lately. The staff are to be congratulated for their amazing ANZAC Day window display, videos, library delivery service as well as regular facebook updates.

The Shire of Corrigin Administration Office doors have re-opened and the staff continue to deliver critical services and business as usual wherever possible. The administration staff spent the past month working from home and have started moving back into the office.

Some buildings, the pool and playgrounds remain closed until further advice from the Department of Health and government.

The outside staff continue to work on road, building and town maintenance while observing additional hygiene, social distancing and restricting vehicles to one person.

Current Projects

Tenders were recently advertised for two new aged housing units in Goyder Street and quotes for the Ablution and Amenities Building at the Corrigin Caravan Park.

Contractors will commence the repairs to the Town Hall ceiling at the end of the month.

10 PRESIDENT'S REPORT

The President congratulated and thanked the shire administration and works team for their resilience shown during the COVID-19 pandemic.

The President was pleased to hear positive feedback from the Corrigin community in relation to the temporary employment of casual staff to assist the works team to clean up the town.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 16 June 2020 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 4.03pm.

President: _____ Date: _____



Audit and Risk Management Committee Meeting

Minutes

Tuesday 9 June 2020

commencing at 6.00pm

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE

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

“An audit committee —

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

1.0 INTRODUCTION

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

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

2.0 NAME

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

3.0 ROLE

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

4.0 OBJECTIVES OF THE COMMITTEE

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

- g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
 - i. risk management;
 - ii. internal control; and
 - iii. legislative compliance;
- h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).

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

5.0 MEMBERSHIP

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

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

6.0 PRESIDING MEMBER

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

7.0 CONDUCT OF MEETINGS

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

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

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

8.0 QUORUM

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

9.0 DELEGATED POWERS

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

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

9.1 *The External Audit*

The Committee shall:

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

9.2 *Co-ordination of Auditors*

The Committee shall:

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

9.3 *Duties and Responsibilities*

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:

- internal controls over significant areas of risk, including non-financial management control systems;
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programs; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
 - iii. Review the level of resources allocated to internal audit and the scope of its authority.
 - iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
 - v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
 - vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
 - vii. Review management's response to, and actions taken as a result of the issues raised.
 - viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
 - ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
 - x. Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
 - xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
 - xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
 - xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
 - xiv. Review tendering arrangements and advise Council.
 - xv. Review the annual performance statement and recommend its adoption to Council.
 - xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
 - xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
 - xviii. Monitor the progress of any major lawsuits facing the Council.
 - xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
 - xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
 - xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
 - xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.

- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
- The Community;
 - The Workforce;
 - Vehicles and Plant;
 - Buildings and Similar Property;
 - Revenue Streams;
 - Legal Liability;
 - Electronically Stored Information;
 - Environmental Impact;
 - Fraud; and
 - Reputation.
- xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
- risk management;
 - internal control; and
 - legislative compliance and report to Council.

9.4 Reporting Powers

The Committee:

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

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

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

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

12.0 COMMITTEE DECISIONS

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

1. DECLARATION OF OPENING

The President, Cr Des Hickey opened the meeting at 6.04pm

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy Shire President

Cr. D L Hickey
Cr. M A Weguelin
Cr. F R Gilmore
Cr. S G Hardingham
Cr S Jacobs
Cr S Coppen
Cr. M B Dickinson

Chief Executive Officer
Deputy Chief Executive Officer

N A Manton
K A Caley

APOLOGIES

LEAVE OF ABSENCE
NIL

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION AND RECEIPT OF MINUTES

That the minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held in the Council Chambers on 10 March 2020 (Attachment 4.1) be confirmed as a true and correct record.

COMMITTEE'S RESOLUTION

Moved: Cr Mason Seconded: Cr Jacobs

That the minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held in the Council Chambers on 10 March 2020 (Attachment 4.1) be confirmed as a true and correct record.

Carried 7/0

5. MATTERS ARISING FROM MINUTES

6. REPORTS

Nil

7. MATTERS REQUIRING A COMMITTEE DECISION

7.1 RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 7.1.1 – Corrigin Risk Management Framework Attachment 7.1.2 – Risk Management Policy Review

SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – Policy update and Procedures document.

BACKGROUND

Council has previously adopted a Risk Management Framework with a combined Policy and Procedure document that outlined the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Framework – Policy and Procedure document was initially prepared with assistance from LGIS as part of the overall Risk Management Governance Framework. It requires regular reviewing to ensure it is appropriate to the current organisational structure and legislative requirements.

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

s17 CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

3.1 Risk Management Policy – update required

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Coppen **Seconded: Cr Mason**

That the Audit and Risk Management Committee endorse the updated Risk Management Framework and update to Policy 3.1 – Risk Management Policy.

Carried 7/0

7.2 INTERIM AUDIT 2019-20 FINDINGS AND MANAGEMENT COMMENT

Applicant:	Shire of Corrigin
Date:	28/05/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0210
Attachment Ref:	Interim Audit Management Letter

SUMMARY

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted by Moore Stephens between 23 and 25 March 2020.

BACKGROUND

Moore Stephens conducted the interim audit on behalf of the Office of the Auditor General from 23 to 25 March 2020 entirely offsite due to the COVID-19 pandemic. The Shire of Corrigin administration staff responded to numerous requests for information during this period.

The auditors provided feedback on findings from the interim audit that will require attention prior to the final audit in October 2020 including:

1. Revenue not recognised in accordance with accounting standards
2. Operating leases not recognised in accordance with accounting standards
3. Asset useful lives not reviewed on an annual basis
4. No signed employee agreement

COMMENT

Item 2 has been calculated and sent to the auditors for clarification of immateriality. Item 4 has been addressed already. Items 1 will be addressed as part of the end of financial year processes and Item 3 will be addressed as part of the budget process. All items will be completed prior to the final audit.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Jacobs **Seconded: Cr Weguelin**

That the Audit and Risk Management Committee recommend that Council receive the Interim Audit findings from Moore Stephens and notes the areas that have been addressed and issues to be completed prior to the final audit.

Carried 7/0



Executive notes on Significant Findings

1. Revenue not recognised in accordance with AASB 15 or AASB 1058

Management Comment

Initial application of AASB15 and AASB1058 as reported in the 18/19 Annual Financial Report for recognition as of 1 July 19 will be corrected prior to year end.

As discussed in the exit meeting the revenue received in advance for road projects comes with no conditions from the grant provider. For example the Regional Road Group funding body allows for the first 40% of funding to be claimed with no conditions or expectations so therefore has no relevance to the expenditure of the project or asset to the value of the claim as long as a Progress Payment Certificate has been completed and sent with an invoice, the second 40% claim however does have conditions and must be in lieu of the expenditure to the value of 40% of the state contribution.

Revenue from raising fees and charges will be assessed for compliance under the standards and any corrections to recognition will be made.

2. Operating lease not recognised in accordance with AASB 16

Management Comment

This standard was discussed at the 18/19 year-end audit with the auditors on site and we were advised that it the lease was immaterial and the Shire didn't need to reflect it in the financials under AASB16. It was at the interim audit in 19/20 that the Shire were advised that the decision had been overturned and that the calculations were needed to show the immateriality.

A calculation of the right of use asset under AASB16 will be done prior to the end of the financial year to determine if in fact the Shire do need to recognise the asset under AASB16, however the cost of the lease to the Shire is seemingly immaterial at \$216 per month and is unlikely to have any adjustments required.

3. Assets useful lives not reviewed on an annual basis

Management Comment

The basis for calculating depreciation and useful lives of asset classes was reviewed by management in the development of the annual budget and was confirmed by Council on 20 August 2019 as part of the endorsement of the 2019/20 Annual Budget Document (Note 5) and working papers.

The depreciation rates and useful lives for all asset classes was further reviewed as part of the review of the Shire of Corrigin Policy (2.15) on Significant Accounting Policies at the Ordinary Council meeting held on 15 October 2019.

The depreciation rates and useful lives for all asset classes were again reviewed in the preparation of the 2019/20 Annual Report and are confirmed in Note 10 of the report document. This note confirms that as part of the preparation of the 2019/20 budget the 10 year plant replacement program useful lives of all plant and equipment was reviewed and amended

accordingly. The asset condition of roads and footpaths was reviewed as part of the development of the 10 year road program in the 2019/20 budget working papers.

The overall useful lives and depreciation rates of all asset classes were reviewed by officers during the budget and annual reporting process in compliance with the Shire's accounting policy 2.15 and AASB116 and confirming that there was no significant change to the depreciation rates or estimated useful lives.

AASB116 S51 states:

The residual value and the useful life of an asset shall be reviewed at least at each financial year-end and, if expectations differ from previous estimates, the change(s) shall be accounted for as a change in an accounting estimate in accordance with AASB108 Accounting Policies, Changes in Accounting Estimates and Errors.

Councils Policy 2.15 Significant Accounting Policies states the following:

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at a balance date.

(a) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period.

In order to refine the process of documenting that the useful lives of assets and depreciation rates have been reviewed annually and to confirm that there was no change to the calculated rates, the Shire of Corrigin finance team will develop a process to document the review of all individual assets at the point of revaluation, on acquisition of new assets and also as part of the budget working papers to clearly show compliance with the accounting policy and standards.

4. No signed employee agreement

Management Comment

The employee was initially employed by the Shire of Corrigin in 1999 and the letter of engagement and subsequent acceptance of the resignation in 2007, are on file. When employment resumed in 2009 management, at the time, did not record a letter of engagement.

The employee has been continuously employed for the past 10 years and the personnel file contains numerous forms of correspondence confirming employment arrangements and providing clear communication of the terms and conditions of the employment.

The current management is not able to correct an error made by previous management from 10 years ago.

7.3 AUDIT RESULTS REPORT – ANNUAL 2018-19 FINANCIAL AUDITS OF LOCAL GOVERNMENT ENTITIES

Applicant:	Shire of Corrigin
Date:	4/06/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0210
Attachment Ref:	Audit Results Report – Annual 2018-19 financial Audits of Local Government Entities

SUMMARY

The Audit and Risk Management Committee is asked to receive and note the Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities

BACKGROUND

The Auditor General's Audit Results Report on the annual 2018-19 financial audits of 106 local government entities was tabled in Parliament on Wednesday 11 March 2020.

The Shire of Corrigin was one of the entities audited for 2018-19. There are no direct references to the Shire of Corrigin in the report

The report is provided to elected members for information purposes and contains key messages and recommendations for all local government entities. Many of these messages are also relevant to other sectors of government.

COMMENT

The Office of the Auditor General has confirmed that there is no direct reference to the Shire of Corrigin in the body of our local government audit results report table in Parliament.

All local government entities audited by the Office of the Auditor General for 2018-19 are listed in Appendix 1, along with the date of their auditor's report. The Shire of Corrigin is included on this list.

STATUTORY ENVIRONMENT

Local Government Act 1995
s. 7.9 Audit to be conducted

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Gilmore **Seconded: Cr Dickinson**

The Audit and Risk Management Committee receives and notes the report from the Office of the Auditor General titled Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities.

Carried 7/0

8. NEXT MEETING

The next meeting of the Audit and Risk Management Committee is scheduled for Tuesday 8 December 2020 at 6pm.

9. MEETING CLOSURE

President, Cr Hickey closed the meeting at 6.26pm

President: _____ Date: _____



Tourism and Economic Development Advisory Committee

Minutes

Thursday 21 May 2020

commencing at 5.30pm

Venue: Conference Room
Corrigin Community Resource Centre

Larke Crescent, Corrigin

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 committee.

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.

1. DECLARATION OF OPENING

Chair R Gilmore opened the meeting at 5.30pm

2. ATTENDANCE AND APOLOGIES

S Jacobs, R Gilmore, S Coppen, Ruth Owen, C Kenny, Tayla Smith, M Weguelin, J Reynolds, R Campbell, N Manton

3. MINUTES OF PREVIOUS MEETING

Moved Cr Weguelin seconded Cr Coppen that the minutes of the meeting are accepted as a true and correct record.

4. GENERAL BUSINESS

4.1. COVID-19 update

The CEO provided an update on relaxation of travel restrictions and re-opening of businesses.

The Shire of Corrigin has employed nine casual staff who are working on town improvements until the end of June.

Mains Guest house opening next week

Carvan Park opening next week

IGA has noticed more travellers and many caravans on the road.

CRC has opened the Library and visitors centre with visitors required to sign in.

4.2. Main street update

The CEO provided an update on progress of main street improvements.

4.3. Dog Cemetery

New rock walls and signage to be installed during June

4.4. Caravan Park Ablution Block

Request for Quote has been advertised with closing date of 5 June 2020

4.5. Review of Shire of Corrigin Signage Policy

4.6. Future Opportunities

Proposed presentation from Wheatbelt Development Commission on potential opportunities.

Industrial land

Manufacturing

Regional Economic Development Grants

Reading history in towns

Expert in marketing need to make recommendations on what would attract people to go down the main street.

Hub of wheatbelt towns

Brochure draft comments appreciated.

Loch Ness monster

Robin Campbell reported that there will be people visiting this week to look at orchids in the region. Suggested that this be added to the Roe Tourism page.

Making bee hives at Men's Shed

Dam walk trail needs improvement with repairs to the water tank

21 road trips really focus on wheatbelt areas

Silo trail

Southern escape

Window in the Wheatbelt

Instagram

Send in images

Focus on opportunities for weekends when town is not busy.

Bike track or active sports.

5. NEXT MEETING

6. MEETING CLOSURE

Meeting closed 7.25pm

7.4

SHIRE OF CORRIGIN SIGNAGE POLICY

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer, Manager Works and Services
Date of Approval:	19 September 2017
Amended:	N/A

- Objective:** The Shire of Corrigin Signage Policy seeks to:
- assist with 'branding' the Shire and orientating of visitors using an appropriate combination of signs;
 - provide directions to the key destinations, attractions and activities in the town centre;
 - establish a visual image of Shire of Corrigin through a coordinated physical and visual presentation that meets both regulatory and visual needs;
 - provide consistent branding of the Shire that advises road users about the route they are following and gives directions and distances to Corrigin on the route; and
 - provide information about Corrigin and businesses operating in the Shire at key sites.
 - preserve and provide direction to key places of historical significance within the Shire and recognise the names of various localities within the Shire boundaries.

Introduction: The Shire of Corrigin Signage Policy has been developed in response to the Shire's need for a consistent and integrated approach to entry and information signage across the Shire. The Policy seeks to establish a hierarchy of integrated signs for use within road reserves and on Council owned reserves.

This Policy will enable Council to ensure that signs erected provide clarity of direction, while being complimentary to the natural environment of the Shire.

Policy: The Policy establishes the types of directional signs, categorised by their purpose that are consistent, legible, informative and attractive.

SIGNAGE CATEGORIES

There are six signage categories:

Category 1: Themed entry signs on major roads that continue the branding of the Shire.



Sign Category No. 1 (actual)

Category 2: Themed entry signs on secondary or minor roads reflect the 'Windmill' branding motif of Corrigin.



Sign Category No. 2 (Indicative)

Category 3: Quirky 'Dog in the Ute' themed signs continue the 'Dog in the Ute' events held at Corrigin and along selected roads, tell drivers of the distance to Corrigin.



Sign Category No. 3 (Indicative examples)

Category 4: Historical Sites and Locality Signage.

In conjunction with the Corrigin Historical Society in 2005 Council developed signage to acknowledge and preserve places of historical significance to the community as well as the localities that each part of the Shire is known by. The places noted for signage and locality importance are below:

Historical Place:

- Gnerkadilling
- Glenmore
- Jubuk
- Kurrenkutten
- Lomos
- Nambadilling
- Nornakin
- Sewells Rock
- Stretton
- Wogerlin

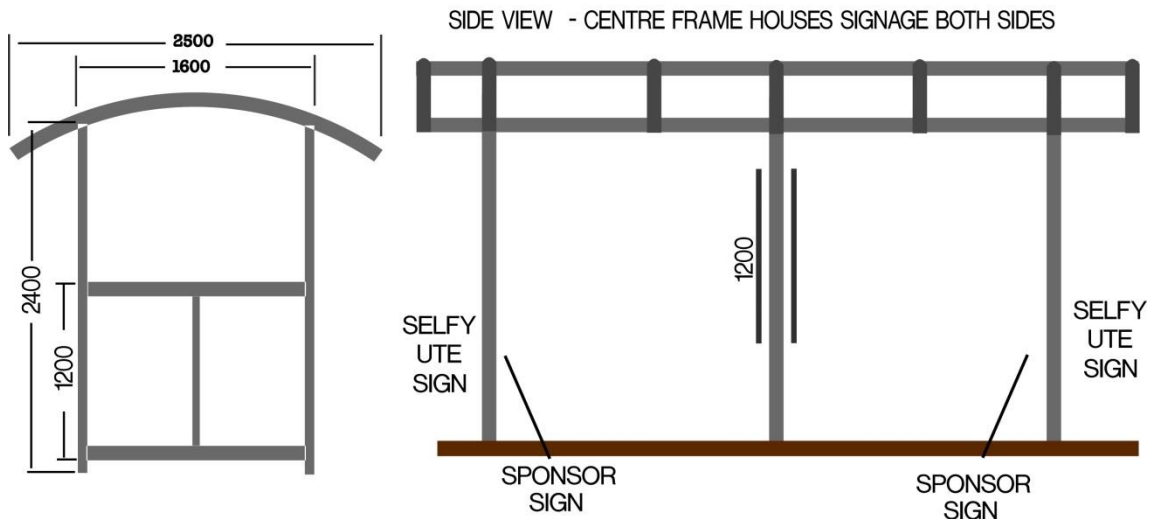
Locality Signs:

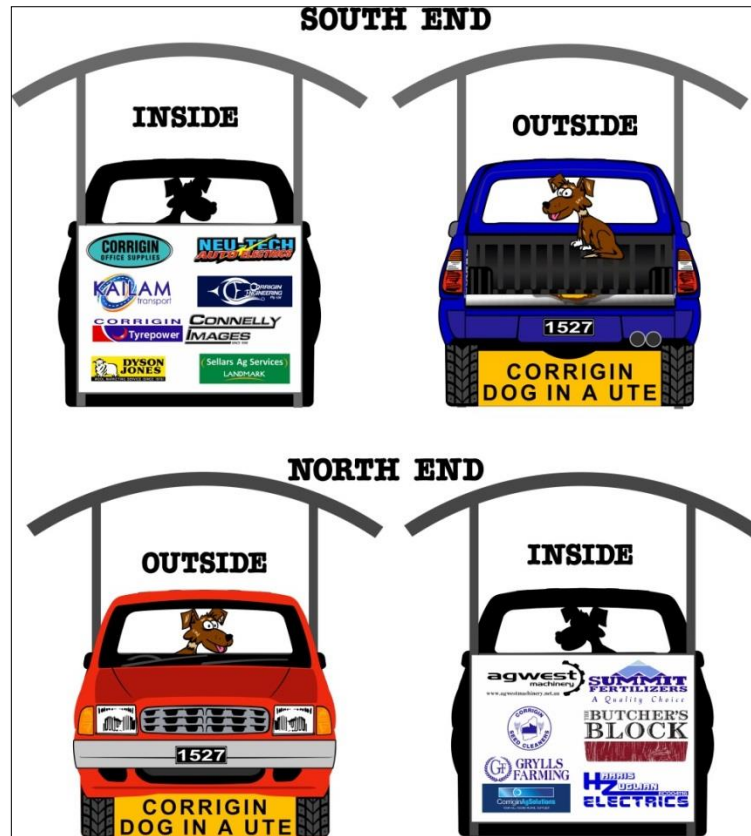
- Bulyee
- Kunjin
- Corrigin
- Gorge Rock

Category 5: Visitor Information Bays.

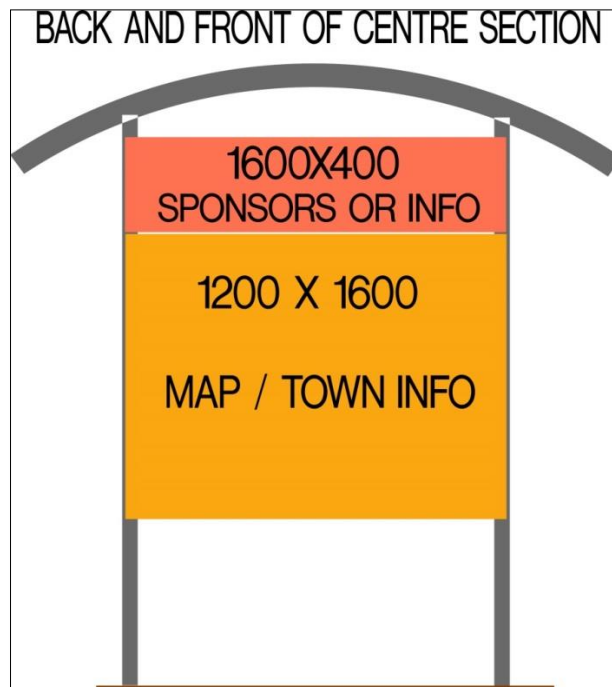
The sites chosen are the existing Visitor Bay at Rotary Park with two new Bays located at equal distances of 5.5km from Corrigin, along the Brookton- Corrigin Road. The Visitor Information Bays will incorporate signage displays, a map, business signage that promotes Corrigin. At the ends of the Information Bays, visitors can stand for a 'selfie' photo with the Dog in the Ute' where Corrigin is clearly referenced. The Bays are off road areas established by Council (in consultation with the Rotary Club of Corrigin) and where visitor information which is maintained by the Club.

END FRAME ONLY





Information Bay Sign Category No. 5 (Indicative)



Indicative Information Bays and Sign Category No. 5

Category 6: Business and Industrial Area signage to provide guidance to visitors and residents as to where businesses are located in the industrial area and within the townsite. The Shire provides two industrial area signs frames on

the corner of Boyd Street and Walton Street with the main highway (Kunjin Street). Businesses are able purchase for the cost of the signage a fingerboard sign that can be installed on these frames. These are the only signs that can have personal business names on them within the townsite. Farm businesses or other businesses outside of the town boundary may have blue directional signs installed on existing road signage by the Shire. The full cost of the sign and installation will be at the farm/business owner's expense.

The Shire of Corrigin has information signs at the corners of Goyder Street, Walton Street, Kirkwood Street and the highway (Kunjin Street) directing people to businesses and services located within the town centre. Businesses and organisations can request Council install blue directional fingerboards on to these signs but the sign will be of a generic nature and will not include business names. For example "Pharmacy" not the name of the business "Corrigin Pharmacy". These signs and installation costs will be charged to the person requesting the signage.

These types of information signs are located throughout the townsite to mark places of interest, see below example at Apex Park.



Industrial Centre signage



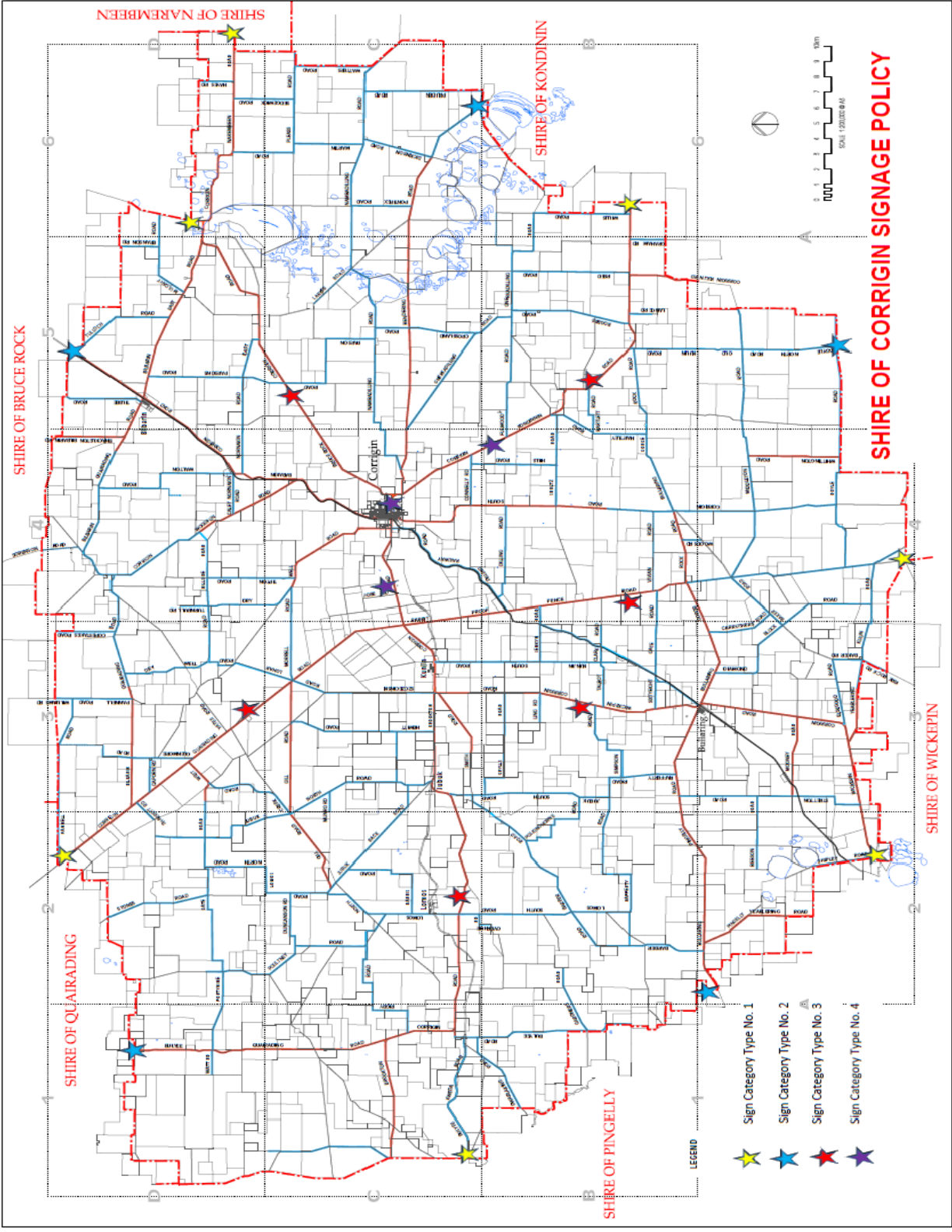
Business/Information Signs



PROPOSED LOCATIONS FOR SIGN AND VISITOR BAY OPTIONS

The following Policy map identifies the roads where signs are to be erected along with the locations of the existing Visitor Bay at Rotary Park and two new Visitor Bays.

The locations have been selected on the basis of determining the appropriate roads for Shire themed signs and where Visitor Information Bays can safely be sited. The reference to the locations of signs on the map is indicative only and signs will only be elected based upon a site inspection and where it is conclude that it is safe to do so. Main Roads WA (MRWA) approval will be support for signage and Visitor Bays along the Brookton- Corrigin Road as required.



SHIRE OF CORRIGIN SIGNAGE POLICY

- LEGEND**
- ★ Sign Category Type No. 1
 - ★ Sign Category Type No. 2
 - ★ Sign Category Type No. 3
 - ★ Sign Category Type No. 4







SPECIAL COVID-19 Local Emergency Management Committee Meeting

Minutes

Monday 8 June 2020

1.00pm

Council Chambers

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

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

Membership of the Committee shall be:

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

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.04pm.

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Chief Executive Officer	N A Manton
Executive Support Officer	K Biglin
Chair St John Ambulance	G Dawson
Corrigin Volunteer Fire and Rescue	D Di Fulvio
Principal, Corrigin District High School	H Prance
Department of Communities	N Blackburn (telephone)

Apologies

Dept of Primary Industries and Regional Development	A Lacey
Deputy Recovery Officer	L Baker
Deputy Shire President	Cr. M Weguelin
Department of Communities	J Spadaccini

No response

Corrigin Medical Surgery Doctor	T Ramakrishna
Chief Bush Fire Control Officer	G Evans
DFES, District Emergency Management Advisor	A Smith
Corrigin Pharmacy	M Hooper
Department of Communities	N Blackburn
Health Services Manager, Corrigin District Hospital	L Reed
Sergeant, Corrigin Police	C Morgan
DFES Area Officer, Narrogin East	G Hansen
St John Ambulance, Community paramedic	L Evans

3. Hazard Management Agency Report

The Department of Health has reported no new active case of COVID-19 overnight as at 4th June 2020. The State's total remains at 592.

There are currently 26 active cases in WA. Of the active cases, five are Western Australians, one is from interstate and twenty are crew members from the Al Kuwait.

One confirmed COVID-19 case is in a Perth metropolitan hospital.

To date, 557 people have recovered from the virus in WA.

4. Agency Reports and Updates - Business Continuity Plans

Hospital and general practitioner
NIL

St John Ambulance

- Started back with training schedules.
- Full stocked PPE.
- All staff can be tested if necessary.

Pharmacy
NIL

Police
NIL

- Volunteer Fire and Rescue
- Taking precautions.
 - No call recent call outs.
 - Fully stocked PPE for potential call outs.

Bush Fire Control Officer
NIL

DFES
NIL

- Department Communities, Child Protection and Family Support
- There is a number of people returning from overseas – support is being provided to them in quarantine at Perth Hotels.

- School
- Parents now allowed on school grounds, but encouraged to allow children to continue being independent. Teachers have been impressed with the resilience, cleanliness and independence that the children have shown during this time.
 - Assemblies and meetings can start up again.
 - Cleaning – extra two full time cleaners have been employed to clean and sanitise all surfaces and equipment multiple times daily.
 - All teachers and staff are able to be tested if necessary.

- Shire
- Playgrounds re-opened today. Shire buildings have been gradually opening and covid safety plans are in place.
 - The EHO has been checking in with all local businesses and ensuring they are complying with the regulations and completing their covid safety plans.
 - 9 casuals will be finishing up by the end of June. There has been a lot of positive feedback from the community and the casual staff are commended for their efforts over the past few months.

Others
NIL

5. Incident Response team

6. Other Items/Questions/Concerns

Concerns over people getting complacent. The Shire will continue to encourage the community to be vigilant.

7. NEXT MEETING

The next COVID-19 Local Emergency Management meeting will be scheduled as required.

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

Meeting dates for 2020 are as follows.

- Monday 9 November 2020 at 1.00pm

8. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 1.17pm

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
3392	20/05/2020	SHIRE OF CORRIGIN	REIMBURSEMENT FOR PETTY CASH - BOND REFUND	\$ 50.00	TRUST
EFT15027	07/05/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKETING SALES FOR MARCH 2020	\$ 62.74	TRUST
EFT15028	07/05/2020	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKETING COMMISSIONS FOR MARCH 2020	\$ 18.06	TRUST
20502	07/05/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20503	08/05/2020	JM AND DM CRAMER FAMILY TRUST	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
20504	08/05/2020	SHIRE OF CORRIGIN	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
20505	08/05/2020	SYNERGY	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
20506	08/05/2020	WOGERLIN HOUSE COMMITTEE	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
20507	08/05/2020	HIMAC ATTACHMENTS	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
20508	08/05/2020	JM AND DM CRAMER FAMILY TRUST	CONSULTANCY SERVICES REGARDING OUTDOOR NETBALL COURTS	\$ 2,813.50	MUNI
20509	08/05/2020	SHIRE OF CORRIGIN	PETTY CASH REIMBURSEMENT FOR MARCH 2020	\$ 10.00	MUNI
20510	08/05/2020	SYNERGY	ELECTRICITY CHARGES	\$ 3,689.45	MUNI
20511	08/05/2020	WOGERLIN HOUSE COMMITTEE	2019 / 2020 CONTRIBUTION TO WOGERLIN HOUSE GARDENS	\$ 742.50	MUNI
20512	21/05/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20513	21/05/2020	PETER DENTON	PURCHASE OF ASSORTED STREET TREES	\$ 518.00	MUNI
20514	21/05/2020	SYNERGY	ELECTRICITY CHARGES	\$ 8,222.52	MUNI
20515	21/05/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 20,150.60	MUNI
EFT15021	07/05/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 370.04	MUNI
EFT15022	07/05/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15023	07/05/2020	CJD EQUIPMENT PTY LTD	SUPPLY AND DELIVERY OF VOLVO L70F WHEEL LOADER	\$ 278,722.40	MUNI
EFT15024	07/05/2020	WESTERN STABILISERS PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15025	07/05/2020	WESTERN STABILISERS PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15026	07/05/2020	WESTERN STABILISERS PTY LTD	CORRIGIN-QUAIRADING ROAD WIDENING & UPGRADE	\$ 375,197.50	MUNI
EFT15029	08/05/2020	ARROW BRONZE	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15030	08/05/2020	BEST OFFICE SYSTEMS	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15031	08/05/2020	BOC LIMITED	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15032	08/05/2020	CORRIGIN LICENSED POST OFFICE	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15033	08/05/2020	CORRIGIN NEWSAGENCY	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15034	08/05/2020	CORRIGIN PHARMACY	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15035	08/05/2020	CORRIGIN ROADHOUSE	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15036	08/05/2020	CORRIGIN TYREPOWER	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15037	08/05/2020	EXURBAN PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15038	08/05/2020	FIRST HEALTH SERVICES	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15039	08/05/2020	HARRIS ZUGLIAN ELECTRICS	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15040	08/05/2020	IGA CORRIGIN	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15041	08/05/2020	JR & A HERSEY PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15042	08/05/2020	KATEMS SUPERMARKET	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15043	08/05/2020	MCMILES INDUSTRIES PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15044	08/05/2020	NARROGIN GLASS	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15045	08/05/2020	NUTRIEN AG SOLUTIONS LIMITED	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15046	08/05/2020	RE GEORGE	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15047	08/05/2020	SHIRE OF MERREDIN	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15048	08/05/2020	TOLL TRANSPORT PTY LTD	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15049	08/05/2020	TRANEX ROADS AND TRAFFIC	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15050	08/05/2020	WA CONTRACT RANGER SERVICES	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15051	08/05/2020	WESTERN MECHANICAL CORRIGIN	PAYMENT CANCELLED DUE TO SYNERGY ERROR	\$ -	MUNI
EFT15052	08/05/2020	ARROW BRONZE	NICHE WALL PLAQUE	\$ 235.67	MUNI
EFT15053	08/05/2020	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE & RESOURCE CENTRE	\$ 335.55	MUNI
EFT15054	08/05/2020	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 11.98	MUNI
EFT15055	08/05/2020	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR MARCH 2020, 2TB EXTERNAL HDD	\$ 396.50	MUNI
EFT15056	08/05/2020	CORRIGIN NEWSAGENCY	NEWSPAPERS & STATIONERY SUPPLIES FOR FEBRUARY & MARCH 2020	\$ 138.00	MUNI
EFT15057	08/05/2020	CORRIGIN PHARMACY	HAND SANITIZER	\$ 25.99	MUNI
EFT15058	08/05/2020	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING	\$ 27.70	MUNI
EFT15059	08/05/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON SIDE TIPPER TRAILER AND UTE	\$ 128.00	MUNI
EFT15060	08/05/2020	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR MARCH 2020	\$ 1,459.05	MUNI
EFT15061	08/05/2020	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR MAY 2020	\$ 11,880.00	MUNI
EFT15062	08/05/2020	HARRIS ZUGLIAN ELECTRICS	REPLACE FAULTY SWITCH IN BATHROOM AT 14 COURBOULES CRES	\$ 73.15	MUNI
EFT15063	08/05/2020	HIMAC ATTACHMENTS	TILT BUCKET FOR 5 TONNE EXCAVATOR	\$ 3,846.70	MUNI
EFT15064	08/05/2020	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 411.67	MUNI
EFT15065	08/05/2020	JR & A HERSEY PTY LTD	STAFF UNIFORM	\$ 151.54	MUNI
EFT15066	08/05/2020	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 124.64	MUNI
EFT15067	08/05/2020	MCMILES INDUSTRIES PTY LTD	REPAIRS TO POOL PUMP AND CHLORINE DOSING LINE	\$ 430.00	MUNI
EFT15068	08/05/2020	NARROGIN GLASS	SUPPLY AND FIT NEW WINDSCREEN TO HOLDEN COLORADO	\$ 350.00	MUNI
EFT15069	08/05/2020	NUTRIEN AG SOLUTIONS LIMITED	2 BRASS FITTINGS, 2 POLY BALL VALVES	\$ 860.20	MUNI
EFT15070	08/05/2020	RE GEORGE	PLANT HIRE	\$ 400.00	MUNI
EFT15071	08/05/2020	SHIRE OF MERREDIN	ADVERTISEMENTS IN EASTERN WHEATBELT VISITORS GUIDE	\$ 410.00	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15072	08/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 16.56	MUNI
EFT15073	08/05/2020	TRANEX ROADS AND TRAFFIC	PORTABLE TRAFFIC LIGHTS WITH SOLAR PANEL & BATTERY CHARGERS	\$ 12,369.50	MUNI
EFT15074	08/05/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 561.00	MUNI
EFT15075	08/05/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - GRADER, LOADER, ROLLER, EXCAVATOR, TRUCK	\$ 13,903.81	MUNI
EFT15076	15/05/2020	A-FLO EQUIPMENT	12 OF FILRITE 700 SERIES ROTOR KEY 240V PUMP	\$ 260.70	MUNI
EFT15077	15/05/2020	AVON WASTE	4 WEEKS RUBBISH COLLECTION - APRIL 2020	\$ 18,581.55	MUNI
EFT15078	15/05/2020	BEST OFFICE SYSTEMS	CHECK FAULT WITH ADMIN PHOTOCOPIER	\$ 77.00	MUNI
EFT15079	15/05/2020	BITUTEK PTY LTD	CRUMBED RUBBER SEAL AND BITUMEN SEAL TO VARIOUS SHIRE ROADS	\$ 347,801.78	MUNI
EFT15080	15/05/2020	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 16.00	MUNI
EFT15081	15/05/2020	CLOUD COLLECTIONS PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 283.80	MUNI
EFT15082	15/05/2020	CORRIGIN FOOTBALL CLUB	REFUND OF CREC HIRE FEES DUE TO COVID-19	\$ 4,000.00	MUNI
EFT15083	15/05/2020	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 7,849.20	MUNI
EFT15084	15/05/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON GRADER	\$ 169.00	MUNI
EFT15085	15/05/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR APRIL 2020	\$ 56.65	MUNI
EFT15086	15/05/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR THE MONTH OF APRIL 2020	\$ 7,957.29	MUNI
EFT15087	15/05/2020	HARRIS ZUGLIAN ELECTRICS	ANNUAL RCD AND SMOKE ALARM TESTING IN SHIRE BUILDINGS	\$ 4,961.00	MUNI
EFT15088	15/05/2020	LANDGATE	2019 / 2020 RURAL UV GENERAL REVALUATION	\$ 6,909.78	MUNI
EFT15089	15/05/2020	NEU-TECH AUTO ELECTRICS	TWO-WAYS WITH CHARGERS, 4 INCH TAPS, SPARK PLUGS	\$ 1,279.85	MUNI
EFT15090	15/05/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES, TREND ANTI-VIRUS	\$ 967.50	MUNI
EFT15091	15/05/2020	ROCK OF CAGES	FINAL PAYMENT FOR GABION ROCK CAGES	\$ 5,290.00	MUNI
EFT15092	15/05/2020	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 1,496.00	MUNI
EFT15093	15/05/2020	STATE LIBRARY OF WESTERN AUSTRALIA	2019 / 2020 DDS FREIGHT RECOUP FOR CORRIGIN PUBLIC LIBRARY	\$ 317.66	MUNI
EFT15094	15/05/2020	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 444.11	MUNI
EFT15095	15/05/2020	STS HEALTH	ANNUAL SERVICE AND TESTING OF STERILISER AT DENTAL SURGERY	\$ 1,927.83	MUNI
EFT15096	15/05/2020	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 358.40	MUNI
EFT15097	21/05/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 380.16	MUNI
EFT15098	21/05/2020	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT15099	21/05/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15100	21/05/2020	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT15101	21/05/2020	A-FLO EQUIPMENT	12 OF FILLRITE ROTOR KEYWAY TO SUIT 12V/24V PUMPS	\$ 158.40	MUNI
EFT15102	21/05/2020	BITUTEK PTY LTD	CRUMBED RUBBER SEAL TO BULLARING-GORGE ROCK ROAD	\$ 107,761.78	MUNI
EFT15103	21/05/2020	BRENDON JOHN GERRARD	STAFF REIMBURSEMENT	\$ 219.49	MUNI
EFT15104	21/05/2020	CORRIGIN ENGINEERING PTY LTD	25% DEPOSIT FOR BOLLARDS FOR CAMPBELL STREET	\$ 3,498.39	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15105	21/05/2020	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR APRIL 2020	\$ 114.35	MUNI
EFT15106	21/05/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 343.70	MUNI
EFT15107	21/05/2020	CORRIGIN PHARMACY	RESTOCKING OF ADMINISTRATION AND WORKS FIRST AID KITS	\$ 152.59	MUNI
EFT15108	21/05/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON BOBCAT TRAILER, NEW TYRES FOR DOLLY TRAILER	\$ 320.00	MUNI
EFT15109	21/05/2020	DAVES TREE SERVICE	CUT DOWN DEAD TREES AROUND OLD AMBULANCE BUILDING	\$ 4,400.00	MUNI
EFT15110	21/05/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	7,000KG OF GP CEMENT	\$ 3,410.00	MUNI
EFT15111	21/05/2020	HARRIS ZUGLIAN ELECTRICS	DISCONNECT AND RECONNECT DIESEL PUMP AT DEPOT	\$ 121.00	MUNI
EFT15112	21/05/2020	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 78.59	MUNI
EFT15113	21/05/2020	LAWN DOCTOR	14 CUBIC METRES OF TOP SOIL MIX	\$ 2,246.20	MUNI
EFT15114	21/05/2020	MCLEODS BARRISTERS & SOLICITORS	DRAFTING OF NEW COMMUNITY LEASE AGREEMENTS	\$ 345.42	MUNI
EFT15115	21/05/2020	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS - BOBCAT TRAILER, CREWCAB TRUCK, TIP TRUCK, UTE	\$ 1,554.14	MUNI
EFT15116	21/05/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 212.50	MUNI
EFT15117	21/05/2020	SHIRE OF CUBALLING	BULK ORDER OF HAND SANITISER	\$ 2,025.29	MUNI
EFT15118	21/05/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 91.83	MUNI
EFT15119	21/05/2020	TWINKARRI PTY LTD	VERGE CLEARING INTERSECTIONS, BACK SLOPES & DRAINS ON SHIRE ROADS	\$ 54,450.00	MUNI
EFT15120	21/05/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 748.00	MUNI
EFT15121	21/05/2020	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGE	\$ 79.20	MUNI
EFT15122	21/05/2020	WESTERN MECHANICAL CORRIGIN	205 LITRE DRUM OF OIL, PLANT REPAIRS - GRADER	\$ 2,688.00	MUNI
EFT15123	28/05/2020	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR APRIL 2020	\$ 9,856.00	MUNI
EFT15124	28/05/2020	BEST OFFICE SYSTEMS	PHOTOCOPYING - RESOURCE CENTRE	\$ 97.51	MUNI
EFT15125	28/05/2020	BF WALSH EARTHMOVING CONTRACTOR	PLANT HIRE	\$ 4,974.20	MUNI
EFT15126	28/05/2020	CONNELLY IMAGES	CORRIGIN DOG CEMETERY & CORRIGIN WILDFLOWER DRIVE SIGNAGE	\$ 2,745.60	MUNI
EFT15127	28/05/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 60.16	MUNI
EFT15128	28/05/2020	CUTTING EDGES EQUIPMENT PARTS	26 SETS OF GRADER BLADES	\$ 4,813.95	MUNI
EFT15129	28/05/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	15 CUBIC METRES OF WOODLAND RED WOODCHIPS	\$ 1,476.75	MUNI
EFT15130	28/05/2020	GANNAWAY BROS.	SCREW PIN BOW SHACKLES, FLAT BAR, PATCHING BOOMER MODIFICATIONS	\$ 204.90	MUNI
EFT15131	28/05/2020	INTERACTIVE MINING SERVICES	BRIDGE INSPECTIONS ON BRUCE ROCK-CORRIGIN ROAD	\$ 1,138.50	MUNI
EFT15132	28/05/2020	JR & A HERSEY PTY LTD	200 SANDBAGS	\$ 352.00	MUNI
EFT15133	28/05/2020	MCMILES INDUSTRIES PTY LTD	SUPERVISE & ASSIST TO ERECT STANDPIPE, CONNECT & TEST PUMP	\$ 4,537.17	MUNI
EFT15134	28/05/2020	MCPEST PEST CONTROL	TERMITE INSPECTION & REPORTS FOR SHIRE BUILDINGS AND RESIDENCES	\$ 3,591.00	MUNI
EFT15135	28/05/2020	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - HOLDEN ACADIA, TIP TRUCK, CREWCAB TRUCK	\$ 568.32	MUNI
EFT15136	28/05/2020	NUTRIEN HARCOURTS W.A.	CONTRIBUTION TOWARDS CORRIGIN TOWN PROMOTION - GRANITE RISE	\$ 200.00	MUNI
EFT15137	28/05/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - GRADER, TRUCK, TIP TRAILERS, BOBCAT TRAILER	\$ 7,684.50	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD11736.1	01/05/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 142.23	MUNI
DD11737.1	01/05/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD11738.1	01/05/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD11739.1	01/05/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD11818.1	04/05/2020	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,333.12	MUNI
DD11722.1	06/05/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,235.45	MUNI
DD11722.2	06/05/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11722.3	06/05/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 392.06	MUNI
DD11722.4	06/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,000.49	MUNI
DD11722.5	06/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 950.95	MUNI
DD11722.6	06/05/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD11722.7	06/05/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 130.28	MUNI
DD11748.1	11/05/2020	TELSTRA	MOBILE PHONE CHARGES	\$ 333.94	MUNI
DD11747.1	17/05/2020	TELSTRA	PHONE CHARGES	\$ 89.76	MUNI
DD11762.1	19/05/2020	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD11796.1	20/05/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,531.74	MUNI
DD11796.2	20/05/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.69	MUNI
DD11796.3	20/05/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 390.81	MUNI
DD11796.4	20/05/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,308.18	MUNI
DD11796.5	20/05/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 1,034.88	MUNI
DD11796.6	20/05/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD11796.7	20/05/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 139.04	MUNI
DD11806.1	27/05/2020	TELSTRA	PHONE CHARGES	\$ 75.44	MUNI
DD11807.1	27/05/2020	TELSTRA	PHONE CHARGES	\$ 264.89	MUNI
DD11808.1	27/05/2020	TELSTRA	PHONE CHARGES	\$ 100.62	MUNI
DD11809.1	27/05/2020	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD11772.1	04/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 6,700.90	LIC
DD11774.1	05/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 96.10	LIC
DD11776.1	06/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 986.70	LIC
DD11778.1	07/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,755.55	LIC
DD11780.1	08/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,634.30	LIC
DD11782.1	11/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,513.55	LIC
DD11784.1	12/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,878.85	LIC

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD11786.1	13/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,600.45	LIC
DD11788.1	14/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,298.50	LIC
DD11790.1	15/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 591.50	LIC
DD11792.1	18/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 396.10	LIC
DD11794.1	19/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 609.25	LIC
DD11805.1	21/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 84.55	LIC
DD11812.1	22/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,696.25	LIC
DD11814.1	25/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 57.05	LIC
DD11816.1	26/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 522.60	LIC
DD11821.1	27/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,119.60	LIC
DD11823.1	28/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 500.90	LIC
DD11825.1	29/05/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 445.05	LIC
JNL	07/05/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 06/05/2020	\$ 63,890.09	MUNI
JNL	21/05/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 20/05/2020	\$ 65,596.49	MUNI

\$ 1,572,417.00

MUNICIPAL ACCOUNT PAYMENTS	\$ 1,539,798.45
TRUST ACCOUNT PAYMENTS	\$ 130.80
LICENSING ACCOUNT PAYMENTS	\$ 32,487.75
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 1,572,417.00



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 28 MARCH 2020 TO 28 APRIL 2020

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
8/04/2020	CORRIGIN ROADHOUSE	CATERING - ROAD BUDGET PLANNING MEETING	\$ 27.70
23/04/2020	BUSINESS NEWS PTY LTD	ANNUAL SUBSCRIPTION TO BUSINESS NEWS	\$ 825.00
		CREDIT CARD TOTAL	\$ 852.70
CARD NUMBER 4557-XXXX-XXXX-0935			
27/03/2020	CORRIGIN POST OFFICE	INTERNET DONGLE FOR STAFF TO WORK REMOTELY	\$ 19.50
27/03/2020	CORRIGIN POST OFFICE	INTERNET DONGLE FOR STAFF TO WORK REMOTELY	\$ 19.50
27/03/2020	CORRIGIN POST OFFICE	INTERNET DONGLE FOR STAFF TO WORK REMOTELY	\$ 19.50
27/03/2020	CORRIGIN POST OFFICE	INTERNET DONGLE FOR STAFF TO WORK REMOTELY	\$ 19.50
8/04/2020	ZOOM VIDEO COMMUNICATIONS INC	SUBSCRIPTION FOR WEB BASE MEETING PLATFORM	\$ 230.89
20/04/2020	DEPT MINES, INDUSTRY REGULATION & SAFETY	BUILDING OFFICER FORKLIFT LICENCE	\$ 100.00
23/04/2020	CORRIGIN SHIRE LICENSING	PLATE REMAKE FEE FOR CR2	\$ 36.90
23/04/2020	CORRIGIN SHIRE LICENSING	PLATE CHANGE FEE FOR CR2	\$ 27.70
		CREDIT CARD TOTAL	\$ 473.49
		BILLING ACCOUNT	\$ 6.93
		TOTAL CREDIT CARD PAYMENTS	\$ 1,333.12

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 27/5 /2020

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

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

Natalie Manton N.A.M 2/6 /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:

Statement Period: 28 March 2020 to 28 April 2020

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
14 Apr 2020	\$27.70	COPPENCLAN NOMINEES PT CORRIGIN	<i>Catering Road Planning Meeting Subscription as per Salary Package</i>				74940520100
20 Apr 2020	\$825.00	BUSINESS NEWS PTY LT PERTH					74940520108
Total for this period	\$852.70		Totals				

Employee declaration

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

N.M.A.

Cardholder signature:

Date: 19/5/2020



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: MS KYLIE ANN CALEY

Account No:

Statement Period: 28 March 2020 to 28 April 2020

Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Mar 2020	\$19.50 ✓	POST CORRIGIN LPO CO CORRIGIN	INTERNET DONGLE - STAFF TO WORK REMOVELY	~	~	---	74813840087
30 Mar 2020	\$19.50 ✓	POST CORRIGIN LPO CO CORRIGIN	~	~	~	---	74813840087
30 Mar 2020	\$19.50 ✓	POST CORRIGIN LPO CO CORRIGIN	~	~	~	---	74813840087
30 Mar 2020	\$19.50 ✓	POST CORRIGIN LPO CO CORRIGIN	~	~	~	---	74813840087
9 Apr 2020	\$230.89 ✓	ZOOM.AUD 8887999666 CA	~	~	~	---	244939980100
21 Apr 2020	\$100.00	WA GOVERNMENT - DMIRS CANNINGTON	~	~	~	---	74940520111
23 Apr 2020	\$36.90 ✓	CGN SHIRE LIC CORRIGIN	SUBSCRIPTION FOR WEB BASE MEETING PLATFORM	~	~	---	04134274476
23 Apr 2020	\$27.70 ✓	CGN SHIRE LIC CORRIGIN	BUILDING OFFICER FORKLIFT LICENSE	~	~	---	04134274476
23 Apr 2020	\$27.70 ✓	CGN SHIRE LIC CORRIGIN	PLATE REMAKE FEE CR2	~	~	---	04134274476
23 Apr 2020	\$27.70 ✓	CGN SHIRE LIC CORRIGIN	CHANGE OF PLATE FEE CR2	~	~	---	04134274476
Total for this period	\$473.49		Totals				

Employee declaration

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

Cardholder signature: *MS KALEY*

Date: 13.5.20



SHIRE OF CORRIGIN



May 2020

MONTHLY FINANCIAL REPORT

SHIRE OF CORRIGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 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 MAY 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.

	% Completed	Original Budget	Original	YTD Budget	YTD Actual	Variance
Capital Expenditure						
Buildings						
As per Capital Budget	4.04%	1,120,400		362,831	45,245	317,586
Infrastructure - Roads						
As per Capital Budget	86.70%	3,464,153		3,104,860	3,003,326	101,534
Parks, Gardens, Recreation Facilities						
As per Capital Budget	0.00%	257,000		25,663	-	257,000
Other Infrastructure						
As per Capital Budget	61.75%	123,500		118,831	76,267	42,564

% Compares current ytd actuals to annual budget

% Compares current ytd actuals to annual budget

	* Note	31 May 2019	31 May 2020
Adjusted Net Current Assets	130%	\$ 1,884,316	\$ 2,448,721
Cash and Equivalent - Unrestricted	170%	\$ 1,442,021	\$ 2,445,886
Cash and Equivalent - Restricted	215%	\$ 1,439,735	\$ 3,102,431
Receivables - Rates	83%	\$ 197,497	\$ 163,525
Receivables - Other	-175%	-\$ 31,833	\$ 55,814
Payables	44%	\$ 171,783	\$ 75,937

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

PREPARATION TIMING AND REVIEW

Date prepared: 8 June 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.

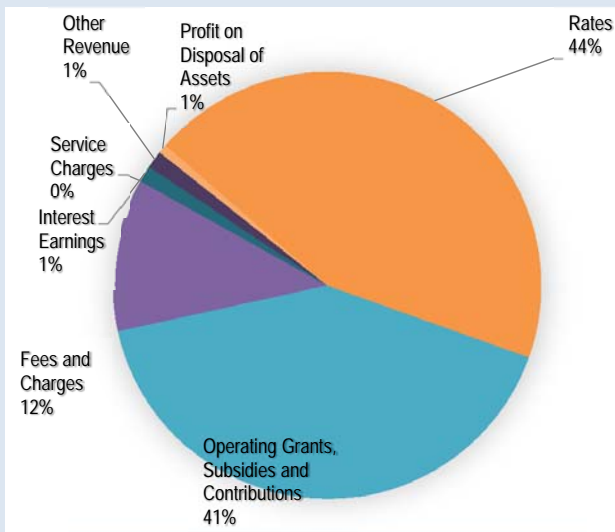
CRITICAL ACCOUNTING ESTIMATES

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.

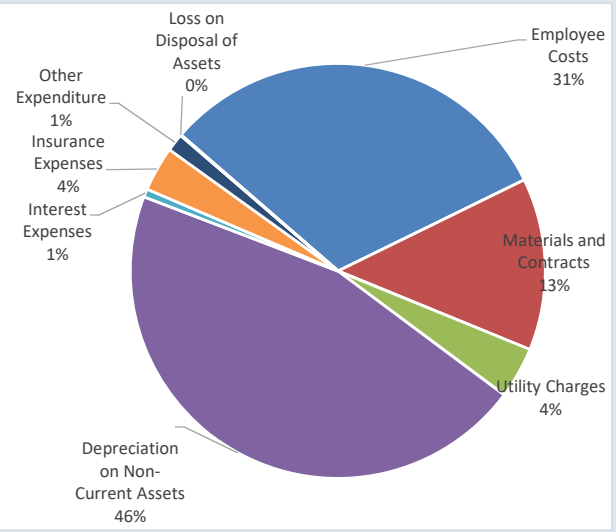
ROUNDING OFF FIGURES

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

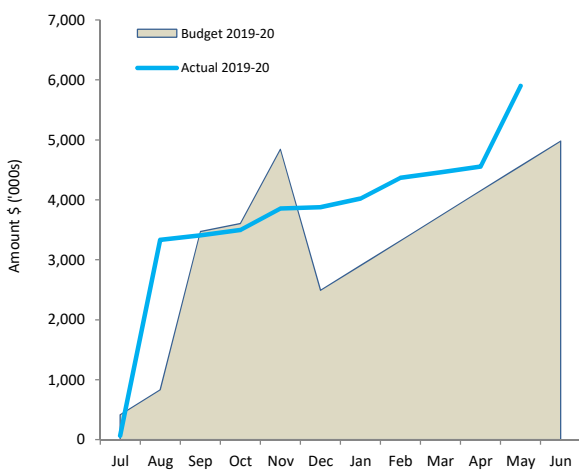
OPERATING REVENUE



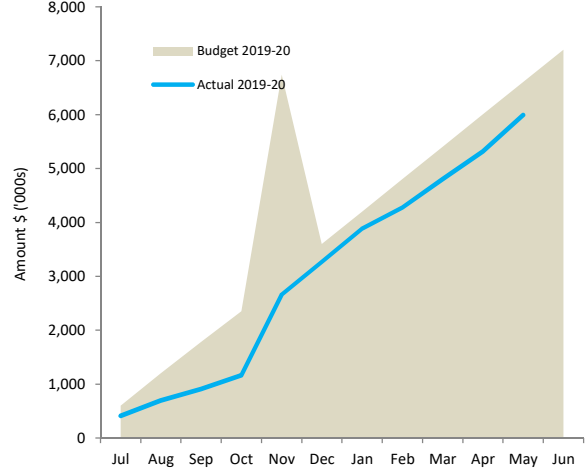
OPERATING EXPENSES



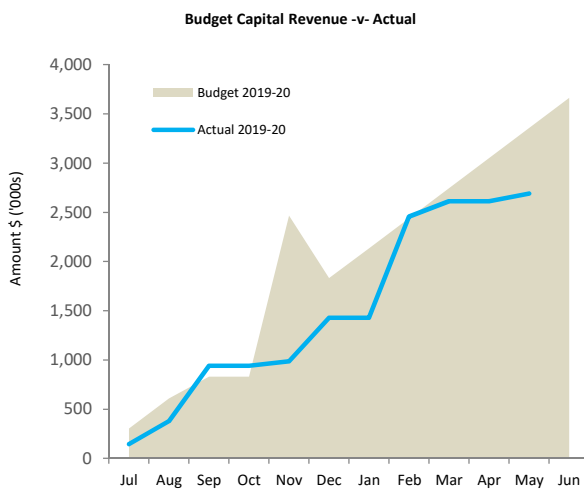
Budget Operating Revenues -v- Actual



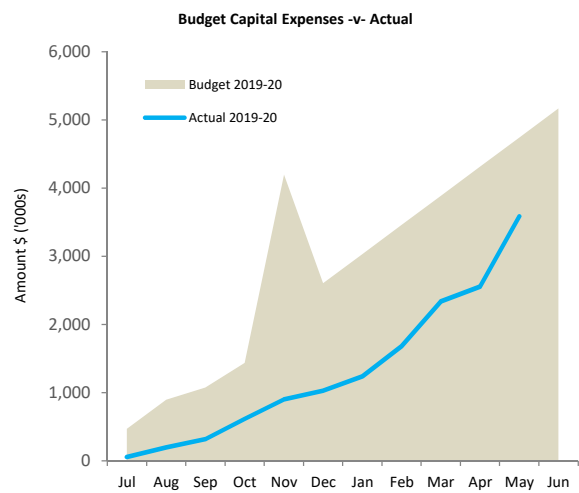
Budget Operating Expenses -v- YTD Actual



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 MAY 2020**

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Annual Budget	Amended Annual Budget	Amended YTD Annual Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	Var.
	Note	\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)	
Revenue from operating activities								
Governance		1,904	1,705	1,625	1,507	(117)	(7%)	
General Purpose Funding - Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%	
General Purpose Funding - Other		1,039,153	1,036,761	1,030,040	2,088,864	1,058,824	103%	▲
Law, Order and Public Safety		52,589	52,589	41,331	43,660	2,329	6%	
Health		220,635	215,792	166,200	185,850	19,650	12%	▲
Education and Welfare		167,602	146,320	133,556	131,538	(2,018)	(2%)	
Housing		137,754	141,411	129,602	125,109	(4,493)	(3%)	
Community Amenities		230,478	230,828	228,769	207,789	(20,980)	(9%)	
Recreation and Culture		57,505	57,505	53,546	39,721	(13,825)	(26%)	▼
Transport		287,906	289,725	287,364	216,724	(70,640)	(25%)	▼
Economic Services		45,600	54,600	50,301	71,077	20,776	41%	▲
Other Property and Services		140,440	129,810	122,438	188,652	66,213	54%	▲
		4,981,597	4,957,077	4,844,803	5,901,430			
Expenditure from operating activities								
Governance		(735,166)	(733,331)	(641,978)	(528,258)	113,720	18%	▲
General Purpose Funding		(69,928)	(79,928)	(73,238)	(75,775)	(2,537)	(3%)	
Law, Order and Public Safety		(137,212)	(138,697)	(129,251)	(113,407)	15,844	12%	▲
Health		(570,708)	(591,024)	(545,087)	(495,509)	49,577	9%	
Education and Welfare		(332,258)	(328,581)	(301,811)	(284,940)	16,871	6%	
Housing		(189,047)	(192,058)	(175,648)	(130,660)	44,988	26%	▲
Community Amenities		(548,667)	(554,841)	(508,475)	(462,760)	45,715	9%	
Recreation and Culture		(1,530,478)	(1,552,835)	(1,423,023)	(1,297,797)	125,226	9%	
Transport		(2,572,587)	(2,688,991)	(2,464,737)	(2,375,167)	89,570	4%	
Economic Services		(312,982)	(311,282)	(285,266)	(282,432)	2,834	1%	
Other Property and Services		(208,502)	(208,358)	(193,572)	55,843	249,415	129%	▲
		(7,207,536)	(7,379,926)	(6,742,085)	(5,990,862)			
Operating activities excluded from budget								
Add Back Depreciation		2,541,920	2,577,533	2,362,404	2,734,895	372,491	16%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,245)	(111,907)	(36,356)	75,551	(68%)	
Movement in Deferred Penioner Rebates		0	0	0	(3,282)	(3,282)		
Amount attributable to operating activities		208,988	44,440	353,214	2,605,824			
Investing Activities								
Contributions	10	3,662,952	3,166,952	2,465,633	2,690,972	225,339	9%	
Proceeds from Disposal of Assets	6	210,000	193,696	0	83,868	83,868		▲
Capital Acquisitions	7	(5,622,051)	(4,723,161)	(4,193,808)	(3,585,454)	608,354	15%	▲
Amount attributable to investing activities		(1,749,099)	(1,362,513)	(1,728,175)	(810,614)			
Financing Activities								
Transfer from Reserves	9	224	220	0	220	220		
Repayment of Debentures	8	(78,572)	(78,572)	(39,286)	(38,836)	450	1%	
Transfer to Reserves	9	(108,626)	(353,622)	0	(1,057,919)	(1,057,919)		▼
Amount attributable to financing activities		(186,974)	(431,974)	(39,286)	(1,096,535)			
Closing Funding Surplus(Deficit)	1(b)	(0)	(0)	335,799	2,448,721			

KEY INFORMATION

2 for an explanation of the reasons for the variance.

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 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 MAY 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %
		\$		\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)
Revenue from operating activities							
Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%
Operating Grants, Subsidies and Contributions	11	1,483,609	1,445,718	1,376,387	2,425,275	1,048,887	76% ▲
Fees and Charges		637,504	660,980	627,189	682,344	55,155	9%
Interest Earnings		59,670	64,670	59,268	74,583	15,315	26% ▲
Other Revenue		51,890	51,690	47,938	78,188	30,250	63% ▲
Profit on Disposal of Assets	6	148,893	133,989	133,989	40,102	(93,888)	(70%)
		4,981,597	4,957,078	4,844,803	5,901,430		
Expenditure from operating activities							
Employee Costs		(2,433,498)	(2,433,268)	(2,229,756)	(1,880,905)	348,851	16% ▲
Materials and Contracts		(1,550,892)	(1,683,460)	(1,537,038)	(804,454)	732,584	48% ▲
Utility Charges		(209,561)	(258,990)	(237,116)	(241,142)	(4,026)	(2%)
Depreciation on Non-Current Assets		(2,541,920)	(2,577,533)	(2,362,404)	(2,734,895)	(372,491)	(16%) ▼
Interest Expenses		(87,227)	(75,980)	(69,641)	(38,441)	31,200	45% ▲
Insurance Expenses		(242,116)	(209,846)	(199,344)	(208,701)	(9,357)	(5%)
Other Expenditure		(100,422)	(117,106)	(88,477)	(83,763)	4,713	5%
Loss on Disposal of Assets	6	(41,900)	(23,744)	(22,082)	(3,745)	18,337	83%
		(7,207,536)	(7,379,927)	(6,745,858)	(5,996,046)		
Operating activities excluded from budget							
Add back Depreciation		2,541,920	2,577,533	2,362,404	2,734,895	372,491	16% ▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,244)	(111,907)	(36,356)	75,551	(68%)
Movement in Deferred Pensioner Rebates		0	0	0	(3,282)	(3,282)	
Adjust Provisions and Accruals		0	0	0	0	0	
Amount attributable to operating activities		208,988	44,440	349,441	2,600,640		
Investing activities							
Non-operating grants, subsidies and contributions	10	3,662,952	3,166,952	2,465,633	2,690,972	225,339	9%
Proceeds from Disposal of Assets	6	210,000	193,696	0	83,868	83,868	▲
Land held for resale		0	0	0	0	0	
Capital acquisitions	7	(5,622,052)	(4,723,161)	(4,193,808)	(3,585,454)	608,354	15% ▲
Amount attributable to investing activities		(1,749,099)	(1,362,513)	(1,728,175)	(810,614)		
Financing Activities							
Proceeds from New Debentures		0	0	0	0	0	
Self-Supporting Loan Principal		0	0	0	0	0	
Transfer from Reserves	9	224	220	0	220	220	
Advances to Community Groups		0	0	0	0	0	
Repayment of Debentures	8	(78,572)	(78,572)	(39,286)	(38,836)	450	1%
Transfer to Reserves	9	(108,626)	(353,622)	0	(1,057,919)	(1,057,919)	▼
Amount attributable to financing activities		(186,974)	(431,974)	(39,286)	(1,096,535)		
Closing Funding Surplus (Deficit)	1(b)	(0)	(0)	332,026	2,443,536		

KEY INFORMATION

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

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

INVENTORIES

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

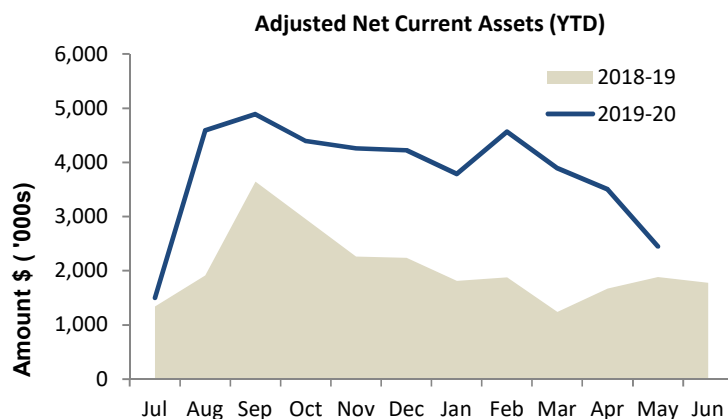
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 May 2019	Year to Date Actual 31 May 2020
		\$	\$	\$
Current Assets				
Short term Investment	3	900,000	500,000	2,230,000
Cash Unrestricted	3	1,075,998	1,442,021	215,886
Cash Restricted	3	2,044,732	1,439,735	3,102,431
Receivables - Rates	4	135,726	197,497	163,525
Receivables - Other	4	43,914	(31,833)	55,814
Accrued Income		0	26,893	0
Interest / ATO Receivable		20,895	42,777	121,436
Inventories		82,537	217,927	73,998
Land held for resale - current		60,000	60,000	60,000
		4,363,802	3,895,017	6,023,091
Less: Current Liabilities				
Payables		(171,783)	(67,896)	(75,937)
Provisions - employee		(337,242)	(443,070)	(337,242)
Long term borrowings		(78,572)	(37,956)	(39,736)
		(587,596)	(548,921)	(452,915)
Unadjusted Net Current Assets		3,776,205	3,346,096	5,570,176
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,044,732)	(1,439,735)	(3,102,431)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Less: Trust Liability as of 30 June 2019		0	0	1,240
Add: Long term borrowings		78,572	37,956	39,736
Adjusted Net Current Assets		1,750,045	1,884,316	2,448,721

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus (Deficit)

\$2.45 M

Last Year YTD

Surplus (Deficit)

\$1.88 M

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	1,058,824	103%	▲	Permanent	Advanced payment of FAGS received in May. Funds are locked away in reserves.
Health	19,650	12%	▲	Timing	Scheme contributions higher than YTD budget
Community Amenities	(20,980)	(9%)			Household Refuse income is lower than YTD budget due to adjustments recognising revenue in advance as per new standards AASB 1058 & AASB 15.
Recreation and Culture	(13,825)	(26%)	▼	Timing	Sporting club levies waived at March meeting resulting in income being lower than budget, oval fees and charges are lower than YTD budget due to COVID restrictions on sporting events
Transport	(70,640)	(25%)	▼	Timing	Profit on sale of plant is lower than anticipated due to not trading loader in and sale process not started due to pandemic restrictions.
Economic Services	20,776	41%	▲	Permanent	Sheep sale commission income higher than anticipated. Standpipe income is higher than anticipated YTD budget.
Other Property and Services	66,213	54%	▲	Timing	Paid Parental Leave offset by wages and salaries. Private Works income is higher than anticipated YTD budget.
Expenditure from operating activities					
Governance	113,720	18%	▲	Timing	Admin allocations are under YTD budget, any adjustments will be made at year end. Training expenses are below YTD budget. Maintenance Chambers expense is below YTD budget. Members consultancy is below YTD budget
Law, Order and Public Safety	15,844	12%	▲		Admin allocations are under YTD budget, any adjustments will be made at year end. Ranger expenses under YTD budget. Emergency call out expenditure is under anticipated YTD budget
Health	49,577	9%		Timing	Medical services expenditure is under anticipated YTD budget. ROEHealth expenditure is under anticipated YTD budget.
Education and Welfare	16,871	6%		Timing	Program as a whole is under YTD budget, no specific item is materially under budget.
Housing	44,988	26%	▲	Timing	Housing maintenance expenditure under YTD budget. Other housing cost allocation to programs hasn't been budgeted for.
Community Amenities	45,715	9%		Timing	Sanitation expenditure is under anticipated YTD budget, public convenience expenditure is under YTD budget.

Recreation and Culture	125,226	9%		Timing	Main oval expenditure is below YTD budget. CREC operating expenditure is below YTD budget.
Transport	89,570	4%		Timing	Road maintenance expenditure is below YTD budget. Town maintenance expenditure is below YTD budget.
Other Property and Services	249,415	129%	▲	Timing	Under YTD budget due to allocations, investigation as to why over allocating, any adjustments will be made at year end
Investing Activities					
Non-operating Grants, Subsidies & Contributions	225,339	9%		Timing	Road funding received before anticipated YTD budget
Proceeds from Disposal of Assets	83,868		▲		No budget allocated for proceeds on sale of assets. Proceeds from trade of vehicles during the year
Capital Acquisitions	608,354	15%	▲		Due to timing of some of the larger capital projects. These larger projects such as aged housing and caravan park have been put to tender or quote and will begin after the new financial year, funds will be carried forward to allow for this.
Financing Activities					
Transfer to Reserves	(1,057,919)		▼	Timing	FAGS advanced payment transferred to reserve prior to year end so as to keep the funds to utilise in the correct financial year. This was not budgeted for.

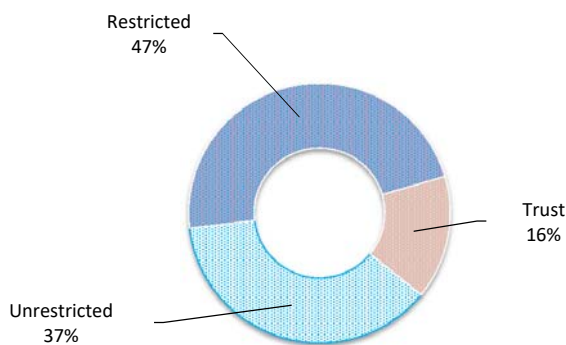
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	900			900			
At Call Deposits							
Municipal Fund	214,986			214,986			
Reserve Fund		3,102,431		3,102,431	NAB	0.70%	1/06/2020
Trust Fund			80,228	80,228	NAB		at call
Stevenson Trust Fund			926,036	926,036	NAB		at call
Licensing Trust Fund			2,346	2,346	NAB		at call
Term Deposits							
WA Treasury Corporation - OCDF	2,230,000			2,230,000	WATC	0.70%	at call
Total	2,445,886	3,102,431	1,008,610	6,556,027			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$6.56 M	\$2.45 M

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

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	31 May 2020
	\$	\$
Opening Arrears Previous Years	135,726	135,726
Levied this year	2,529,078	2,634,055
<u>Less</u> Collections to date	<u>(2,529,078)</u>	<u>(2,606,255)</u>
Equals Current Outstanding	135,726	163,525
Net Rates Collectable	135,726	163,525
% Collected	94.91%	94.10%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	52,276	1,519	2,020	0	55,814
Percentage	93.66%	2.72%	3.62%	0.00%	
Balance per Trial Balance					
Sundry debtors					55,814
GST receivable					121,436
Accrued Income					0
Provision for Doubtful Debts					0
Total Receivables General Outstanding					177,251

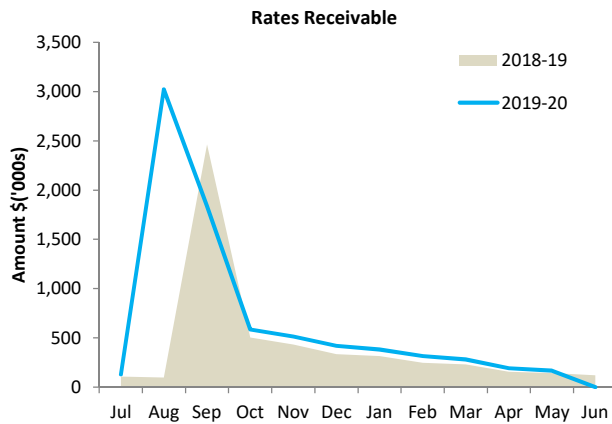
Amounts shown above include GST (where applicable)

KEY INFORMATION

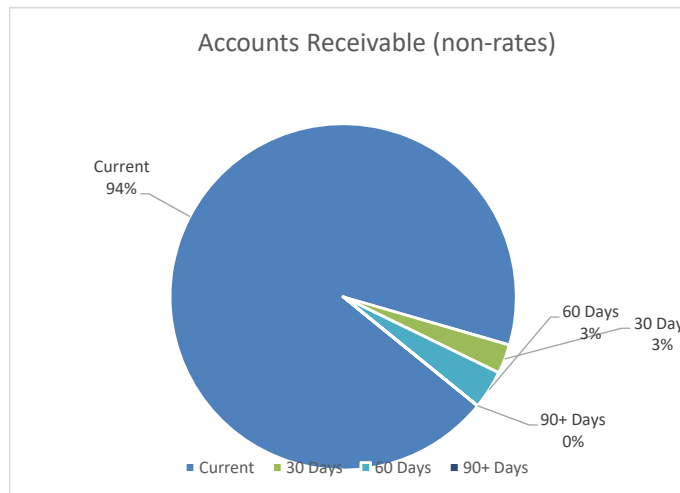
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
94%	\$163,525



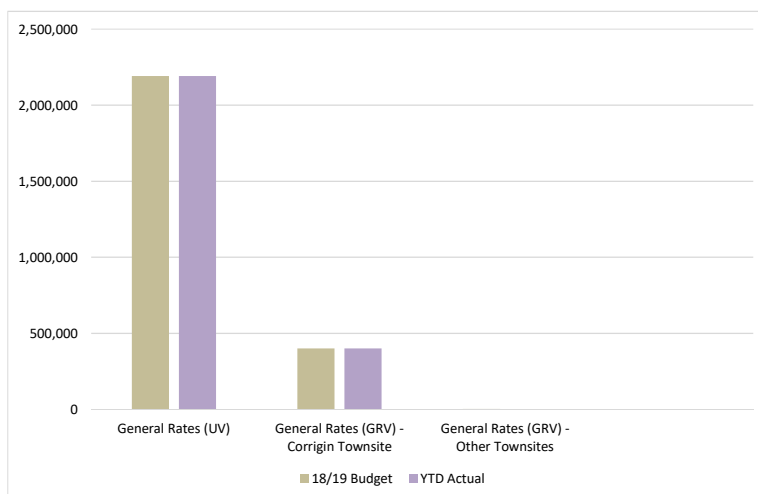
Debtors Due
\$177,251
Over 30 Days
6%
Over 90 Days
0%

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

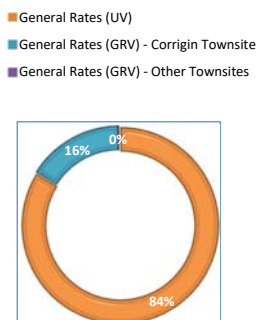
SIGNIFICANT ACCOUNTING POLICIES

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



General Rates		
Budget	YTD Actual	%
\$2.6 M	\$2.6 M	100%

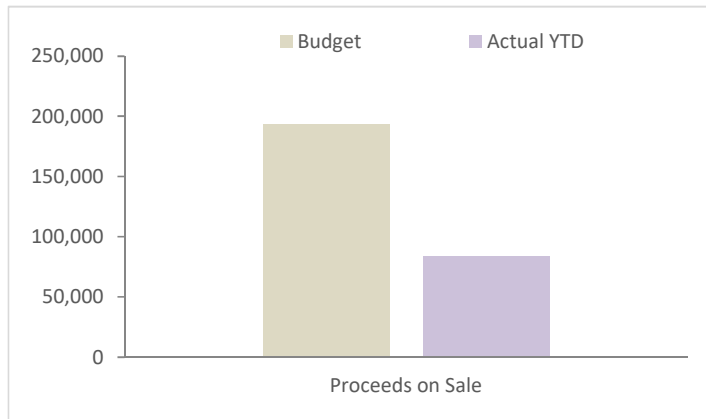


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

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	26,475	22,730	0	(3,745)	26,475	22,730	0	(3,745)
1000773	PCR4650	KUBOTA MOWER 4WD	11,183	13,002	1,819	0	11,183	13,002	1,819	
	10102	P016 GALLAGHER MOWER	1,050	10,000	8,950	0			0	
100537	PCR2	L90F VOLVO LOADER	14,890	100,000	85,110	0			0	
1000769	PCR17	UTILITY VEHICLE	0	13,654	13,654	0	0	13,654	13,654	
1000770	PCR22	UTILITY VEHICLE	9,854	19,765	9,911	0	9,854	19,765	9,910	
1000847	P2CR	DCEO VEHICLE	0	14,545	14,545	0	0	14,545	14,545	
		MISC SMALL PLANT	20,000	0		(20,000)	0	173	173	
			83,452	193,696	133,989	(23,745)	47,512	83,868	40,102	(3,745)

KEY INFORMATION



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

Capital Acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$		\$	\$	\$
Land	0	0	0	0	0
Buildings	1,120,400	616,529	362,831	45,245	(317,586)
Plant & Equipment	657,000	587,873	581,623	460,616	(121,007)
Furniture & Equipment	0	0	0	0	0
Infrastructure - Roads, Footpaths, Kerbing, Drainage, etc	3,464,153	3,387,259	3,104,860	3,003,326	(101,534)
Parks, Gardens, Recreation Facilities	257,000	12,000	25,663	0	(25,663)
Sewerage	0	0	0	0	0
Other Infrastructure	123,500	119,500	118,831	76,267	(42,564)
Capital Expenditure Totals	5,622,053	4,723,161	4,193,808	3,585,454	(608,354)

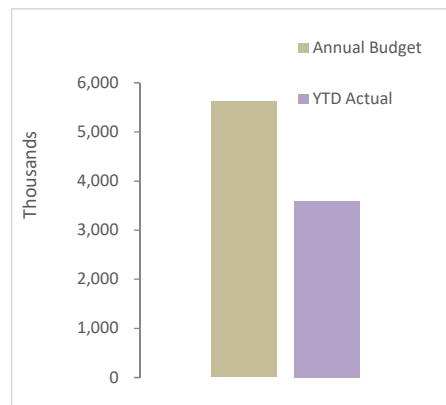
Capital Acquisitions Funded By:

	\$		\$	\$	\$
Capital grants and contributions	1,305,275	1,063,319	1,063,319	1,581,878	518,559
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	210,000	193,696	0	83,868	83,868
Contribution - operations	4,106,778		3,130,489	1,919,708	(1,210,781)
Capital Funding Total	5,622,053	1,257,015	4,193,808	3,585,454	(608,354)

SIGNIFICANT ACCOUNTING POLICIES

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

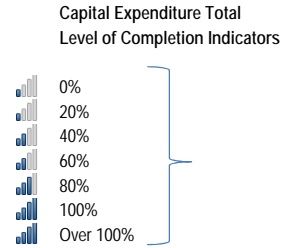
KEY INFORMATION



Acquisitions	Annual Budget		YTD Actual	% Spent
	\$5.62 M		\$3.59 M	64%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$1.31 M		\$1.58 M	121%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)



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

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

	Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Capital Expenditure						
Land						
Nii						
Sub Total - Land		0		0	0	
Buildings						
0%	MEDICAL CENTRE	07780	15,000	20,000	15000	0
64%	32 CANN STREET	09182	30,000	19,129	19,129	(0)
7%	11 COURBOULES CRESCENT	09286	15,000	20,000	15000	984
0%	15 MCANDREW AVENUE	09283	7,000	0	0	0
0%	TOWN HALL UPGRADE	11180	156,000	156,000	143000	0
0%	CARAVAN PARK	13282	200,000	200,000	0	128
0%	AGED HOUSING PROJECT	J08411	665,400	169,400	130376	171
27%	RECREATION & EVENTS CENTRE - INDOOR COURT ANTI GLARE	11388	16,000	16,000	14663	4,300
128%	SWIMMING POOL UPGRADE - PLANT ROOM REPAIR	11280	16,000	16,000	25663	20,533
4%	Sub Total - Buildings		1,120,400	616,529	362,831	45,245
Plant & Equipment						
83%	EDRHS VEHICLE (4CR)	07481	40,000	33,184	33184	33,184
88%	DCEO VEHICLE (2CR)	14583	30,000	26,504	26504	26,504
67%	LOADER - CR2	12395	370,000	370,000	370000	248,000
75%	UTILITY VEHICLE - CR17	14288	45,000	33,699	33699	33,699
0%	UTILITY VEHICLE - CR22	12403	45,000	31,719	35469	31,719
0%	MOWER	12401	53,000	39,090	39090	39,090
74%	SMALL PLANT PURCHASES	14287	20,000	20,000	10000	14,742
0%	BULYEE HALL PUMP	13783	5,000	5,357	5357	5,357
0%	NETBALL COURT CLEANER	11389	16,000	8,500	8500	8,500
100%	GALLAGHER MOWER	12402	33,000	19,820	19820	19,820
70%	Sub Total - Plant & Equipment		657,000	587,873	581,623	460,616
Furniture & Equipment						
Sub Total - Furniture & Equipment		0	0	0	0	0
		0	0	0	0	0

		Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance	
Infrastructure - Roads								
86%		GILL ROAD	RR020	312,145	312,145	286,121	266,942	19,179
113%		RRG - CORRIGIN NAREMBEEN ROAD	RG174	160,588	160,588	147,191	181,689	(34,498)
0%		OWN RESOURCES - CORRIGIN NAREMBEEN ROAD	CR174	86,047	95,200	87,263	92,530	(5,267)
114%		BULARING PINGELLY ROAD	12198	131,721	131,721	120,736	150,130	(29,394)
107%		BULLARING GORGE ROCK ROAD	12175	126,460	126,460	115,907	135,556	(19,649)
105%		BILBARIN EAST ROAD	12174	57,865	57,865	53,042	60,865	(7,823)
94%		BULYEE ROAD	12192	1,111,310	1,111,310	1,018,677	1,041,450	(22,773)
69%		BS - QUAIRADING CORRIGIN ROAD	BS172	839,320	839,320	769,362	583,005	186,357
60%		RRG - QUAIRADING CORRIGIN ROAD	RG172	348,403	262,356	240,482	208,928	31,554
0%		BS - FENCE ROAD	BS007	290,294	290,294	266,079	282,231	(16,152)
87%		Sub Total - Roads		3,464,153	3,387,259	3,104,860	3,003,326	101,534
Parks, Gardens, Recreation Facilities								
0%		SWIMMING POOL UPGRADE - LIMESTONE WALL	11280	12,000	12,000	25,663	0	25,663
0%		OVAL LIGHTING UPGRADE	11390	220,000	0	0	0	0
0%		CREC CARPARKING	11396	25,000	0	0	0	0
0%		Sub Total - Parks, Gardens, Recreation Facilities		257,000	12,000	25,663	0	25,663
Sewerage								
Nil								
Sub Total - Sewerage				0	0	0	0	0
Other Infrastructure								
99%		FOOTPATH UPGRADE	12281	64,000	64,000	58,641	63,516	(4,875)
1%		CREC PLAYGROUND SHADE STRUCTURES	11397	20,000	32,000	24,000	171	23,829
0%		MAIN STREET SHADE STRUCTURES	11369	10,000	0	0	0	0
29%		WATER STORAGE	13781	14,000	14,000	12,826	4,125	8,701
89%		NICHE WALL UPGRADE	10785	9,500	9,500	8,701	8,456	245
0%		RECREATION & EVENTS CENTRE - WATER DEFLECTION	11388	6,000	0	14,663	0	14,663
62%		Sub Total - Urban Infrastructure		123,500	119,500	118,831	76,267	42,564
64%		Total		5,622,053	4,723,161	4,193,808	3,585,454	608,354

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

FINANCING ACTIVITIES ACTIVITIES
NOTE 8 NOTE 8
BORROWINGS BORROWINGS

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

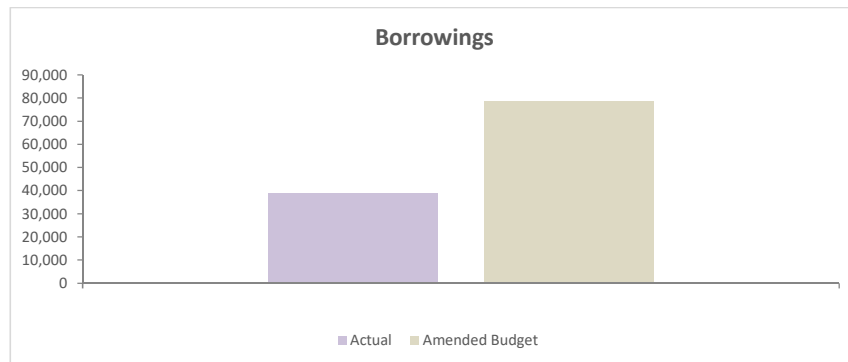
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	\$38,836
Interest Earned	\$74,583
Interest Expense	\$38,441
Reserves Bal	\$3.1 M
Loans Due	\$1.62 M

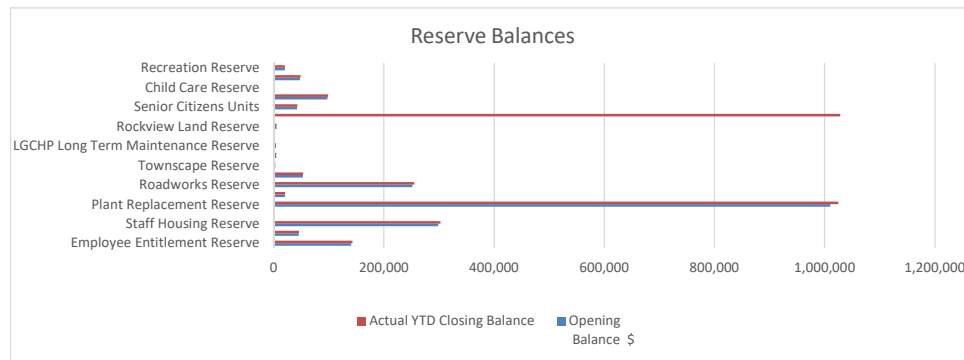
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	140,748	2,727	2,026	12,000		0	0	155,475	142,774
Community Bus Reserve	45,063	873	649	0		0	0	45,936	45,712
Staff Housing Reserve	298,280	5,780	4,294	12,000		0	0	316,060	302,574
Office Equipment Reserve	1,536	30	22	5,000		0	0	6,566	1,558
Plant Replacement Reserve	1,010,153	19,573	14,541	0		0	0	1,029,726	1,024,694
Swimming Pool Reserve	20,562	398	296	10,000		0	0	30,960	20,858
Roadworks Reserve	251,650	4,876	3,622	10,000		0	0	266,526	255,272
Land Subdivision Reserve	52,602	1,020	757	0		0	0	53,622	53,359
Townscape Reserve	2,676	52	39	5,000		0	0	7,728	2,715
Medical Reserve	4,760	92	69	0		0	0	4,852	4,829
LGCHP Long Term Maintenance Reserve	3,946	76	57	0		0	0	4,022	4,003
Community Development Reserve	179	0	0	0		(179)	(179)	0	0
Rockview Land Reserve	4,895	95	70	0		0	0	4,990	4,965
Financial Assistance Grants	0	0	0	0	1,028,266	0	0	0	1,028,266
Senior Citizens Units	42,424	822	611	0		0	0	43,246	43,035
Town Hall Reserve	97,568	1,891	1,404	0		0	0	99,459	98,972
Child Care Reserve	41	0	0	0		(41)	(41)	0	0
Bending Tip	47,649	923	689	5,006	220	0	0	53,578	48,558
Recreation Reserve	20,000	388	288	255,000		0	0	275,388	20,288
	2,044,732	39,616	29,433	314,006	1,028,486	(220)	(220)	2,398,134	3,102,431

KEY INFORMATION



Grants and Contributions

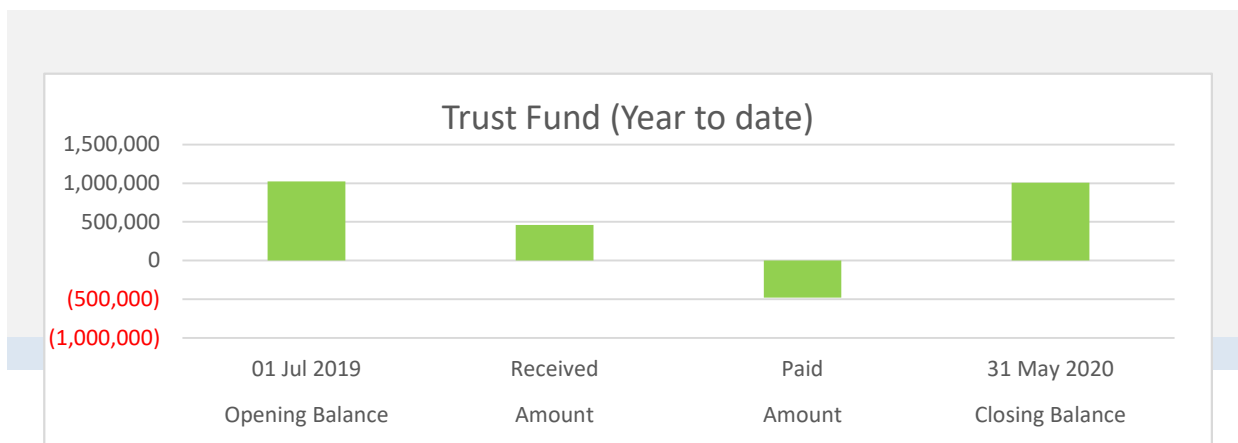
	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Legal Fees Income	10,000	10,000	9,163	0	(9,163)
Grants Commission Grant Received - General Purpose	565,090	606,505	606,504	1,241,996	635,492
Grants Commission Grant Received- Roads	365,027	316,720	316,720	709,495	392,775
Governance					
Thank a Volunteer Day Funding Income	854	855	855	855	0
Miscellaneous Income	0	0	0	0	0
Health					
Scheme Income	189,481	189,481	142,110	162,517	20,407
ADMIN & INSPECTION MISC INCOME	0	0	0	107	107
Other Health Reimbursements Income	1,000	0	0	0	0
Education & Welfare					
CRC Funding Income	104,052	104,052	94,630	94,630	0
Resource Centre Grant Funding	33,000	3,000	3,000	2,284	(716)
Recreation & Culture					
Swimming Pool Subsidy	0	0	0	657	657
Bikeweek Grant Income	500	500	451	0	(451)
Other Cultural Income	5,700	5,300	4,851	5,505	654
Community Donations	100	100	88	0	(88)
	0				
Transport					
Main Roads Direct Grant	165,646	165,646	165,646	165,646	0
Miscellaneous Income	0	0	0	4,085	4,085
Other Property & Services					
Diesel Fuel Rebate	0	0	0	0	0
Reimbursements					
Reimbursements	0	0	0	1,757	1,757
Law & Order					
DFES Grant	43,159	43,159	32,370	34,742	2,372
Economic Services					
Caravan and Camping Income - Defibrillator Grant	0	0	0	1,000	1,000
Operating grants, subsidies and contributions Total	1,483,609	1,445,318	1,376,387	2,425,275	1,048,887
Non-operating grants, subsidies and contributions					
Education and Welfare					
Aged Housing Project	496,000	0	0	0	0
CRC Funding Income	0	0	0	0	0
Transport					
Regional Road Group	339,327	339,327	254,496	271,462	16,966
Roads to Recovery	435,275	435,275	326,457	435,275	108,818
WANDRAA	329,676	329,676	329,676	329,648	(28)
Federal Blackspot	839,320	839,320	629,490	826,282	196,792
MRWA Blackspot	193,529	193,529	145,146	0	(145,146)
Commodity Route	997,825	997,825	748,368	798,260	49,892
Regional Bicycle Network Funding	32,000	32,000	32,000	30,045	(1,955)
Non-operating grants, subsidies and contributions Total	3,662,952	3,166,952	2,465,633	2,690,972	225,339
Grand Total	5,146,561		3,842,020	5,116,247	1,274,227

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

NOTE 11
TRUST FUND

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 May 2020
	\$	\$	\$	\$
Bus Ticketing	0	1,616	(1,494)	121
Police Licensing	4,392	457,786	(459,832)	2,346
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	2,574	(16,789)	926,036
Corrigin Disaster Fund	10,929	0	0	10,929
Bendering Tip	16,707	0	0	16,707
	1,025,023	461,976	(478,389)	1,008,610



YOUR REF:

OUR REF: ADM0313/OWS202557

ENQUIRIES: Sheryl Squiers



4 June 2020

Mrs N Manton
Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Dear Natalie

Appointment of Dual Fire Control Officers 2020/21

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Corrigin for the 2020/21 fire season:

Rodney Leonard Shaddick
Robert Alexander Kirk
Jeffrey Bernard Edwards
Victor Arthur Lee
Sam MacNamara

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email aot@pingelly.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Julie Burton".

Julie Burton
Chief Executive Officer



DELEGATION REGISTER

2020

Adopted by Council 16 June 2020, Council Resolution ****/2020**

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS	1
1.1	Council to Committees of Council	1
1.1.1	Audit and Risk Committee.....	1
1.2	Council to CEO	3
1.2.1	Appoint Authorised Persons.....	3
1.2.2	Powers of Entry	5
1.2.3	Declare Vehicle is Abandoned Vehicle Wreck.....	7
1.2.4	Confiscated or Uncollected Goods.....	8
1.2.5	Disposal of Sick or Injured Animals.....	9
1.2.6	Close Thoroughfares to Vehicles	10
1.2.7	Expressions of Interest for Goods and Services.....	12
1.2.8	Tenders for Goods and Services.....	13
1.2.9	Panels of Pre-Qualified Suppliers for Goods and Services.....	19
1.2.10	Application of Regional Price Preference Policy.....	21
1.2.11	Disposing of Property.....	22
1.2.12	Payments from the Municipal or Trust Funds.....	24
1.2.13	Defer, Grant Discounts, Waive or Write Off Debts	26
1.2.14	Power to Invest and Manage Investments	28
1.2.15	Rate Record Amendment.....	30
1.2.16	Agreement as to Payment of Rates and Service Charges.....	31
1.2.17	Recovery of Rates or Service Charges	32
1.2.18	Recovery of Rates Debts – Require Lessee to Pay Rent.....	33
1.2.19	Recovery of Rates Debts - Actions to Take Possession of the Land.....	34
1.2.20	Rate Record – Objections	36
1.3	CEO to Employees	37
1.3.1	Financial Management Systems and Procedures	37
2	BUILDING ACT 2011 DELEGATIONS	39
2.1	Council to CEO / Employees	39
2.1.1	Grant a Building Permit.....	39
2.1.2	Demolition Permits.....	41
2.1.3	Occupancy Permits or Building Approval Certificates.....	43
2.1.4	Designate Employees as Authorised Persons.....	45
2.1.5	Building Orders.....	46
2.1.6	Inspection and Copies of Building Records.....	48

Delegation Register

Shire of Corrigin



2.1.7	Referrals and Issuing Certificates	49
2.1.8	Private Pool Barrier – Alternative and Performance Solutions.....	50
2.1.9	Smoke Alarms – Alternative Solutions	52
3	BUSH FIRES ACT 1954 DELEGATIONS	53
3.1	Council to CEO, President and Bush Fire Control Officer	53
3.1.1	Make Request to FES Commissioner – Control of Fire	53
3.1.2	Prohibited Burning Times - Vary	54
3.1.3	Prohibited Burning Times – Control Activities.....	55
3.1.4	Restricted Burning Times – Vary and Control Activities	57
3.1.5	Control of Operations Likely to Create Bush Fire Danger.....	59
3.1.6	Burning Garden Refuse / Open Air Fires.....	60
3.1.7	Firebreaks.....	62
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer	63
3.1.9	Control and Extinguishment of Bush Fires	64
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act.....	65
3.1.11	Prosecution of Offences.....	66
4	CAT ACT 2011 DELEGATIONS	67
4.1	Council to CEO	67
4.1.1	Cat Registrations	67
4.1.2	Cat Control Notices.....	69
4.1.3	Approval to Breed Cats.....	70
4.1.4	Appoint Authorised Persons.....	72
4.1.5	Recovery of Costs – Destruction of Cats.....	73
4.1.6	Applications to Keep Additional Cats	74
4.1.7	Reduce or Waiver Registration Fee	75
5	DOG ACT 1974 DELEGATIONS	76
5.1	Dog Act Delegations Council to CEO	76
5.1.1	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	76
5.1.2	Refuse or Cancel Registration	78
5.1.3	Appoint Authorised Persons.....	80
5.1.4	Recovery of Moneys Due Under this Act.....	81
5.1.5	Dispose of or Sell Dogs Liable to be Destroyed	82
5.1.6	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke.....	83
5.1.7	Determine Recoverable Expenses for Dangerous Dog Declaration	85
6	FOOD ACT 2008 DELEGATIONS	86
6.1	Council to CEO	86

Delegation Register

Shire of Corrigin



6.1.1	Determine Compensation	86
6.1.2	Prohibition Orders	88
6.1.3	Food Business Registrations	89
6.1.4	Appoint Authorised Officers and Designated Officers.....	90
6.1.5	Debt Recovery and Prosecutions.....	92
6.1.6	Food Businesses List – Public Access	93
7	PUBLIC HEALTH ACT 2015 DELEGATIONS	94
7.1	Council to CEO	94
7.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	94
7.1.2	Enforcement Agency Reports to the Chief Health Officer.....	95
7.1.3	Designate Authorised Officers	96
7.1.4	Determine Compensation for Seized Items.....	98
7.1.5	Commence Proceedings.....	99
8	STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES.....	100
8.1	Environmental Protection Act 1986.....	100
8.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	100
8.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	101
8.1.3	Noise Management Plans – Construction Sites	102
8.2	Planning and Development Act 2005	103
8.2.1	Instrument of Authorisation - Sign Development Applications for Crown Land as Owner	103
8.2.2	WA Planning Commission – Section 25 of the Strata Titles Act 1985	106
8.3	Main Roads Act 1930.....	107
8.3.1	Traffic Management - Events on Roads.....	107
8.3.2	Traffic Management – Road Works.....	110
8.4	Road Traffic (Vehicles) Act 2012	112
8.4.1	Approval for Certain Local Government Vehicles as Special Use Vehicles ..	112

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1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> i. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Corrigin; and ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Corrigin's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	NIL. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	<p>Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</p> <p>Audit and Risk Committee Terms of Reference</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 8.11 Audit and Risk Management Committee - Policy 8.12 Appoint of Auditor, Scope of Works and Notification of Appointments
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Record Keeping:

Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. [s.3.24 and s.9.10]. 2. Authority to appoint ‘authorised officers’ under Regulation 70(2) of the Building Regulations 2012 and section 9.16 of the <i>Local Government Act 1995</i> for the purposes of issuing Building Act 2011 Infringement Notices in accordance with section 6(b) of the <i>Criminal Procedures Act 2004</i>. (Building Reg.70(2) prescribes s.9.10(1) of the <i>Local Government Act 1995</i> as the enabling power for appointment of ‘authorised officers’.) 3. Authority to appoint authorised person for the purposes of section 15 the Graffiti Vandalism Act 2016, which prescribes Part 9 of the <i>Local Government Act 1995</i> as the enabling power.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	NIL

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	Shire of Corrigin Register of Policies
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.2 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.3 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.4 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.4 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.5 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	<i>Shire of Corrigin Health Local Law 2016</i>
Record Keeping	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.6 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Shire of Corrigin



1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is restricted to the closing or partial closing of thoroughfares for the purpose of repairs and maintenance of that thoroughfare.
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Compliance Links:	NIL
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.7 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

1. Local Government Act 1995 Delegations

1.2.8 Tenders for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

1. Local Government Act 1995 Delegations

	<p>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$value detailed in condition (c) on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<ul style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, • current supply contract expiry is imminent,

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> • value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and • The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.</p> <p>d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

Tenders for Goods and Services during State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$300,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8(1)(c)</i> . d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$300,000 or less. f. The CEO cannot sub-delegate this authority.

1. Local Government Act 1995 Delegations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8</i>. d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	NIL

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

1	
2	
3	

1. Local Government Act 1995 Delegations

1.2.9 Panels of Pre-Qualified Suppliers for Goods and Services

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Council Conditions on this Delegation:	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.10 Application of Regional Price Preference Policy

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

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2.11 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> ● Without reference to Council for resolution; and ● In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a NIL market value, then the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.12 Payments from the Municipal or Trust Funds

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Finance, Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Deputy CEO. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

Compliance Links:	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Record Keeping:	Invoices and authorisations to be entered in the Shire of Corrigin Central Records system.
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Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

1.2.13 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Corrigin [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived where: <ol style="list-style-type: none"> i. It is up to \$2,000 and considered solely on its merits. ii It is for the waiving of fees up to an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.8. c. A concession may only be granted where: <ol style="list-style-type: none"> i. It is up to \$2,000 and considered solely on its merits. ii To an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 2.8. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Corrigin. <ol style="list-style-type: none"> i. Limited to individual debts valued below \$1,000 if it is more than 12 months old or less than \$200 if it is between 90 days and 12 months old, or cumulative debts of a debtor valued below \$1,000 over a 12 month period. Write off of debts greater than these values must be referred for Council decision.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Collection of Rates Debts – refer Delegations: Delegation 1.2.16 Agreement as to Payment of Rates and Service Charges Delegation 1.2.17 Recovery of Rates or Service Charges Delegation 1.2.18 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.2.19 Recovery of Rates Debts – Actions to Take Possession of the Land Shire of Corrigin Register of Policies: - Policy 2.2 Debt Collection - Policy 2.8 Charitable Organisation
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.14 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.13. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by the CEO.

Compliance Links:	Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	Shire of Corrigin Register of Policies: - Policy 2.13 Investment of Funds
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.15 Rate Record Amendment

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

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

Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.16 Agreement as to Payment of Rates and Service Charges

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

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO Manager Finance Finance Officer – Rates
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Limited to an outstanding amount of up to \$2,000

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.17 Recovery of Rates or Service Charges

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

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

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.18 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Corrigin [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

1. Local Government Act 1995 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Corrigin [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

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

Compliance Links:	<p>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none">- Policy 2.1 Rates Procedure for Unpaid Rates- Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.20 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Deputy CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire of Corrigin; ii. Safe custody and security of money collected or held by the Shire of Corrigin; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.12; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements. <p>[FM r.5].</p>
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	NIL.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Shire of Corrigin Register of Policies</p>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i>

2. Building Act 2011 Delegations

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i></p> <p><i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i></p>
Record Keeping:	Signed Building Permits to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s:	NIL
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2. Building Act 2011 Delegations

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate
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Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

	<p>s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
Record Keeping:	Signed Occupancy Permits or Building Approval Certificates to be entered into the Shire of Corrigin Central Records system.

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	NIL

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Corrigin's District [s.145A(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



2. Building Act 2011 Delegations

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice s.27(3).
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

	<p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice s.27(3).</p>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

	5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Corrigin [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The delegation is limited to the appointment of members of volunteer bush fire brigades, Shire Rangers and Emergency Services Staff. b. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and c. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Bush Fire Control Officer Shire Ranger
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Corrigin's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Finance Customer Service Officers Administration Officers Finance Officers Shire Rangers
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Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is limited to Function 1 to 4 of this delegation.

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Compliance Links:	<p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Approvals, File Notes and other correspondence to be entered in to the Shire of Corrigin Central Records system.

Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

4.1.4 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s. 48 Authorised persons
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

4.1.5 Recovery of Costs – Destruction of Cats

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

4.1.7 Reduce or Waiver Registration Fee

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$100 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

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

Version Control:

5. Dog Act 1974 Delegations

1	Delegations register adopted by Council 18 June 2019
2	
3	

5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]

Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

5. Dog Act 1974 Delegations

5.1.3 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

5. Dog Act 1974 Delegations

5.1.6 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

5. Dog Act 1974 Delegations

5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration

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

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
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6. Food Act 2008 Delegations

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

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	

Delegation Register

Shire of Corrigin



6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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

Shire of Corrigin



6. Food Act 2008 Delegations

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

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin



6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7 Public Health Act 2015 Delegations

7.1 Council to CEO

7.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Shire Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Corrigin [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></p>
Record Keeping:	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.4 Determine Compensation for Seized Items

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

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.5 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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

Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

8 Statutory Authorisations and Delegations to Local Government from State Government Entities

8.1 Environmental Protection Act 1986

8.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 47. 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

8.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013
Page: 6282 Pdf - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

8.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

8.2 Planning and Development Act 2005

8.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2nd* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is:	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassetfield City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton	In accordance with and subject to approved Government Land policies.
<ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, 		Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
in respect of development applications being made under or referred to in:		
(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);		
(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);		
(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);		
(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);		
(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);		
(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i> , or of which such a place forms part;	Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halla Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojoonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	
(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).		

Delegation Register

Shire of Corrigin



Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickkepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

A handwritten signature in black ink, appearing to read "Donald Redman".

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of *June* 2016

8.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985

Published by:
Planning and Infrastructure

GOVERNMENT GAZETTE Western
Australia
[Previous](#) [Close](#) [Next](#)

No. 98. 09-Jun-2009
Page: 1936 Pdf - 429kb

PI409

PLANNING AND DEVELOPMENT ACT 2005
Instrument of Delegation
Del 2009/03 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—

A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission.

SCHEDULE 1

1. Applications made under section 25 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval under section 25 of the *Strata Titles Act 1985* for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - (i) a type of development; and/or
 - (ii) land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

8.3 Main Roads Act 1930

8.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Delegation Register

Shire of Corrigin



Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**)

WAS AFFIXED BY)

COMMISSIONER OF MAIN ROADS)

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of)

[Insert name of Local Government])

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

8.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Corrigin



Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

8.4 Road Traffic (Vehicles) Act 2012

8.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

SHIRE OF CORRIGIN



Corporate Business Plan 2018 – 2022

Reviewed June 2019 and adopted by Council Res 79/2019

Contents

Planning Framework	3
Forecast Statement of Funding	5
Capital Program	6
Service Delivery	7
Economic Objective	8
Economic Objective (continued).....	9
Environment Objective	11
Environment Objective (continued)	12
Social Objective	13
Social Objective (continued)	14
Leadership Objective	15
Measuring Success.....	18
Services and Facilities	19

Corrigin – strengthening our community now to grow and prosper into the future



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Planning Framework

This Corporate Business Plan 2018-2021, together with the Strategic Community Plan 2017-2027, comprise the Shire of Corrigin's Plan for the Future and have been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996*.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3), a Corporate Business Plan for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future to comply with Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries.

Strategic Community Plan

The Shire of Corrigin community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in April 2017, the community were invited to share their visions and aspirations for the future of the Shire of Corrigin. The Plan has subsequently been reviewed and updated to reflect the community aspirations with the last review in June 2019 (Res 78/2019).


This information provided a valuable insight into the key issues and aspirations, as held by the local community. These views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.



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



ENVIRONMENT
An attractive natural and built environment for the benefit of current and future generations



SOCIAL
An effectively serviced, inclusive and resilient community



LEADERSHIP
Strong governance and leadership

Planning Framework (continued)

Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of our Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents.

Asset Management Plan

During 2019/20 the Shire of Corrigin reviewed the Asset Management Plans for major asset classes in accordance with Council's Asset Management Policy. The Asset Management Plans form a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

A combined Long Term Financial Plan and Asset Management Plan was developed with the assistance of Moore Stephens. Capital renewal estimates will be included in the annual budget and longer term budgets to the extent the financial and workforce resources are available to enable the renewals to occur.

Workforce Plan

The Workforce Plan was reviewed and adopted by Council on 17 July 2018 (Council Resolution 110/2018) and provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan will be captured within the Long Term Financial Plan review. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

Long Term Financial Plan

The Shire of Corrigin is planning for a positive and financial stable future. The Shire seeks to maintain service levels into the future while maintaining a healthy financial position.

The Long Term Financial Plan was reviewed by management from June to August 2018 and adopted by Council on 18 September 2018 (Council Resolution 158/2018). The review considered all Council's plans, adopted and under review.

The Corporate Business Plans has been developed with consideration of available resources. The Long Term Financial Plan will directly impact on the capabilities of delivery of the Corporate Business Plan. As a result the Corporate Business Plan may need reviewing on completion of the Long Term Financial Plan.

Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding. The review of this Plan occurred following the minor review of the Strategic Community Plan in 2019.

Forecast Statement of Funding

The following Forecast Statement of Funding is extracted from the Long Term Financial Plan to provide an indication of the net funding available from operational activities.

	1	2	3	4	5	6	7	8	9	10
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES										
Revenues										
Rates	2,576,022	2,679,063	2,786,225	2,897,674	3,013,581	3,134,124	3,259,489	3,389,868	3,525,463	3,666,482
Operating grants, subsidies and contributions	2,383,191	2,430,854	2,479,472	2,529,061	2,579,642	2,631,236	2,683,861	2,737,538	2,792,289	2,848,137
Profit on asset disposal	0	0	0	0	0	0	0	0	0	0
Fees and charges	576,205	587,728	599,475	611,460	623,686	636,156	648,880	661,857	675,090	688,598
Interest earnings	126,210	41,518	42,450	43,409	44,388	45,393	46,420	47,476	48,557	49,664
Other revenue	9,231	9,415	9,604	9,795	9,991	10,190	10,394	10,601	10,813	11,030
	5,670,859	5,748,578	5,917,226	6,091,399	6,271,288	6,457,099	6,649,044	6,847,340	7,052,212	7,263,911
Expenses										
Employee costs	(2,349,560)	(2,396,556)	(2,444,490)	(2,493,388)	(2,543,250)	(2,594,114)	(2,645,997)	(2,698,917)	(2,752,899)	(2,807,956)
Materials and contracts	(1,492,973)	(1,522,824)	(1,553,261)	(1,584,314)	(1,616,006)	(1,648,316)	(1,681,293)	(1,714,911)	(1,749,213)	(1,784,199)
Utility charges (electricity, gas, water etc.)	(359,305)	(366,488)	(373,817)	(381,288)	(388,913)	(396,683)	(404,619)	(412,710)	(420,968)	(429,395)
Depreciation on non-current assets	(2,056,256)	(2,101,278)	(2,142,046)	(2,186,009)	(2,218,019)	(2,245,606)	(2,296,672)	(2,337,165)	(2,374,844)	(2,416,621)
Loss on asset disposal	0	0	0	0	0	0	0	0	0	0
Interest expense	(81,020)	(75,981)	(72,293)	(68,432)	(64,389)	(60,157)	(55,726)	(51,088)	(46,231)	(41,147)
Insurance expense	(231,446)	(236,076)	(240,797)	(245,616)	(250,527)	(255,538)	(260,652)	(265,868)	(271,185)	(276,610)
Other expenditure	(92,073)	(93,913)	(95,792)	(97,708)	(99,662)	(101,655)	(103,690)	(105,764)	(107,879)	(110,037)
	(6,662,633)	(6,793,116)	(6,922,496)	(7,056,755)	(7,180,766)	(7,302,069)	(7,448,649)	(7,586,423)	(7,723,219)	(7,865,965)
	(991,774)	(1,044,538)	(1,005,270)	(965,356)	(909,478)	(844,970)	(799,605)	(739,083)	(671,007)	(602,054)
Funding Position Adjustments										
Depreciation on non-current assets	2,056,256	2,101,278	2,142,046	2,186,009	2,218,019	2,245,606	2,296,672	2,337,165	2,374,844	2,416,621
Net profit and losses on disposal	0	0	0	0	0	0	0	0	0	0
Movement in employee benefit provisions	0	0	0	0	0	0	0	0	0	0
Net Funding From Operational Activities	1,064,482	1,056,740	1,136,776	1,220,653	1,308,541	1,400,636	1,497,067	1,598,082	1,703,837	1,814,567
FUNDING FROM CAPITAL ACTIVITIES										
Inflows										
Proceeds on disposal	0	0	0	0	0	0	0	0	0	0
Non-operating grants, subsidies and contributions	2,066,869	1,559,216	1,006,445	965,673	741,667	741,667	741,667	781,667	1,378,334	1,418,334
Outflows										
Purchase of property plant and equipment	(526,776)	(801,326)	(498,688)	(350,000)	(410,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Purchase of infrastructure	(2,763,388)	(1,777,325)	(1,606,296)	(1,797,130)	(1,600,033)	(1,751,123)	(1,846,527)	(1,986,486)	(2,687,827)	(2,837,450)
Net Funding From Capital Activities	(1,223,295)	(1,019,435)	(1,098,539)	(1,181,457)	(1,268,366)	(1,359,456)	(1,454,860)	(1,554,819)	(1,659,493)	(1,769,116)
FUNDING FROM FINANCING ACTIVITIES										
Inflows										
Transfer from reserves	250,000	0	0	0	0	0	0	0	0	0
New borrowings	0	0	0	0	0	0	0	0	0	0
Outflows										
Transfer to reserves	(42,494)	(37,305)	(38,237)	(39,196)	(40,175)	(41,180)	(42,207)	(43,263)	(44,344)	(45,451)
Repayment of past borrowings	(123,743)	(78,572)	(82,260)	(86,121)	(90,164)	(94,396)	(98,827)	(103,465)	(108,322)	(113,406)
Net Funding From Financing Activities	158,813	(37,305)	(38,237)	(39,196)	(40,175)	(41,180)	(42,207)	(43,263)	(44,344)	(45,451)
Estimated Surplus/Deficit July 1 B/Fwd	0	0	0	0	0	0	0	0	0	0
Estimated Surplus/Deficit June 30 C/Fwd	0	0	0	0	0	0	0	0	0	0

Capital Program

A number of projects are forecast to be undertaken during the life of the Plan which result in capital expenditure and are summarised below:

Sum of Capital Project Value for Year		Year									
Asset class	Project	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Buildings											
	Building Renewals										
	Tourist Park Ablutions		150,000								
	Rotary Park Toilet block	140,000									
	Walton Street Toilet block			70,000							
	Town Hall Ceiling Replacement		150,000								
	Medical Centre Roof Replacement					60,000					
	4 Age Specific Accommodations	36,776	151,326	78,688							
Buildings Total		176,776	451,326	148,688		60,000					
Plant and Equipment											
	Plant Replacement	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Plant and Equipment Total		350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Infrastructure - roads											
	Corrigin Naremben Rd	565,000	565,000	565,000							
	Bullaring Pingelly Road				565,000	565,000	565,000		565,000		
	Road Renewal	27,094	193,102	330,206	603,124	385,033	781,123	1,441,527	959,486	1,477,827	1,732,450
	Babakin Corrigin Rd	330,000									
	Bendering Road		270,000								
	Barber Road					245,000					
	49 Gate West Road									240,000	
	Raffery Rd							280,000		280,000	
	Fulwoods Rd						135,000				135,000
	Lomos South Rd										
	Lomos North Rd								142,000		
	Dry Well Road	121,000									
	Various	1,100,000									
	Rabbit Proof Fence Rd	290,294									
	Bulyee Road	250,000									
	Unknown Road		280,000	85,000	240,000	365,000	230,000	85,000	280,000	85,000	145,000
	Corrigin-Quairading Rd		429,223								
	Gill Road			400,000							
	Corrigin - Quairading Rd			186,090	224,006						
	Lomos South Road				125,000						
	Quairading Road									565,000	565,000
	Boyd St										220,000
	Goyder St										
	Jose Street										
Infrastructure - roads Total		2,683,388	1,737,325	1,566,296	1,757,130	1,560,033	1,711,123	1,806,527	1,946,486	2,647,827	2,797,450
Infrastructure - footpaths											
	Jose St pavement, kerbing, drains and footpaths	80,000									
	Shared Use Path Renewals		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Infrastructure - footpaths Total		80,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Infrastructure - drainage											
	Boyd St pavement, kerbing, drains and footpaths										
Infrastructure - drainage Total											
Grand Total		3,290,164	2,578,651	2,104,984	2,147,130	2,010,033	2,101,123	2,196,527	2,336,486	3,037,827	3,187,450

Service Delivery

The Shire of Corrigin delivers services to the community in line with its community vision, aspirations and the four key strategic objectives set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the next 10 years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve these outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

	<p>ECONOMIC <i>A strong, diverse economy supporting agriculture, local business and attracting new industry</i></p>	<p>Outcome 1.1 Outcome 1.2 Outcome 1.3</p>	<p>A well planned and connected transport and communications network within the district Adequate land availability for development Well supported diverse industry and business</p>
	<p>ENVIRONMENT <i>An attractive natural and built environment for the benefit of current and future generations</i></p>	<p>Outcome 2.1 Outcome 2.2</p>	<p>A natural environment for the benefit and enjoyment of current and future generations A well-managed built environment</p>
	<p>SOCIAL <i>An effectively serviced, inclusive and resilient community</i></p>	<p>Outcome 3.1 Outcome 3.2</p>	<p>An inclusive, welcoming and active community A community for all ages</p>
	<p>LEADERSHIP <i>Strong governance and leadership</i></p>	<p>Outcome 4.1 Outcome 4.2</p>	<p>A strategically focussed dynamic Council serving the community An effective and efficient organisation</p>

The following tables reflect the actions to be undertaken for each strategy. The progress of the actions has been reviewed and updated using the following criteria:

- not completed
- partially completed
- completed
- to be completed
- ongoing operations

Economic Objective



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

The following tables reflect the actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

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

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Develop and implement road asset management plans.	1.1.1.1	Develop a road asset management plan including network hierarchy and service levels.	■	■	■			
	1.1.1.2	Develop a footpath management plan, including 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)	■	■	■	■		→
	1.1.1.4	Road asset management plan and footpath management plan to be implemented through road works program.	■	■	■	■	■	→
Maintain transport network in line with asset management plans	1.1.2.1	Prepare and review an annual Road Works Program for a minimum of a 10 year period outlining future capital renewals, upgrades and expansions within Councils available funding aligned to asset management plan.	■	■	■	■	■	→
	1.1.2.2	Prepare and review an annual Footpath Works Program for a minimum of a 4 year period outlining future capital renewals, upgrades and expansions within Councils available funding aligned to asset management plan.	■	■	■	■	■	→
	1.1.2.3	Advocate for the Secondary Freight Project.	■	■	■	■	■	→

Economic Objective (continued)



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

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
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	■	■	■	■	■	→

Outcome 1.2 Adequate land availability for development

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Identify appropriate land available for development	1.2.1.1	Identify appropriate land and provide the opportunity for additional industrial land and lifestyle lots to encourage the expansion of industrial & retail business, including a review of the Town Planning Scheme	■	■	■	■	■	→
Review Local Town Planning Scheme	1.2.2.1	Update the Shire of Corrigin's Planning Scheme to allow increased residential density by changing classifications from R12.5 to R17.5	■	■	■	■	■	
	1.2.2.2	Provide, maintain and review Town Planning Scheme to support development along with orderly and proper planning	■	■	■	■	■	

Outcome 1.3

Well supported diverse industry and business

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Develop and implement an Economic Tourism Strategy for the district	1.3.1.1	Develop an affordable Economic and Tourism Development Strategy for the District based on Regional Opportunities	■	■	■	■	■	
	1.3.1.2	Implement Economic & Tourism Develop Strategy	■	■	■	■	■	➔
	1.3.1.3	Economic & Tourism Develop strategies, programs & initiatives to be incorporated in LTFP and annual budgets	■	■	■	■	■	➔

Environment Objective



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

The following tables reflect the actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Outcome 2.1 A natural environment for the benefit and enjoyment of current and future generations

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Manage the natural environment within available resources	2.1.1.1	Develop a Natural Resource Management Plan, including the identification of unique natural resources	■	■	■	■	■	➔
	2.1.1.2	Natural Resource Management strategies, programs & initiatives to be incorporated in LTFP and annual budgets	■	■	■	■	■	➔
	2.1.1.3	Implement Natural Resource Management Plan.	■	■	■	■	■	➔
	2.1.1.4	Provide adequate infrastructure which allows the enjoyment of Council's natural resources, including reserves, but does not cause harm to the area.	■	■	■	■	■	➔
	2.1.1.5	Support the local agricultural section by lobbying stake holders to address local concerns and issues facing the industry now and into the future	■	■	■	■	■	➔
Provide effective and efficient waste management services	2.1.2.1	Maintain an effective and efficient transfer station that allows for expansion and rehabilitation	■	■	■	■	■	➔
	2.1.2.2	Provide a suitable area for green waste disposal	■	■	■	■	■	➔
	2.1.2.3	Provide an effective and efficient recycling service, including the collection of glass and cardboard	■	■	■	■	■	➔
	2.1.2.4	In collaboration with neighbouring local governments, maintain a waste disposal site that allows for expansion and rehabilitation	■	■	■	■	■	➔
Collaborate with community groups to enhance the natural environment	2.1.3.1	Identify environment educational programs and engage with suitable agencies for the delivery of such programs	■	■	■	■	■	➔
	2.1.3.2	Work in collaboration with groups and organisations to deliver projects and programs that promote and protect the District's natural resource	■	■	■	■	■	➔



Environment Objective (continued)

Outcome 2.2 A well-managed built environment

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Review and implement asset management plans within available resources	2.2.1.1	Assess Council's built environment current condition and establish future capital and maintenance requirements to meet required service levels.	■	■	■	■	■	➔
	2.2.1.2	Maintain and review Asset Management Plans (AMP) for Council's built environment.	■	■	■	■	■	➔
	2.2.1.3	AMP for Council's built environment to be incorporated into LTFP.	■	■	■	■	■	➔
	2.2.1.4	Manage existing building and structures to ensure they are safe and comply with legislative requirements	■	■	■	■	■	➔
Maintain the integrity of heritage buildings within available resources	2.2.2.1	Identify and update Municipal Heritage Inventory and Conservation Plans	■	■	■	■	■	
	2.2.2.2	Municipal heritage inventory & conservation plans to be identified and incorporated into AMP & LTFP	■	■	■	■	■	➔
Enhance and maintain our townscape	2.2.3.1	Manage and maintain the Council's parks, gardens and open space at appropriate service levels and standards.	■	■	■	■	■	➔
	2.2.3.2	Manage and maintain Council's townscape infrastructure, both natural and built to enhance the appearance and services of the townscape within the district.	■	■	■	■	■	➔
	2.2.3.3	Townscape enhancement projects and initiatives incorporated in Council's AMP & LTFP.	■	■	■	■	■	➔



Social Objective

An effectively serviced, inclusive and resilient community

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Outcome 3.1 An inclusive, welcoming and active community

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Work in partnership with community and sporting groups	3.1.1.1	Provide support in leadership & governance of local sports clubs and groups	■	■	■	■	■	➔
	3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities	■	■	■	■	■	➔
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.	■	■	■	■	■	➔
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.	■	■	■	■	■	➔
Collaborate with emergency service and community volunteers	3.1.4.1	Engage with the community, in particular volunteers and volunteer organisations to establish how the community can ensure a going sustainable volunteer services / roles within the community.	■	■	■	■	■	➔
	3.1.4.2	Continue to lobby the key stakeholders to ensure the necessary support is provided for volunteer services who support Corrigin	■	■	■	■	■	➔



Social Objective (continued)

Outcome 3.2 A community for all ages

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
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 AMP & LTFP	■	■	■	■	■	➔
	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	■	■	■	■	■	➔
Collaborate with key stakeholders to encourage youth engagement	3.2.2.1	Collaborate with key stake holders, including youth within the district to develop a youth strategy.	■	■	■	■	■	
	3.2.2.2	Implement Youth Strategy for the district	■	■	■	■	■	➔
	3.2.2.3	Promote opportunities for youth development, employment and activities.	■	■	■	■	■	➔
Continue to support family services	3.2.3.1	Support current and future groups and organisations for the provision of family facilities and services within the district	■	■	■	■	■	➔
Ongoing support for the provision of health and associated services	3.2.4.1	Ensure that the residents have regular access to a medical practitioner and support the medical practitioner in the delivery of these services	■	■	■	■	■	➔
	3.2.4.2	Work with neighbouring local governments, key stake holders to have a collaborative approach to the provision of medical and allied health services to the region	■	■	■	■	■	➔
	3.2.4.3	Support the health services by lobbying stake holders (to address local concerns and issues facing the industry now and into the future	■	■	■	■	■	➔
	3.2.4.4	Representation on key Boards and associations for the delivery of health services to the district	■	■	■	■	■	➔
	3.2.4.5	Support of local groups for the provision of health services within the district	■	■	■	■	■	➔

Leadership Objective



Strong governance and leadership

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Outcome 4.1 A strategically focussed dynamic Council serving the Community

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.	■	■	■	■	■	➔
	4.1.1.2	Council is represented on key local organisations and provide feedback and advise to Council on their issues, programs and initiatives	■	■	■	■	■	➔
	4.1.1.3	Develop and implement a community engagement strategy including community surveys, community reference groups and council representation on strategic community groups	■	■	■	■	■	➔
	4.1.1.4	Provide a vibrant, up to date (contents & technology), user friendly website for both the Shire of Corrigin and CRC which proactively engages with residents	■	■	■	■	■	➔
	4.1.1.5	Use print, electronic and social media to inform residents of key decisions, options considered and any implications of decisions	■	■	■	■	■	➔
Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes	■	■	■	■	■	➔
	4.1.2.2	Annual review of Council's policies and Corporate Business Plan	■	■	■	■	■	➔
	4.1.2.3	Regular review of IPR documents & Informing strategies, including LTFP, AMP, Workforce Plan	■	■	■	■	■	➔

Leadership Objective (continued)



Outcome 4.1 A strategically focussed dynamic Council serving the Community

Strategy	Action No.	Actions	2017-18	2017-18	2018-19	2019-20	2020-21	2021 Onwards
Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability	■	■	■	■	■	➔
	4.1.3.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire	■	■	■	■	■	➔
	4.1.3.5	Provide Council adequate and appropriate financial information on a timely basis	■	■	■	■	■	➔

Outcome 4.2 An effective and efficient organisation

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Review and implement the Workforce Plan	4.2.1.1	Review and implement the Workforce Plan	■	■	■	■	■	➔
		Workforce plan to have resource consideration to the objectives of the SCP & CBP	■	■	■	■	■	➔
	4.2.1.2	Workforce plan strategies, programs & initiatives to be incorporated in LTFP and annual budgets	■	■	■	■	■	➔
Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies	■	■	■	■	■	➔
	4.2.2.2	Set appropriate Fees & Charges for applicable services that promote the use of services and limits the reliance of rate funding.	■	■	■	■	■	➔
Maintain a strong customer focus	4.2.3.1	Review and implementation of Council's Customer Service Charter.	■	■	■	■	■	➔
	4.2.3.2	Provide a vibrant, up to date (contents & technology), user friendly website for both the Shire of Corrigin and CRC which proactively engages with residents	■	■	■	■	■	➔
	4.2.3.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (intranet / policy / information on services etc.) to ensure a good standard of Customer Service	■	■	■	■	■	➔

Outcome 4.2 An effective and efficient organisation

Strategy	Action No.	Actions	2017-18	2018-19	2019-20	2020-21	2021-22	2022 Onwards
Provide a positive and effective workplace	4.2.4.1	Develop and implement a workforce plan and appropriate human resource management policies and procedures to meet current and future workforce needs	■	■	■	■	■	➔
	4.2.4.2	Provide a positive workplace that enables for the development and support of employees in delivering an effective and coherent workplace	■	■	■	■	■	➔

Measuring Success

The intended outcome of this Plan is to align the community's visions and aspirations for the future of the Shire of Corrigin to the Shire's objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Strategic performance indicators provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The strategic performance indicators and desired trend for each objective are provided in the table below.

Objectives		Key Performance Indicators
ECONOMIC	<i>A strong, diverse economy supporting agriculture, local business and attracting new industry</i>	<ul style="list-style-type: none"> Road Condition: implementation of Asset Management Plan Telecommunications infrastructure meets the needs of the community. Land availability: variety of land available Town Planning Scheme: Reviewed Economic and Tourism Strategy: development and implementation
ENVIRONMENT	<i>An attractive natural and built environment for the benefit of current and future generations</i>	<ul style="list-style-type: none"> Natural Resource Management Plan: development and implementation Statutory asset management ratios: maintain healthy ratios Compliance with waste management regulations: maintain compliance Municipal Heritage Inventory and Conservation Plans: development and implementation Quality of public open space and sports grounds: maintained
SOCIAL	<i>An effectively serviced, inclusive and resilient community</i>	<ul style="list-style-type: none"> Social media activity: maintain level of posts and engagement rates Community facilities usage rates: maintain reasonable level of usage Community participation levels in activities and events: increase number of participants attendees Sustainable emergency services and community organisations Age Friendly Community Plan: implementation Youth Strategy: development and implementation Health services meets the needs of the community
CIVIC LEADERSHIP	<i>Strong governance and leadership</i>	<ul style="list-style-type: none"> Communication and engagement: maintain level of engagement rates Statutory financial ratios: maintain healthy ratios Workforce Plan: Review and implementation Service delivery: completed on time and within budget Customer Service Charter: Review and implementation Employee retention rates: maintain / increase Integrated planning and reporting status: implementation of strategies and actions in accordance with Corporate Business Plan <p>Percentage of projects completed on time and within budget: 100%</p>

Services and Facilities

Services and facilities provided by the Shire have been linked with the relevant strategies in the Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Corrigin.

Services	Economic	Environment	Social	Leadership
Aged seniors' services			3.2.1 3.2.4	
Aged person accommodation	1.2.1		3.2.1	
Building approval process control				4.2.2
Caravan park	1.3.1	2.2.1 2.2.3		
Cemetery		2.2.1	3.1.2	
Childcare playgroup			3.1.1 3.1.2	
Community engagement		2.1.3	3.1.1 3.1.3 3.2.2 3.2.3	4.1.1
Community halls		2.2.1	3.1.2	
Council buildings heritage assets		2.2.1 2.2.2	3.1.2	
CRC visitors centre		2.2.1		4.2.2
Customer service				4.2.2 4.2.3
Economic development	1.1.3 1.2.1 1.3.1			
Emergency services			3.1.4	
Festival event support			3.1.3	
Health administration inspection				4.1.2 4.2.2
Library library services			3.1.2 3.2.3	4.2.3
Maternal infant services			3.2.3 3.2.4	
Medical health services			3.2.4	
Medical facilities			3.1.2 3.2.4	
Natural resource management		2.1.1 2.1.3		
Parks gardens reserves		2.1.1 2.1.3 2.2.3		
Public toilets		2.2.1	3.1.2	
Ranger services		2.1.1		4.1.2 4.2.2
Regional collaboration				4.1.1 4.1.2 4.2.2
Roads infrastructure	1.1.1 1.1.2			
Rubbish recycling kerbside collection		2.1.2		
Sport recreation facilities			3.1.2	
Strategic planning				4.1.2
Street lighting	1.1.2		3.1.2	
Support for volunteers			3.1.1 3.1.4	
Tourism management	1.3.1			
Town beautification landscaping		2.2.3		
Town planning	1.2.2			
Waste management		2.1.2		
Youth services			3.1.2 3.2.2	

For further details on the Corporate Business Plan please contact:

Shire of Corrigin
 9 Lynch Street
 PO Box 221
 CORRIGIN WA 6375
 P: 08 9063 2203
 F: 08 9063 2005
 E: shire@corrigin.wa.gov.au



Memorandum of Understanding and Shared Services Agreement

This Shared Services Agreement (*The Agreement*)

BETWEEN:

The City of Kalamunda:

2 Railway Road, Kalamunda WA 6076

Email: enquiries@kalamunda.wa.gov.au

AND:

The Shire of Corrigin

9 Lynch Street, Corrigin WA 6375

Email: shire@corrigin.wa.gov.au

The parties hereby agree to the following service requirements and delivery methodology:

1. Engagement

Upon the terms and subject to the conditions hereof, The Shire of Corrigin engages the City of Kalamunda (*KAL*) to provide it with the services as outlined in the Services Addendum and (*KAL*) hereby agrees to provide the Shire of Corrigin with the services.

2. Specialist Professional or Key Resource Services

The City of Kalamunda will provide to the Shire of Corrigin, specialist professional services, or key services and any other reasonably requested services agreed to by all parties, (hereafter called 'the Services') This agreement will be provided for a minimum of three years, unless terminated by either party in mutual agreement.

Subject to provisions in Section 3, the City of Kalamunda agrees to provide the services in good faith and in a timely, professional and workmanlike manner and in accordance with reasonable instructions of Shire of Corrigin.

3. Philosophy and Critical Success Factors

Philosophy:

- This agreement is based on a philosophy of support and capacity building that incorporates an efficient and effective way for the Shire of Corrigin to address gaps in capacity or capability to deliver service levels needed to sustain and service their respective communities.

Services will be delivered with respect by appropriately qualified people who will be orientated to the environment and service needs of the rural Shire. Wherever possible and practical, they will mentor and support the staff of the Shire to build their skills and knowledge in appropriate areas. In return the Shire of Corrigin will offer diversity in the rural experience and broadening of specialist knowledge to participating KAL staff that will enhance their professional development.

Critical Success factors

- An ongoing commitment by the City of Kalamunda to provide these services that will transcend any senior staff turnover or other critical changes.
- Services are delivered by the team at Kalamunda within agreed timelines ensuring consistency and quality of services to Shire of Corrigin and their communities.
- All service personnel are introduced to the CEO or relevant key staff of Shire of Corrigin in a timely fashion and oriented to the systems and processes used in the Shire.
- Early notice is given of any issues that may give rise to service interruption or changes.

4. Mutual Support and Cooperation

- A. Each of the parties to this agreement agree that they will take all reasonable steps necessary, at its own expense, to:
 - a. Designate key individuals to perform its obligations hereunder
 - b. To conduct periodic meetings of all such key individuals and others as necessary
 - c. To fully cooperate with reasonable requests for assistance
 - d. To take further steps and execute such further documents as may be reasonable necessary
- B. The parties will make diligent efforts through their respective key individuals to identify the cause of any problems in the services and make appropriate adjustments in an equitable fashion in order to address and resolve such problems including the substitution or modification of the Services and the corresponding compensation therefore.

5. Fees

The City of Kalamunda will invoice the Shire of Corrigin for the services on a monthly basis at the mutually agreed rate. The underlying principal in this area is a user pays system, with acknowledgement and inclusion of the overheads and travel costs incurred by the City in delivery of services. This will be reviewed and determined each year in consultation and as part of the annual budget process.

The monthly invoice will provide a description of the services rendered and subject to there being no areas of discrepancy or further explanation to be discussed, settlement of the account will be made within 30 days. Each party will be responsible for paying all taxes, if any applicable by law, in relation to this Agreement.

6. Term and Termination

This agreement will remain in good faith and infinitum, reviewed on a three year timeframe with an initial review after three months of the agreement being in place; unless terminated by either party in full consultation and mutual agreement. Should either party seek to terminate the agreement, notification will need to be in writing with a notice period of three months'.

Each party agrees to consult in advance with the other party and bring to the attention of the other party any problems, differences of opinion, disagreements or other matters that may lead either party to terminate or seek to terminate this agreement.

The purpose and intent of including this provision is to ensure that both parties are made aware of any issues or problems arising so that they may in good faith and in a timely manner consult with each other and resolve any issues arising to mutual satisfaction. This will preserve the contractual relationship, goodwill and mutual respect between the parties to this Agreement.

7. Force Majeure

Any failure or delay in the performance of the City in carrying out their services arises out of results primarily from fire, storm, flood earthquake or other natural occurrences, industrial relations issues, equipment failure or issues that are beyond the control of the City will be deemed an event of Force Majeure.

8. Confidentiality

It is stipulated and agreed that the City of Kalamunda and the Shire of Corrigin will become acquainted with each other's confidential, privileged and proprietary information in this service provision relationship; and that this Confidential Information is an essential and key part of the assets of the entities and as such must be treated with respect and the un-authorized use of or disclosure of such information may seriously damage the owners in carrying out their business.

- a. The City of Kalamunda and the Shire of Corrigin agree that during the period of this agreement and thereafter they will not:
 - i. directly or indirectly use any part of the other's confidential information,
 - ii. Divulge disclose or make any part of the information available to a third party without the expressed and written permission of the owner except as may be reasonably necessary to perform the required functions, or as required by law or pursuant to a court order.
- b. The City of Kalamunda, and the Shire of Corrigin will each refrain from any action or conduct that may reasonably or foreseeably be expected to compromise the confidentiality or proprietary nature of the others' Confidential Information.

9. Assignment/ Successors

Neither party may assign this agreement or any rights thereunder to any other person or entity without the prior written consent of the other party.

10. Relationship of the Parties

The City of Kalamunda and Shire of Corrigin are acting solely as independent contractors under this Service Agreement. It is expressly understood and agreed by the parties that nothing in this agreement , its provisions, transactions or relationships shall constitute either party as an agent, employee, partner or legal representative of the other for any purpose whatsoever; nor shall either party hold itself out as such.

Neither party shall have the authority to bind or commit the other party in any manner or for any purpose whatsoever except for as may be expressly provided for in this Agreement. This Agreement creates no relationship of joint venture, partners, associates, or principal and agent between the parties.

11. Construction of Agreement

This agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the Services as negotiated and mutually agreed. This Agreement can only be amended by full consultation and written amendment between the parties.

12. Signatories to Formal Agreement

Shire of Corrigin

**Signed by
of Corrigin**

for and on behalf of the Shire

Position

Date / /

Witness

Name

Address

Signed

Date / /

City of Kalamunda

**Signed by
of Kalamunda**

for and on behalf of the City

Position

Date / /

Witness

Name

Address

Signed

Date / /



Services Addendum

The following services have been identified as part of this inaugural service agreement, but may be altered in relation to identified needs by consultation and mutual agreement as required. Additions or changes will require this addendum to be updated along with dates and persons authorising changes being recorded.

Service Provision in 2020/21

Building Surveyor Services

SERVICE OFFERED	REQUIRED	
	YES	NO
<ul style="list-style-type: none"> Process applications for Building Permits and provide Certificates of Design Compliance 	YES	
<ul style="list-style-type: none"> Prepare building permit for issue 	YES	
<ul style="list-style-type: none"> Undertake site inspections as required 	YES	
<ul style="list-style-type: none"> Advise on appropriate action following site inspection 	YES	
<ul style="list-style-type: none"> Assess against Residential Design Codes, Shire local laws and policies, and Development Approval conditions 	YES	
<ul style="list-style-type: none"> Prepare Demolition Permits 	YES	
<ul style="list-style-type: none"> Prepare Blasting Permits 	YES	
<ul style="list-style-type: none"> Contribute to the preparation of Council Report Items in relation to Building applications requiring dispensations 	YES	
<ul style="list-style-type: none"> Where directed, develop and review Building policies 	Yes	

• Undertake inspections of the Shire's public buildings in relation to building maintenance matters	YES	
• Provide reports pertaining to building maintenance matters	YES	
• Swimming Pool compliance inspections	YES	
• Undertake a building compliance role in accordance with the provisions of the Building Act 2011, including preparation of Notices and Orders	YES	
• Provide a telephone enquiry service for residents through the provision of a specific telephone number within the City of Kalamunda	YES	
• Preparation of monthly ABS and Building Commission Statistics in accordance with established protocols	YES	
• Staff training	YES	
ADDITIONAL SERVICES NOT LISTED ABOVE:		
• As required and agreed to by the Parties	YES	

Cost Structure

Hourly Rates

The cost structure is based on a user pay system whereby you will be charged for the hours worked. The hourly rates are inclusive of GST and also include all administration costs and overheads. Additional hours, outside of what is stated below, will be costed at the same hourly rates.

Item	Description of Service Provided	Application (all rates charged in 15 minute increments)	FEE (GST incl)
1	Certificate of Design Compliance – Class 2-9 and for any Shire building assets. Includes lodging plans and liaison with DFES.	Minimum rate	Minimum charge of 2 hours @ \$168/hours or 0.09% of the building value, whichever is the greater
2.	Travel time to and from and within the Shire	Minimum rate of 3 hours	\$81.60/hr
3.	Vehicle costs	At the ATO determined kilometre rate	At the ATO determined kilometre rate
4.	Inspection services for: Certificates of Construction Compliance, Building Compliance, Building Approval, Occupancy Permits and Strata Titles.	Minimum rate	\$336
		Rate charged if inspection exceeds 2hrs (excluding travel time)	\$168/hr
		Rate charged if Inspection is cancelled and less than 24 hours' notice is given	\$168
5	Certificates and reports in relation to listed items 4 and 7.	Minimum rate	\$81.60/hr
6.	Review of Fire Engineered Alternative Solutions	Minimum rate (where assessment is expected to be less than 2 hours)	\$336

		Rate charged where the assessment is expected to exceed 2 hours	\$168/hr
7.	<p>General permit and certificate applications eg.</p> <ul style="list-style-type: none"> • Certified and Uncertified Building Application • Certificates of Building Approval • Occupancy Permit <p>General Administration, including Telephone calls, emails, ABS reports, etc.</p> <p>General Inspections including swimming pool barrier & compliance</p>	Minimum rate	\$81.60/hr
8.	Processing and assessment of planning or subdivision applications	Minimum rate	\$80/hr
9.	Accommodation for overnight stays	At cost	At cost

**If overtime or weekend work is needed, City of Kalamunda will charge at time and a half for the first two hours and double time thereafter.*

**Travel time to and from Corrigin will be charged as per the hourly rate*

**Vehicle costs will be at the applicable Australian Taxation Office rate per kilometre travelled*

Agenda Attachment: 2020 Drought Communities Program- Projects

Project 1: Rotary Tourist Park Redevelopment

Rotary Park is the main stopping point for tourists through Corrigin. Whether they stop to use the toilet while passing or stop to buy lunch from the roadhouse and even have a picnic on the grassed area. What is missing from this park is creating a link between the main road through town and Campbell Street. Many people miss the main street where local shops, cafes, chemist, newsagency etc. are located as they don't see the clear link between these.

The park upgrade will be a revamp for passing tourists and a link from Kunjin road to Campbell Street to stimulate our local businesses and the tourism economy in town.

The project will feature a new car park being constructed with upgraded lawn and picnic areas and paths to town. It will include signage which gives tourists indication of what services and amenities are available in the main street. Providing people with more options of camping areas could prompt tourists to extend their stay or return to see what Corrigin offers. Overall the redevelopment will address the grant funding criteria- contributing to the economic activity of communities and regions.

Outcomes

- Create an intergenerational recreational park improving the appearance, connectivity and street appeal of the area for the local community and for visitors, while encouraging further exploration of the town.
- A unique recreation and playground destination using innovative natural design to maximise the use of the large open space, outdoor play, recreation activities and exercise.
- Improved streetscape to invite visitors and locals to stop and utilise the park while encouraging exploration and patronage of local businesses and facilities in Corrigin.
- Improved connection with other recreation facilities such as Corrigin Recreation and Events Centre, Caravan Park, swimming pool and ovals.
- Improved parking space.
- Sustainable, low maintenance and water-wise garden landscape in keeping with the dry Wheatbelt climate and showcasing local plant species and wildflowers in a contemporary setting.
- Disability access and enjoyment.
- Active and accessible places created for all people with a high degree of both real and perceived safety including subtle solar lighting throughout the park.

Drought Communities Program				
Rotary Toursit Park- Draft				
Description	Materials Cost EXC GST	Equip EX GST	Contract Labour EXC GST	Total
Concept Plan (not included in funding budget)				\$30,000
Toilet Block Upgrade				
Toilet Block- incorporating unique or original design concepts	\$ 100,000			
Plumbing, electrical			\$ 50,000	\$ 150,000
Playground Upgrade				
New play equipment- integrating interesting unique and engaging natural play spaces, experiences and equipment, 'Soft fall' under playground	\$ 100,000			
Construction and Installation			\$ 50,000	\$ 150,000
Car Park - easy and convenient access for vehicles and tourist buses				
Shared Pathways	\$ 10,000			
Asphalt	\$ 30,000			
				\$ 40,000
Park Equipment/Amenities				
Park furniture (benches/tables), water fountain, BBQ Facilities	\$ 70,000			
Installation			\$ 20,000	
				\$ 90,000
Landscaping - waterwise park and garden areas showcasing local species and wildflowers				
Garden beds/Mounding	\$ 20,000			
Plant Species	\$ 10,000			
Installation of retic	\$ 20,000		\$ 10,000	
				\$ 60,000
Signage				
Plant species signs	\$ 5,000			
Advertising of businesses in town	\$ 5,000			
Tourist Information	\$ 10,000			
				\$ 20,000
Total	\$ 380,000	\$ -	\$ 130,000	\$ 510,000

Project 2: Wellness Centre Upgrade

This project aims to further improve the existing Wellness Centre located at 5 Murphy Street Corrigin. The existing building has two rooms which are currently all used on a part time basis and shared between the chiropractor, massage therapist and audiologist. The shire of Corrigin has also received requests for space for additional medical services in town such as the podiatrist and also the need to move the dentist to a more suitable building.

This project aims to consolidate all medical services into one location. The medical centre being located directly next to the hospital creates a 'one stop hub' for the community seeking medical treatments.

The project will fill in the existing car space located in-between the doctor's surgery and wellness centre to create additional consulting rooms and a shared space for medical professionals such as a kitchen and toilet amenities. There is a need to shift the dentist from the existing building into the wellness centre, as they will need a permanent space to set up the dental equipment as it is not easily moved.

The overall outcome of this project is to ensure that medical services remain available to all residents of the community in the future and to limit the amount of travel needed to attend essential medical appointments. The project will lead to the economic growth of these essential medical services in Corrigin supporting local and visiting businesses. Importantly addressing the funding criteria it is leading to the retention of business services and facilities.

Outcomes:

- Refurbishment and extensions of the existing wellness centre to provide additional spaces for the demand in medical services for the community.
- Creation of jobs for both allied health practitioners in town as well as visiting practitioners from surrounding Wheatbelt towns who come to Corrigin to provide a service as opposed to residents having to travel to larger centres such as Narrogin or Merredin.
- The upgrades creating a medical hub centralising all services in one place.

Drought Communities Program				
Wellness Centre Upgrade- Draft				
Description	Materials Cost EXC GST	Equip EX GST	Contract Labour EXC GST	Total
Architecture drawings/scope of works/project manager				
Architecture drawings/scope of works			\$ 30,000	\$ 30,000
Roofing				
Re-roof entire medical and wellness centre	\$ 20,000		\$ 30,000	\$ 50,000
Building Costs- Consulting Rooms	\$ 40,000		\$ 85,000	\$ 125,000
Construction of rooms for the dentist and three consulting rooms				
Construction of waiting room, kitchenette, bathroom				
				\$ -
Furnishings	\$ 6,000		\$ 4,000	\$ 10,000
Carpets/ corporate vinyl, Blinds/Curtains and Tiles				
Plumbing	\$ 10,000		\$ 10,000	\$ 20,000
Electrical	\$ 5,000		\$ 10,000	\$ 15,000
Total	\$ 81,000	\$ -	\$ 169,000	\$ 250,000

Project 3- Sustainable Water Supplies

This project aims to ensure long term sustainability of the water supplies located around Corrigin. It will involve the following works being undertaken.

Hotel Bore- install high capacity pump to hotel bore to supply tanks at Loch Ness dam to supply water for road construction.

Infant Health Centre Bore-equip bore with pump to supply tanks at Apex Park as well as install 2x 50,000 litre tanks and fittings, supply and install reticulation system including solenoids and controller to reticulate Apex Park.

Loch Ness Dam Storage Tanks-install 6 x 50,000 litre storage tanks and connections Supply fittings, taps and pipework to connect 6 x 50,000 litre tanks to enable fast fill of approx. 30,000 ltr in 20 minutes. Construct sand pad for tanks including cartage and preparation.

Dry Well Road Bore-supply solar pump, batteries and cable to pump to tanks at Loch Ness Dam pipe and fittings from solar pump to tanks at Loch Ness dam dig trench and install pipe approx. 800 m to tanks at Loch Ness Dam.

Bullaring Well new solar pump to de-water townsite to reduce salinity, labour to install pump and connections.

Caravan Park Tank-install 2 x 50,000 litre tanks supply fittings, taps and pipework to connect tanks pressure pump and connections to run reticulation installation.

Oval Bore- New bore and pump, pipe and connections to pump water to Tanks at Apex Park and Caravan Park.

Connelly Parade Stand Pipe-Connelly Standpipe upgrade to manual valve Connelly Street standpipes.

Boyd Street Dam-excavate to increase side of holding dam on Boyd Street.

Rockview Soak- dig new soak Rockview land.

Pool Filter- replace parts of pool filter.

Outcomes:

- Reducing the need for potable water to be used on agriculture, firefighting, irrigation and roadworks.
- Increasing the storage of water to better prepare for future droughts.
- Lowering of water table
- Reduce water expenditure on parks gardens, agricultural and road constructions.

Drought Communities Program				
Sustainable Water Supplies				
Description	Materials Cost EXC GST	Equip EX GST	Contract Labour EXC GST	Total
Hotel Bore				
install high capacity pump to hotel bore to supply tanks at Loch Ness dam to supply water for road construction	\$ 3,900		\$ 1,000	\$ 4,900
overflow to LochNess and Boyd Street dam for oval watering.				
Infant Health Centre Bore				
equip bore with pump to supply tanks at Apex Park	\$ 3,900		\$ 1,000	
install 2x 50,000 litre tanks and fittings	\$ 14,000			
supply and install reticulation system including solenoids and controller to reticulate Apex Park	\$ 12,000		\$ 20,000	\$ 50,900
Loch Ness Dam Storage Tanks				
install 6 x 50,000 litre storage tanks and connections	\$ 49,500			
supply fittings, taps and pipework to connect 6 x 50,000 litre tanks to enable fast fill of approx 30,000 ltr in 20 minutes.	\$ 5,000		\$ 1,600	
Construct sand pad for tanks including cartage and preparation	\$ 4,000		\$ 9,500	\$ 69,600
Dry Well Road Bore				
supply solar pump, batteries and cable to pump to tanks at Loch Ness Dam	\$ 18,000			
pipe and fittings from solar pump to tanks at Loch Ness dam	\$ 7,000			
dig trench and install pipe approx 800 m to tanks at Loch Ness Dam			\$ 5,000	\$ 30,000
Bullaring Well - Optional				
new solar pump to de-water townsite to reduce salinity	\$ 5,000			
labour to install pump and connections			\$ 1,000	\$ 6,000
Caravan Park Tanks				
install 2 x 50,000 litre tanks	\$ 14,000			
supply fittings, taps and pipework to connect tanks	\$ 1,500			
pressure pump and connections to run reticulation	\$ 1,000			
installation and electrician			\$ 3,800	\$ 20,300
Oval Bore				
New bore and pump, pipe and connections to pump water to Tanks at Apex Park and Caravan Park	\$ 18,000			
Drilling new bore and install pump, pipe and connections			\$ 7,500	\$ 25,500
Connelly Parade Stand Pipe				
Standpipe upgrade to manual valve Connelly Street standpipes	\$ 6,000		\$ 1,300	\$ 7,300
Boyd Street Dam - Optional				
excavate to increase side of holding dam on Boyd Street			\$ 20,000	\$ 20,000
Rockview Soak				
dig new soak Rockview land			\$ 5,000	\$ 5,000
Pool Filter				
replace parts of pool filter	\$ 22,000		\$ 3,000	\$ 25,000
Total	\$ 184,800	\$ -	\$ 79,700	\$ 264,500

1 Applicant Acknowledgement

Applicants are to complete the below Application Acknowledgment.

WA Return Recycle Renew Ltd
procurement@warrri.com.au

To whom this may concern,

Western Australia Container Deposit Scheme – Applicant declaration form

In submitting this Application to WA Return Recycle Renew Ltd ACN 629 983 615 (WARRRL), the Shire of Corrigin:

- 1) warrants that all information provided in this Application Form is true and accurate in all material respects;
- 2) agrees to the Terms and Conditions set out Section 7 of the Application Pack;
- 3) agrees that it is prepared to enter into a Refund Point Agreement (as reasonably amended by WARRRL) to deliver one or more Refund Points should it be selected to deliver any of the Refund Points it has submitted an Application in respect of.

Yours faithfully



Natalie Manton
Shire of Corrigin

9 Lynch Street, Corrigin WA 6375

2 Applicant Details


All Applicants are required to provide the details outlined in the table below. If the Applicant comprises a consortium, those details must be provided for each entity comprising the consortium.

Response Requirement	Response
Primary contact for this Application	Contact name: <i>Natalie Manton</i> Email address: <i>ceo@corrigin.wa.gov.au</i> Phone number: <i>9063 2203</i>
Legal name of Applicant	<i>Shire of Corrigin</i>
ABN or ACN	<i>ABN 99 880 773 647</i>
Type of entity (e.g. individual, proprietary limited company, public company limited by guarantee, other type of body corporate)	<i>Local government</i>
Registered address of the Applicant	<i>9 Lynch Street Corrigin WA 6375</i>
Website (if applicable)	<i>www.corrigin.wa.gov.au</i>
Nature of Applicant's current operations Provide an overview of the Applicant's current operations, including industry, sector, nature of work and scope of operations and operational history (Maximum 200 words)	<i>Local government</i>
Is the Applicant registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC) or a social enterprise organisation? If you have responded 'Yes', provide further details of the Applicant's ACNC registration or other explanation.	<i>No</i> If yes, provide further details: <i>[Applicant to complete]</i>
Is the Applicant a small business, a registered Australian Disability Enterprise and / or Aboriginal business? <ul style="list-style-type: none"> a small business means a business that employs fewer than twenty (20) people; a registered Australian Disability Enterprise (ADE) means an entity listed as an approved ADE on the Australian Disability Enterprises website at: http://buyability.org.au/directory/; and/or a registered Aboriginal business is a business registered on the Aboriginal Business Directory WA at: http://www.abdwa.com.au/ and/or on Supply Nation's Indigenous Business Direct at http://supplynation.org.au/. If you have responded 'Yes', provide further details of why you have responded 'Yes'.	<i>No</i> If yes, provide further details: <i>[Applicant to complete]</i>

3 Proposed Refund Points Details

Applicants must use the following table to provide details of each proposed Refund Point.

Please duplicate the below table for each Refund Point that you propose to deliver.

Response Requirement	Response
<p>Proposed Refund Point address <i>Strong preference will be given to Applicants that can provide specific addresses for their Refund Points.</i></p>	<p>Street number and name: <i>Portion of Crown Reserves 16196 & 18517 Brookton Highway</i> Suburb: <i>Corrigin</i> Postcode: <i>6375</i></p>
<p>Type of Refund Point What type of Refund Point is proposed?</p>	<p><i>Applicant to select:</i> <input checked="" type="checkbox"/> Over-the-Counter Refund Point <input type="checkbox"/> Drop-Off Refund Point <input type="checkbox"/> Mobile Refund Point <input type="checkbox"/> Reverse Vending Machine</p>
<p>Aggregation Point Will this site be utilised to aggregate Containers from one or more Drop-off / RVM / Mobile Refund Point sites? If you have responded 'No', provide the address of the Aggregation Point.</p>	<p>Yes If No, provide address details of the Aggregation Point: <i>[Applicant to complete]</i></p>
<p>Aggregation frequency (only applicable where Refund is not an Aggregation Point) What is the proposed frequency of aggregation of Containers from this Refund Point to the Aggregation Point?</p>	<p>N/A</p>
<p>Full time or Flexible Refund Point Will the proposed Refund Point be operated as a Full-time Refund Point or Flexible Refund Point?</p>	<p><i>Applicant to select:</i> <input type="checkbox"/> Full-time Refund Point <input checked="" type="checkbox"/> Flexible Refund Point</p>
<p>Proposed opening hours Please outline your proposed opening hours (e.g. <i>Monday to Friday 9-5, Saturday 9-12, Sunday closed</i>), along with confirmation that these hours meet or exceed Government's minimum operating hours.</p> <div style="background-color: #ffff00; padding: 10px; border: 1px solid #ccc;"> <p> <i>Government has nominated that:</i></p> <ul style="list-style-type: none"> Full-time Refund Points are expected to reflect full time business operations and must provide a minimum of 35 hours per week including at least four weekend hours; and Flexible Refund Points (with the exception of Mobile Refund Points) must provide at least 16 ordinary business hours per fortnight, at least eight of which must be weekend hours. </div>	<p>Proposed opening hours: <i>Monday 10am-2pm; Saturday 10am-2pm</i></p> <p>The opening hours proposed above meet or exceed Government's minimum operating hours: Yes</p>

Response Requirement	Response
<p>Current access arrangement for the proposed site Select from current access arrangement for the proposed site and provide supporting documentation (where available)</p>	<p> <input type="checkbox"/> Currently owned / leased by Applicant <input type="checkbox"/> Conditional contract or written approval from site owner or council to use the site <input type="checkbox"/> Heads of Agreement to purchase or lease <input type="checkbox"/> Discussions with land owner to purchase or lease the site <input type="checkbox"/> Site has been identified but land owner has not been contacted <input checked="" type="checkbox"/> Other: <i>Crown Reserve vested to Shire of Corrigin</i> </p> <p>I have attached the supporting documentation: Yes</p>
<p>Current use of the site Provide details of the current use of the site (Maximum 200 words)</p>	<p><i>Corrigin Waste Management Facility</i></p> <ul style="list-style-type: none"> - <i>Landfill and waste transfer station where bulk waste and dry recycling is picked up weekly and fortnightly by Avon Waste. Other recyclables are segregated and picked up on an as need basis.</i>
<p>Site readiness Provide details of any site and building works that need to be completed and when this will be completed (Maximum 200 words)</p>	<p><i>Concrete slab and shed 6x8m minimum will need to be constructed by end September 2020. Cage gates on existing lean to, by September 2020</i></p>
<p>Describe the site restrictions or challenges of the site (if any) (e.g. shared/common access, operating hour / noise restrictions, height limitations, asbestos register on the site, traffic management issues to get vehicles off roads). (Maximum 200 words)</p>	<p><i>Shared site with shared opening hours. Traffic flow through the site may be affected, so vehicle pull off areas may be required.</i></p>
<p>Site map / layout Provide a site map illustrating the proposed layout of the site including identifying the areas that will be used to facilitate the collection of containers, logistics pick up, customer service areas, wheelchair access, etc.</p>	<p>I have attached the site map / layout: <i>Yes – aerial photo provided. We will be using the shed and lean to already on site for storage of skips and bulka bags, however we plan to extend the shed to provide more space for storage and a space for sorting table and customer service..</i></p>
<p>Planning requirements Detail any planning approvals and current consents applying to the site, including applications for a license to operate as a waste management business, plans around managing and reducing traffic, and other planning issues. (Maximum 200 words)</p>	<p><i>Application form (P4 form) to DWER to add the new refund point facility to the current licence.</i></p>

Response Requirement	Response
Have you engaged with the relevant local government authority in respect to the suitability of the site to operate as a Refund Point and ability to obtain a development consent (should it be required)?	I have engaged with the relevant local government authority in respect: Yes If Yes – option to provide further details and /or attach supporting documentation: <i>Council Resolution</i>
Staffing	
How many people will you employ at this Refund Point?	2
How many of these people will be either apprentices or trainees?	0
Nominate your target % of employees that are people experiencing vulnerability or disadvantage, such as those with disabilities, or who are long term unemployed.	50%
Nominate your target % of employees that are Aboriginal and Torres Strait Islander people?	<i>unknown</i>
Describe activities completed to date in support of the fulfilment of the above commitments (including interactions with employment agencies and any letters of support received). (Maximum 200 words)	<i>None to date, however the Shire has recently employed 9 casuals during the COVID pandemic to assist the Corrigin community during this time, and many casuals have said they would be keen to work for the Shire again, given the chance.</i>
Describe your approach to recruitment and staffing in order to establish your site(s), including approach to the fulfilment of the above commitments? (Maximum 200 words)	<i>Advertise locally to ensure all local people that fall into the above categories have the opportunity to apply for the positions.</i>

4 Operating Model

Response Requirement	Response
<p>Customer service interface</p> <p>Describe how you intend to configure the proposed Refund Points to deliver high levels of customer service, including approach to counting containers, paying Refund Amounts, interacting with Customers and resolving disputes.</p> <p>(Maximum 500 words)</p>	<p><i>The refund point will have one person dedicated to customer service who will operate the app and give cash to the customer, and one person dedicated to counting and sorting containers. When there are no customers to serve, the customer service person will assist with counting and sorting of containers</i></p>
<p>Handling of collected containers</p> <p>Describe how you will sort Containers into the provided Collection Infrastructure.</p> <p><i>(e.g. utilise counting tables and sort into smaller bins on the floor before decanting into Collection Infrastructure in the warehouse)</i></p> <p>(Maximum 500 words)</p>	<ul style="list-style-type: none"> - <i>There will be a counting table provided to count containers.</i> - <i>Bulka bags will be held open on frames for each container type (except glass)</i> - <i>Counters will sort containers into smaller bins before tipping into the open bulka bags.</i> - <i>When bulka bags are full they will be closed and moved away from the sorting area for storage and a new bag set up on the frame.</i> - <i>Glass containers will emptied into skips from the bins they have initially be sorted into.</i>
<p>Aggregation of Containers to your Aggregation Point(s)</p> <p>Describe how the Containers collected at your proposed Refund Point will be aggregated to your Aggregation Point(s) and counted, sorted and recorded on the POS system.</p> <p><i>(e.g. What vehicles and bins or cages do you intend to use to transport containers back to the Aggregation Point? What capacity do you have at the Aggregation Point to sort, counting and process the containers (to the extent this has not been done at the Drop-Off, RVM or Mobile Refund Point?)</i></p> <p>(Maximum 500 words)</p>	<p><i>The aggregation point is at the refund point.</i></p>

5 Organisational Capability

Response Requirement	Response
<p>Relevant experience</p> <p>Provide details of your organisation’s relevant experience in running an operation of a similar scale (in terms of revenue turnover and staff count and/or complexity).</p> <p><i>Note that relevant experience is not limited to waste management and collection and may include customer service, local knowledge and community engagement.</i></p> <p>(Maximum 500 words)</p>	<ul style="list-style-type: none"> - <i>The Shire of Corrigin currently employs 31 employees from our community over its crew and admin operations.</i> - <i>The Shire runs various projects and facilities such as the Waste Transfer Facility, the shire administration office and depot.</i>
<p>Financial capacity</p> <p>Please describe your financial capacity to meet the working capital requirements of a Refund Point, including initial value of deposit refunds (prior to reimbursement by the Coordinator in accordance with payment terms), other operating costs, and necessary investment in plant and equipment?</p> <p><i>In your response, please note any other existing obligations your organisation has, and how this will be managed to ensure no impact on the delivery of Services.</i></p> <p>(Maximum 200 words)</p>	<p><i>The Shire has budgeted for the commencement of the project, and anticipates that the initial infrastructure costs will be recovered by income from the scheme within the first year of operation.</i></p>
<p>What is the source of funds to financially support the establishment of the Refund Point(s)?</p> <p><i>(e.g. cash reserves, loans)</i></p> <p>(Maximum 200 words)</p>	<p><i>Cash reserves from Shire rates</i></p>

6 Operational Readiness

This Section 6 is not required for Applicants seeking to be Major Operators.

Response Requirement	Response
Equipment	
<p>List the key pieces of equipment you intend to use at your proposed Refund Point(s) and whether this will be new or existing equipment? (Maximum 500 words)</p>	<p><i>NEW: Sorting table Bulka bag frames (if not supplied by West Tip) Small bins used for sorting iPad</i></p>
<p>For new equipment, what is the planned approach to purchasing this equipment and what consideration has been taken for lead times? (Maximum 200 words)</p>	<p><i>The Shire would like to apply for a grant to help fund the purchase of a sorting table for the refund point. Community and Industry engagement grants may be released in the upcoming weeks. Once an agreement is in place with WARRRL we will have approx. 3 months which should be enough lead time to implement the infrastructure and equipment.</i></p>
<p>For new equipment, will this equipment be purchased from local manufacturers and/or provide community benefit? If so, please provide details. (Maximum 200 words)</p>	<p><i>Yes</i></p> <p><i>If Yes, provide further details: There is a steel fabrication business in Corrigin who we may be able to have bulka bag frames, a sorting table manufactured through.</i></p>
<p>Mobilisation Resource</p> <p>How many staff members will be available or dedicated to managing mobilisation activities for the Refund Point(s) proposed? Please note any other existing obligations and work commitments of the staff members which may impact on the delivery of the mobilisation activities. (Maximum 200 words)</p>	<p><i>Once the agreement with WARRRL is in place with the Shire, the Shire has the ability to allocate resources to the refund point build/setup project. This will involve concrete pours, shed builds and advertising for staff to operate the refund point. Ordering custom built equipment such as soring table can be designed and request for manufacture through local business.</i></p>
<p>Staff training</p> <p>What training will be provided to staff to ensure high levels of customer service and safety at the Refund Point(s)? (Maximum 200 words)</p>	<ul style="list-style-type: none"> - <i>OSH training will occur through the LGIS scheme</i> - <i>Training by WARRRL in the use of the software app.</i>



7 Community Engagement

Response Requirement	Response
<p>Community Engagement</p> <p>Describe how you will engage with not-for-profits, charities, schools and other community groups as part of your day-to-day operations in order to provide opportunities for these organisations and members of the public to participate in the Scheme.</p> <p>(Maximum 500 words)</p>	<p><i>Local School:</i></p> <ul style="list-style-type: none"> - <i>Shire's EHO will do info session sat the school to explain the benefits of the container deposit scheme and how to use the refund point in town, and what the benefits of this are.</i> <p><i>Not For Profits:</i></p> <ul style="list-style-type: none"> - <i>They will be contacted for an information session regarding the CDS and the refund point and how they may be able to utilise the scheme to raise funds or donations for their organisations.</i> <p><i>The Shire will advertise in their newsletter and in the local community paper the opening times, information about what can be collected and taken to the refund point, refund point etiquette.</i></p> <p><i>All the above will also go on the Shire's website and social media to keep the community up to date.</i></p>

8 Compliance

Response Requirement	Response
Organisational compliance Have any of the following occurred within the past 7 years or are imminent in relation to the Applicant, any Director of the Applicant, and any related parties:	
<ul style="list-style-type: none"> Material regulatory or law enforcement agency investigations. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> Insolvency or bankruptcy proceedings. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> Material instances of contract termination. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> Material litigation or judicial proceedings. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> Material contingent liabilities. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> Denied insurance coverage. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> WorkCover or WorkSafe or equivalent body investigations or process improvement and prohibition notices. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
<ul style="list-style-type: none"> EPA or environmental breaches. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
Container Deposit Scheme Breaches Has the Applicant or any of their related parties received a breach notice in relation to a contract entered into as a participant to a container deposit (refund) scheme in another jurisdiction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, provide further details: <i>[Applicant to complete]</i>
Police checks Do the executive officers (defined as being senior management and Directors) of the Applicant, commit to completing a police check	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Response Requirement	Response
and providing it to WARRRL should your Application be successful, prior to contact signing?	
<p>Other</p> <p>Any other events or factors that could adversely impact the financial ability and standing of the Applicant or any of its related parties.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, provide further details: <i>[Applicant to complete]</i></p>

END OF APPLICATION FORM FOR MINOR OPERATORS (less than 5 Refund Points).

Section: 3. Proposed Refund Scheme Details

CORRIGIN WASTE MANAGEMENT FACILITY: Aerial view locating shed and CDS processing area



TITLE INFORMATION: Portion of Crown Reserves 16196 & 18517 Brookton Highway

8/10/2020

Land Enquiry Services

Reserve Details Report -16196

Reserve	16196	Legal Area (ha)	863.6175
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	CONSERVATION OF FLORA AND FAUNA
File Number	GG13/14		
Notes	N/A		
Additional Reserve Information	RESERVE COMPRISES LOT 29421 ON DP220545, LOT 302 ON DP40432 & LOT 23266 ON DP147309 (L154093)		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS (SCLM)	10/03/2010

Management Order	Document Number
VESTING CONSERVATION COMMISSION OF WESTERN AUSTRALIA	L241716

Land Use
CONSERVATION OF FLORA AND FAUNA

Local Government Authority
SHIRE OF CORRIGIN

Reserve Details Report -16517

Reserve	16517	Legal Area (ha)	50.5676
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	QUARRY GRAVEL
File Number	7385/23		
Notes	N/A		
Additional Reserve Information	RESERVE COMPRISES LOT 300 ON DP40422 (L154098)		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	09/03/2010

Management Order	Document Number
VEST SHIRE OF CORRIGIN	N/A

Land Use
QUARRY
GRAVEL

Local Government Authority
SHIRE OF CORRIGIN

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m ²)
LR3158/556	Lot 300 On Deposited Plan 40422	No Street Address Information Available	07385-1923-02RO	11762102	505676



Wilcarra Pty Ltd

583 Rigby Road

Corrigin 6375

wilcarra@wilcarra.com.au

0427658046 / 0429083400

Dear Mrs Nat Manton and Shire Councillors of Corrigin,

Please find our application for planning approval for a shed to be constructed over our existing transportable buildings.

The shed will provide shelter for residents and protection from the elements for the transportable buildings themselves.

Thank you for reviewing our application and we look forward to hearing from you in the near future

Your Sincerely

Steven & Amy Lee .

Directors Wilcarra.

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	steven, Ivan and Helen Lee				
ABN (if applicable):	13275781598				
Mailing Address:	Po box 23				
	Corrigin		Postcode:	6375	
Work Phone:		Fax:			
Home Phone:		Email:	wilcarra@wilcarra.com.au		
Mobile Phone:	0427658046				
Contact Person for Correspondence:	amy lee				
Signature:	<i>S Lee</i>		Date:	23/04/2020	
Signature:	<i>I Lee H Lee</i>		Date:	23/4/2020	

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

Applicant Details (if different from owner)

Name(s):	Amy Lee				
Mailing Address:	po box 23				
	corrigin		Postcode:	6375	
Work Phone:		Fax:			
Home Phone:		Email:	wilcarra@wilcarra.com.au		
Mobile Phone:	0429083400				
Contact Person for Correspondence:	Amy Lee				
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
Signature:	<i>A Lee</i>		Date:	23/04/2020	

Property Details

Lot No:	23390	Street No:	n/a	Location No:	n/a
Diagram or Plan No:	147003	Certificate of Title Volume No:	2735	Folio:	467
Title encumbrances (e.g. easements, restrictive covenants):					
n/a					
Street Name:		Suburb:			
Nearest street intersection:					

*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 checked="" type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input 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 checked="" type="checkbox"/>	Use	<input type="checkbox"/>			
Description of proposed works and/or land use:	Construction of a shed over the donga's Shed dimensions are 15m x 16m x 4.5m						
Description of exemption claimed (if relevant)	n/a						
Nature of any existing buildings and/or land use:	proposal accepted last year and 2 separate refurbished transportable buildings have been put in place. this structure is to cover these transportable buildings to provide shade and protection from the elements.						
Approximate cost of proposed development:			\$	50600			
Estimated time of completion:		June					

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

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



□ Donga
▨ Shed - 15m x 16m x 4.5

↑ N

FIGBY RD



15029

80.937 ha

P137818

BOLLINNEY RD

16608

72.947 ha

P85897

AVON
CORRIGIN, SHIRE OF

BULYEE

325.62 ha

23390

P147003

18651

274.38 ha

P83979

Hay shed with 385000
water tanks.

• New transportables
Road Access from
Main Road - Surface.
→ Smooth compacted
gravel. 8mts wide

P124404

9548

101.17 ha

P124405

9549

141.84 ha

557

General Notes

Design Criteria: -Non-Cyclonic Region A1, Terrain Category 2.0, Importance 2 to AS 1170.1, AS 1170.2, AS 1170.4

Site Conditions: - Class M to AS2870. If it does not satisfy either condition refer to the engineer. The site shall be compacted to 96% MDD which corresponds to a minimum of 7 blows per 300mm to a depth of 750mm using SPP Test. Footings and slabs have been designed using an allowable bearing pressure of 200kPa

Concrete: Footings 20 MPa, 20 agg. 80 slump, supplied and laid to AS 3600

Steelwork Treatment: HOT DIP GALVANIZED

Welding:- All Welding to AS 1554 GP 6CFW or FSBW E48xx/W50xx electrodes/wire u.n.o., purlin and girts cleats to 6CFW.

Cladding:- TRIMDEK (or equiv.) 0.42 BMT as per manufacturers specifications for non-cyclonic conditions u.n.o.

Roof Cladding Finish = ZINCALUME
 Wall Cladding Finish = ZINCALUME
 Gutter Type = STANDARD GUTTER
 Downpipe Type = 100 x 100 (ZINCALUME)

STEEL SCHEDULE

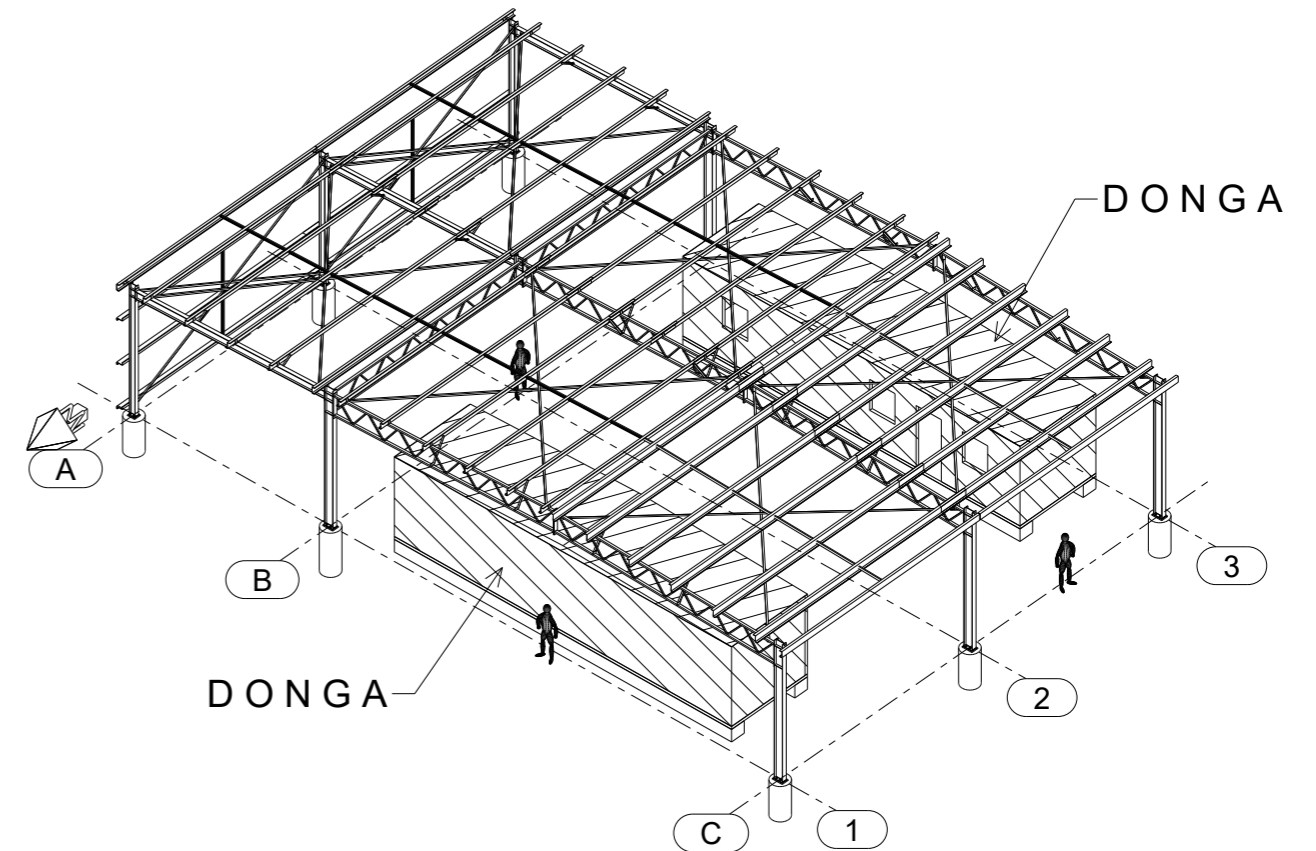
- C1 310UB32 COLUMN
- C2 200UB22 COLUMN
- R1 250UB26 RAFTER
- TR1 700 DEEP WEB TRUSS
- CST1 700 DEEP WEB CLEAR SPAN TRUSS
- CSJ1 310UB32 CLEAR SPAN JOINER
- BR1 50x2.5 CA DURAGAL BRACING

DEFLECTION = 20mm

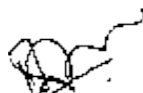
- FP1 C20015 FASCIA PURLIN
- P1 Z20015 PURLINS @ MAX 1700ctrs BRIDGE CENTRALLY
- G1 Z20015 GIRTS @ MAX 1700ctrs BRIDGE CENTRALLY

- F1 Ø600 x 1200 DEEP PILE FOOTING
- F2 Ø600 x 1200 DEEP PILE FOOTING
- F3 Ø600 x 1500 DEEP PILE FOOTING

NOTE: ALL PURLINS AND GIRTS TO BE LAPPED 900mm (UNLESS OTHERWISE NOTED)



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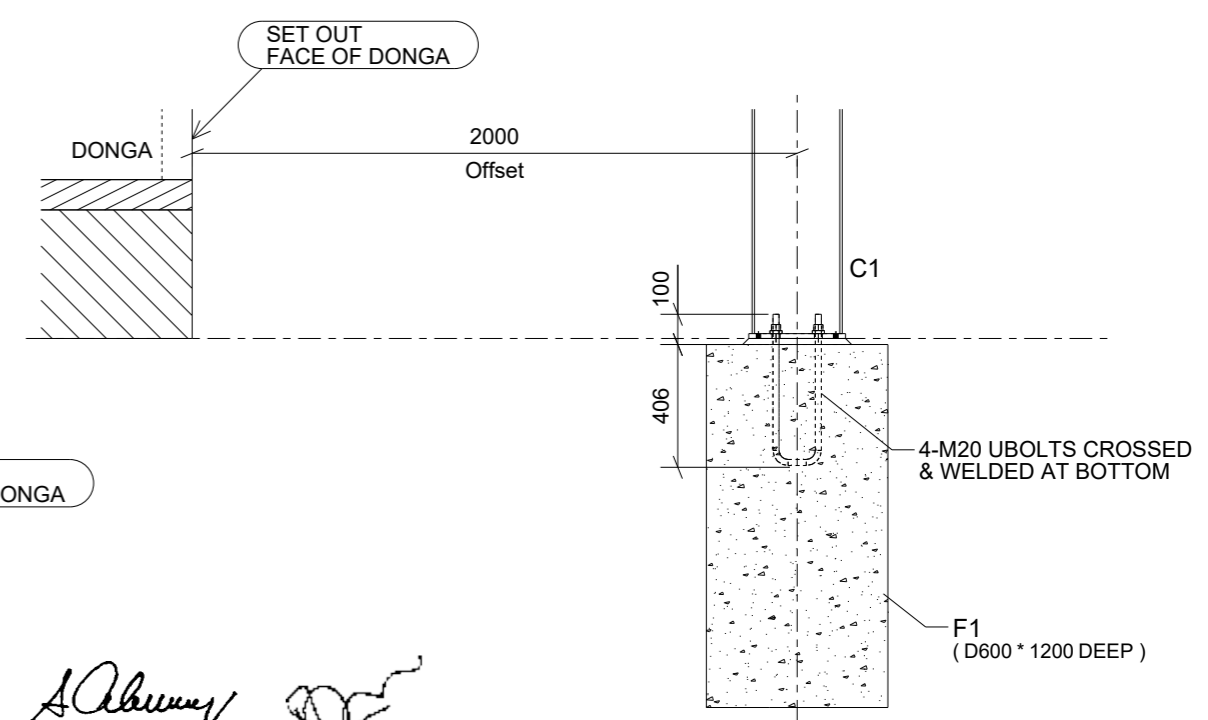
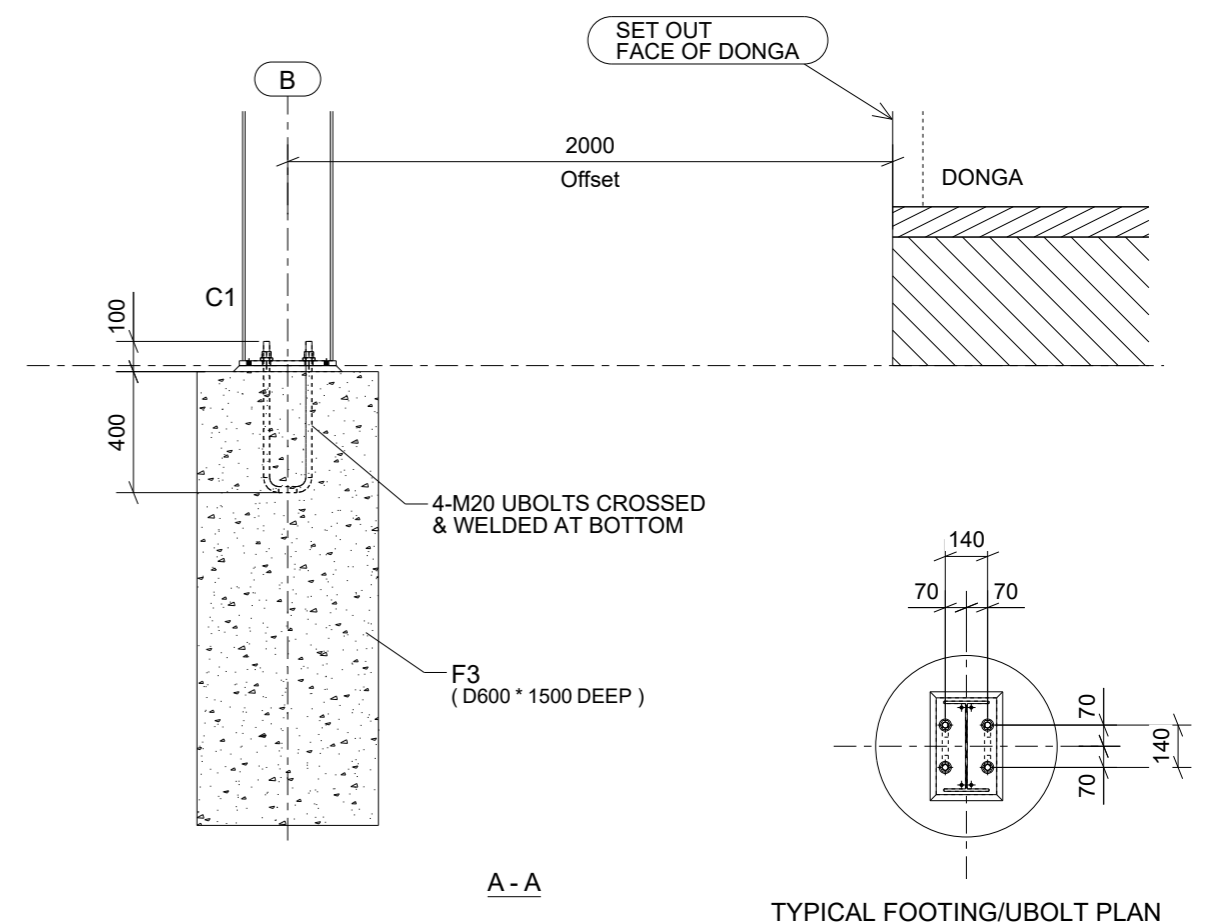
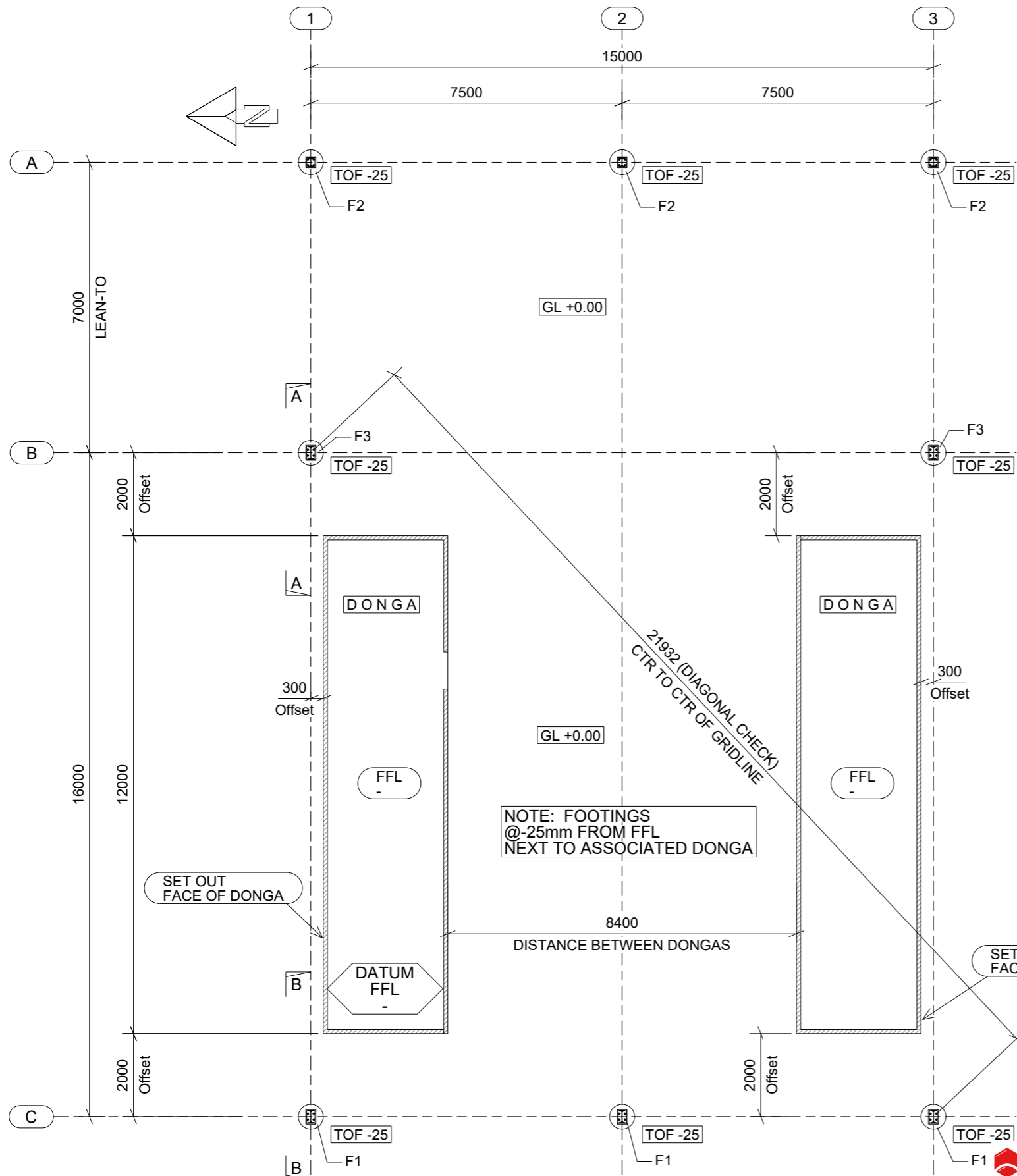


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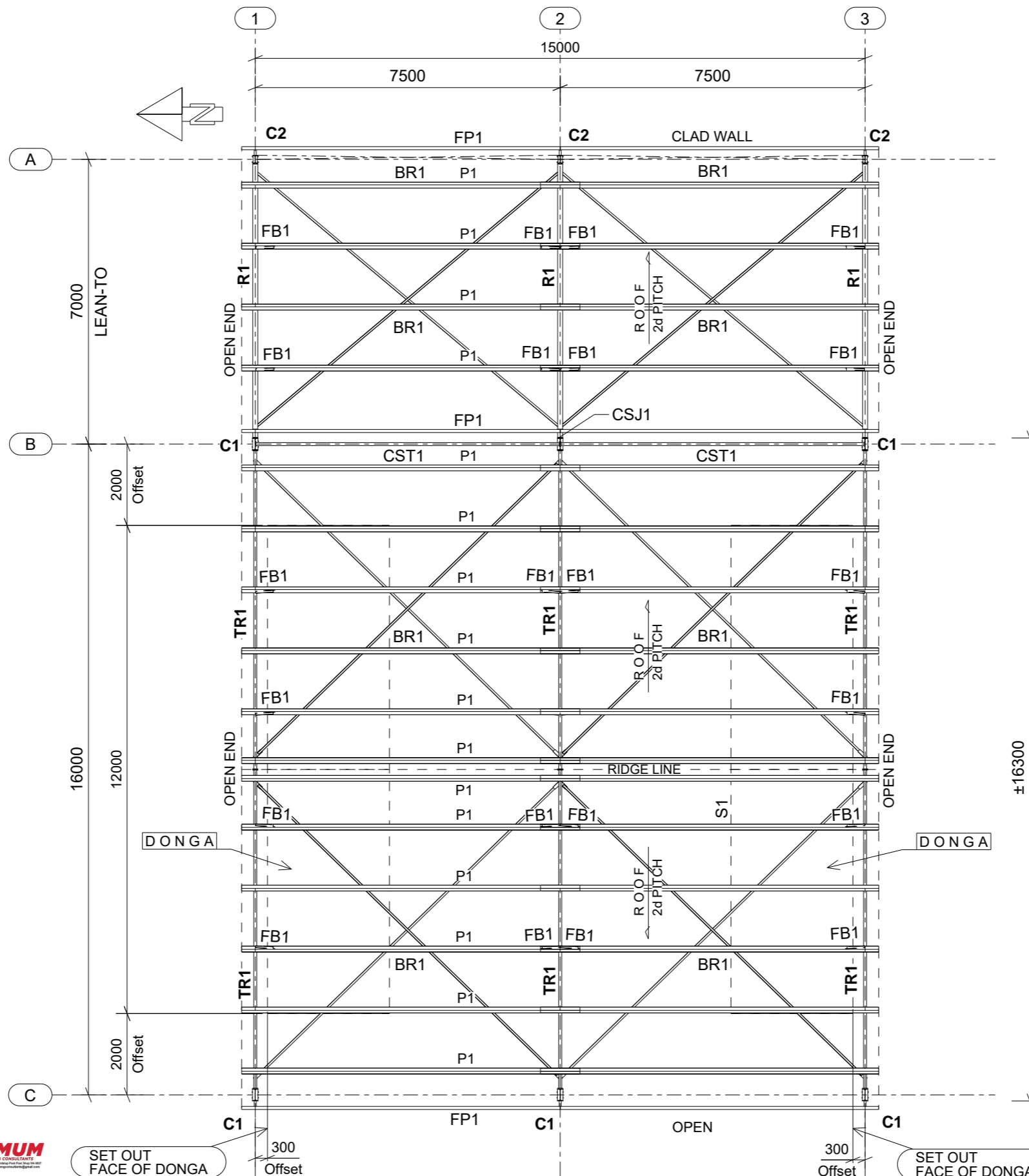
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NOTE:
TYPICAL LOCATION
OF FB, FP1 AND
P1 U.O.N.

NOTE:
LOCATION OF FLYBRACE
(FB) TO BE ADJUSTED TO
CLEAR CLASH TO TRUSS
WEB MEMBERS.

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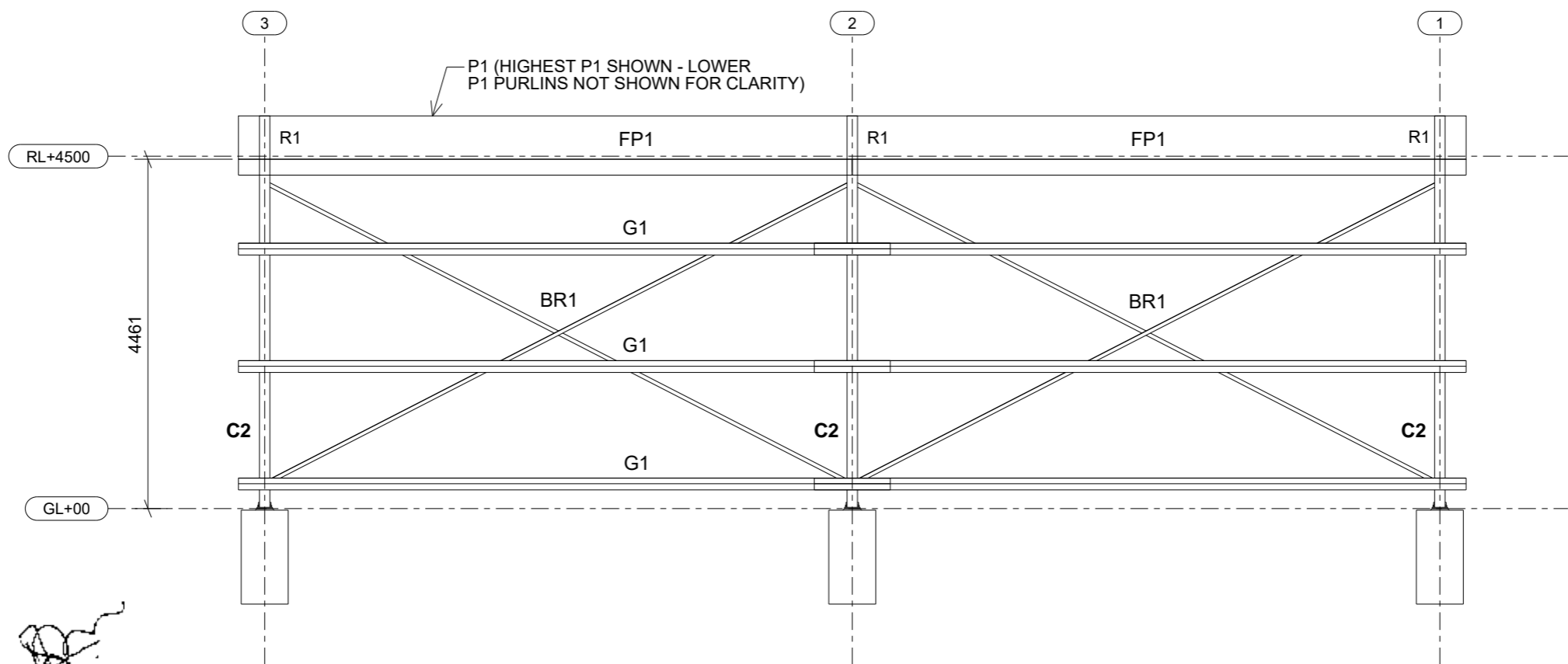
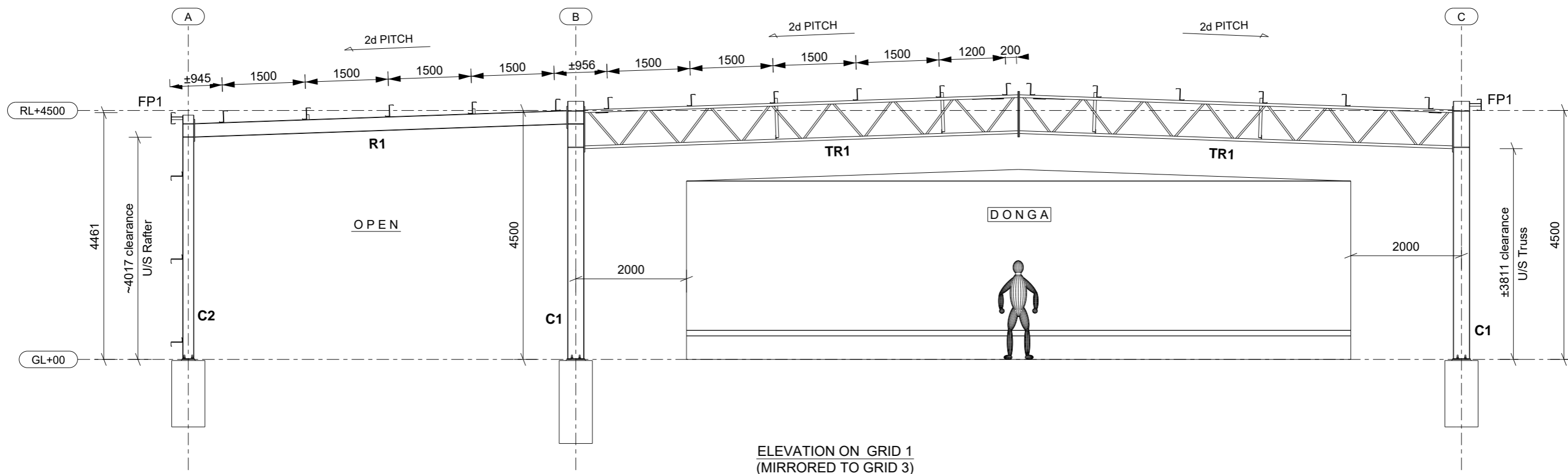
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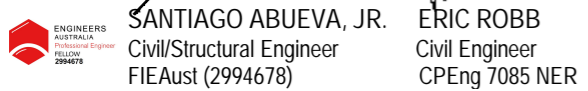



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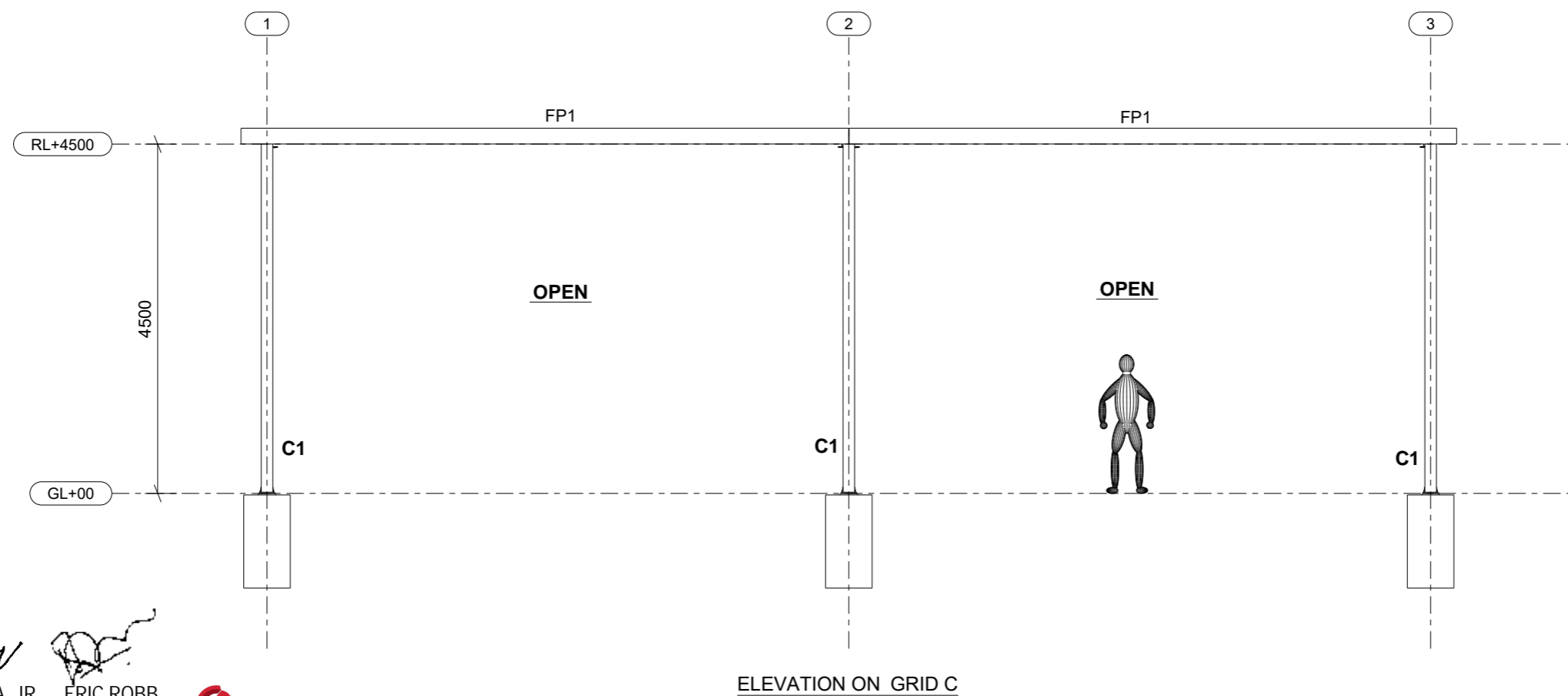
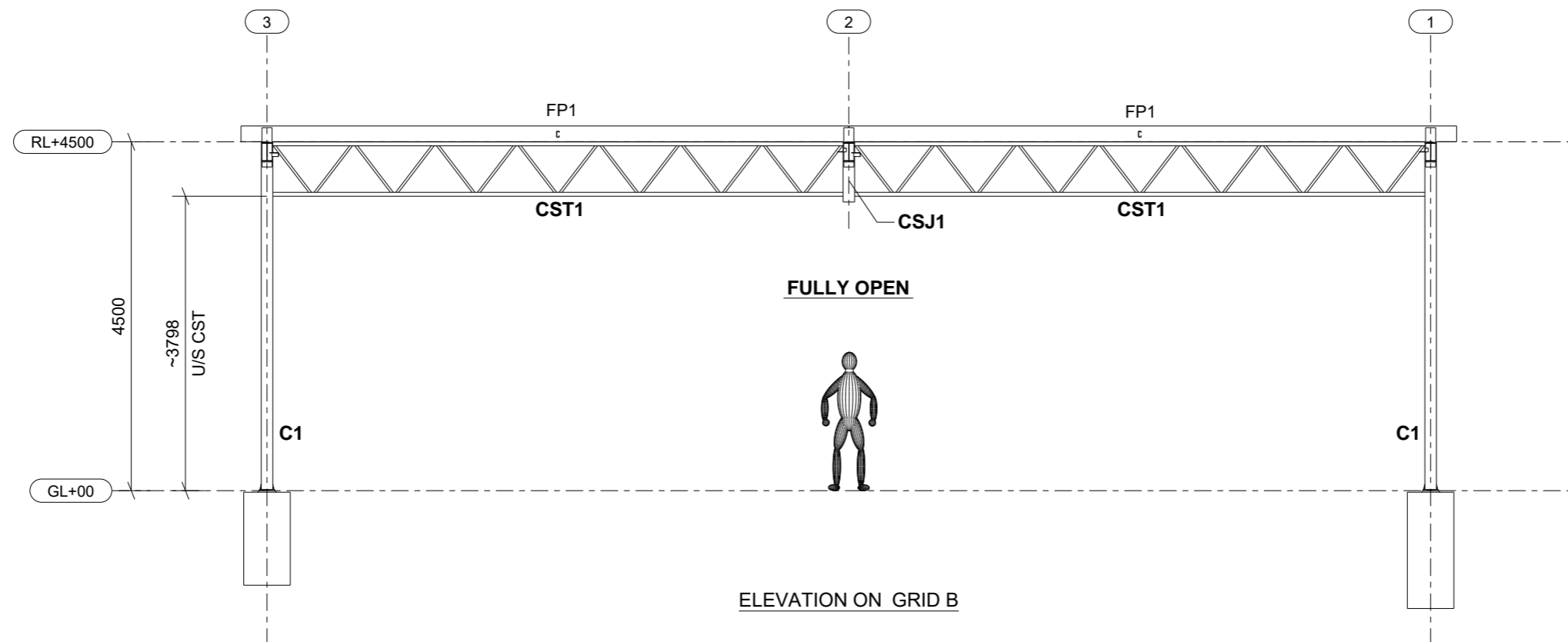

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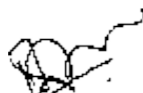

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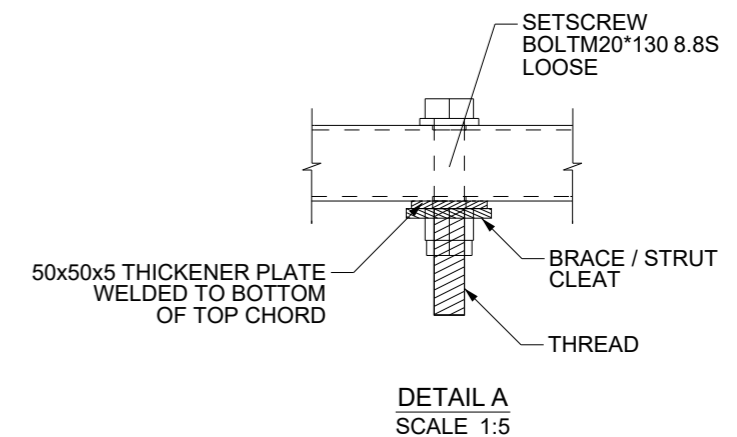
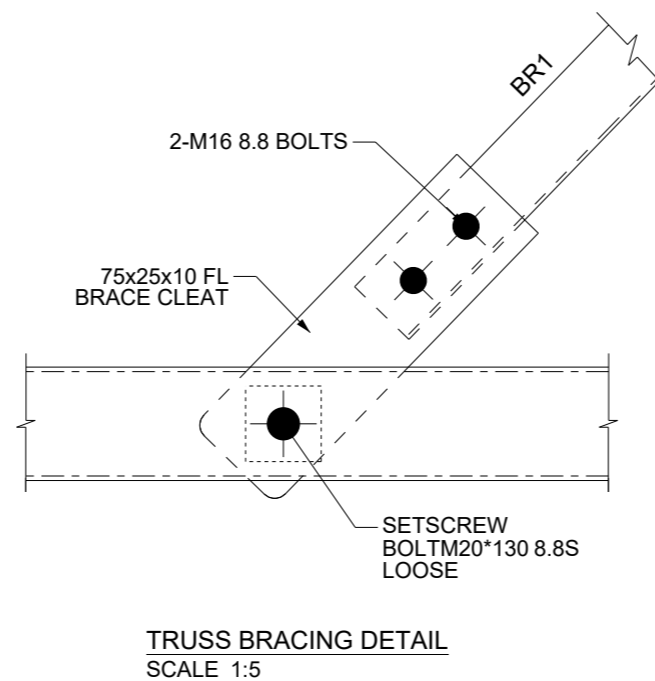
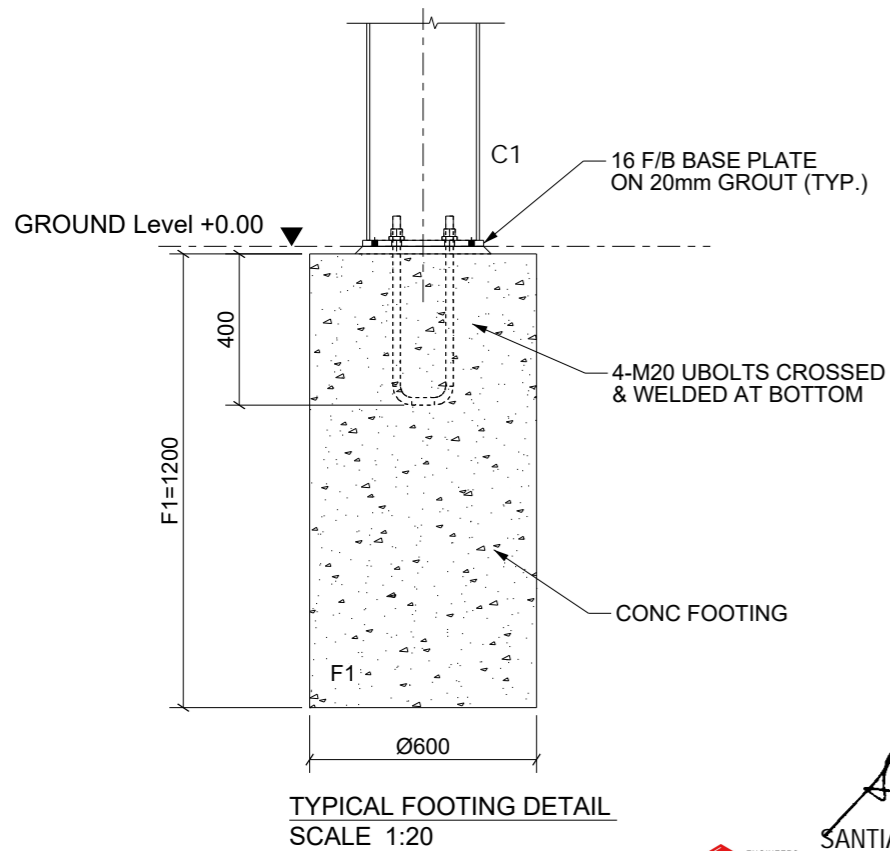
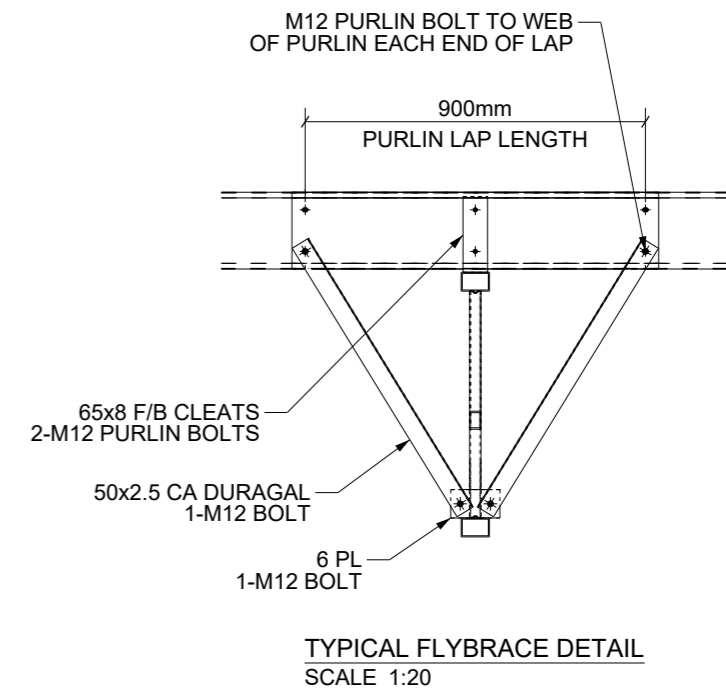
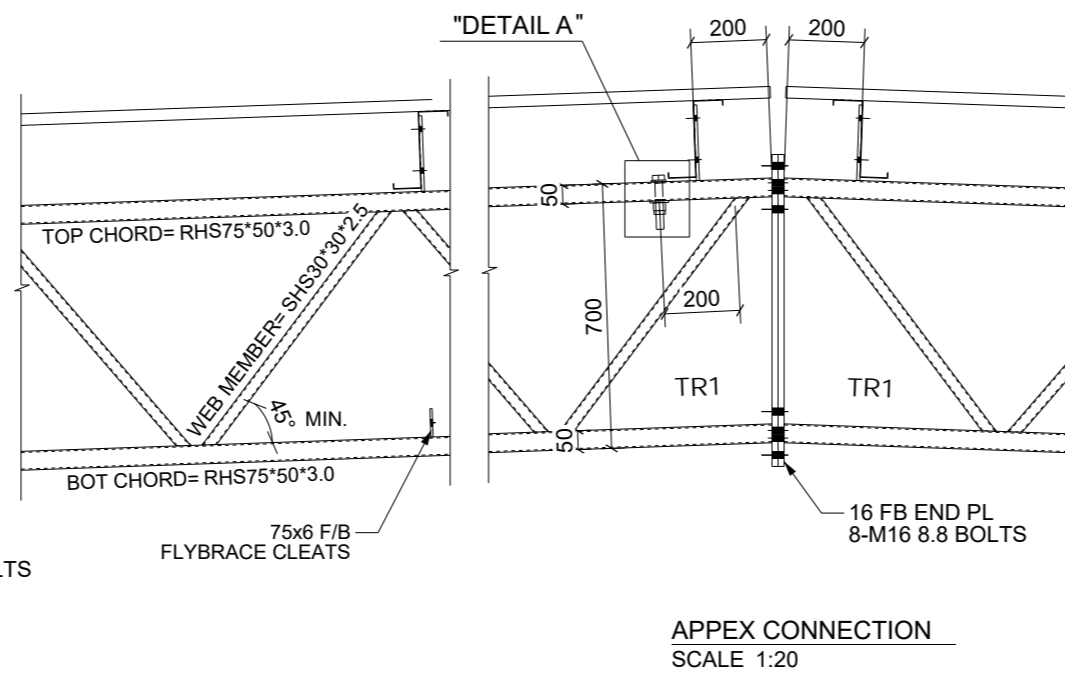
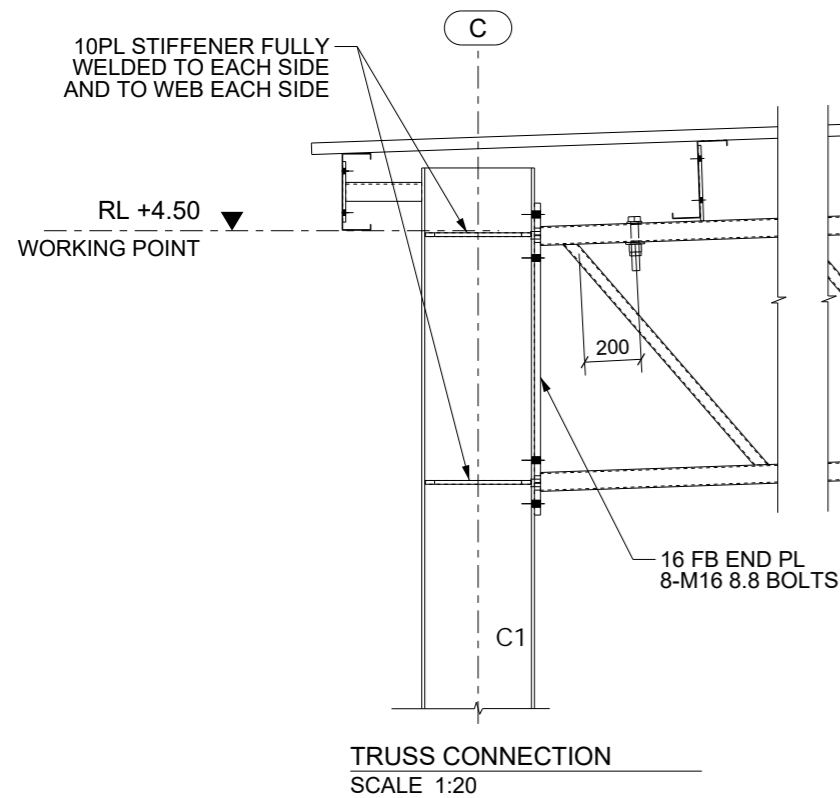
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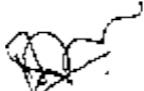
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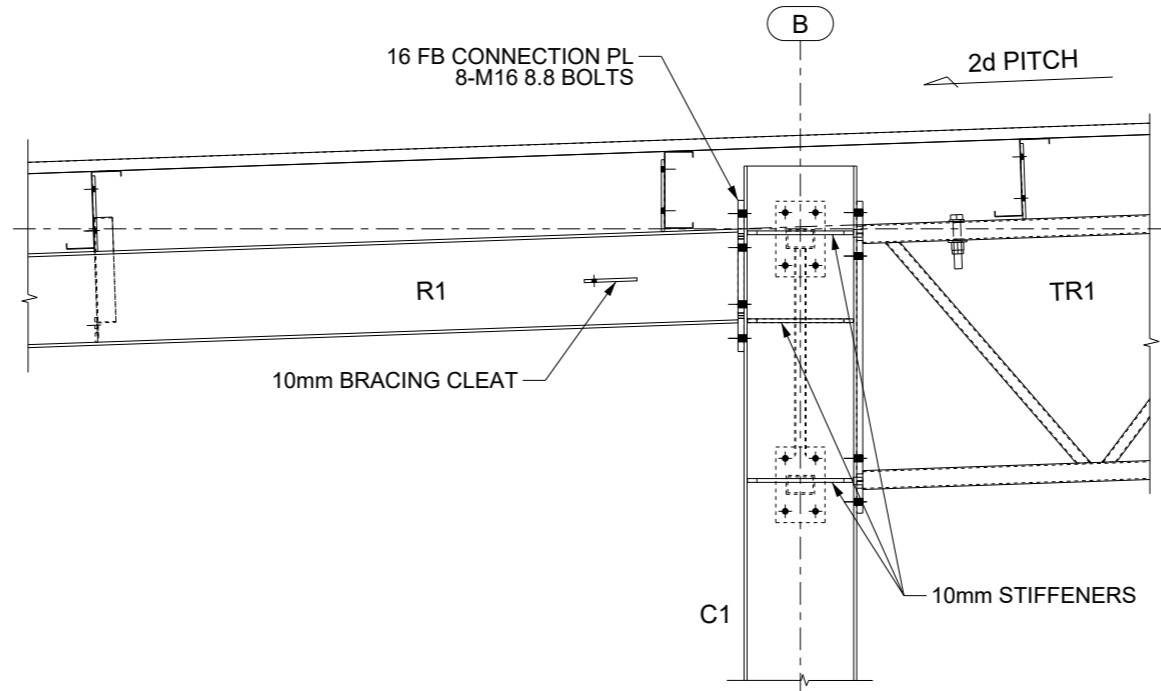
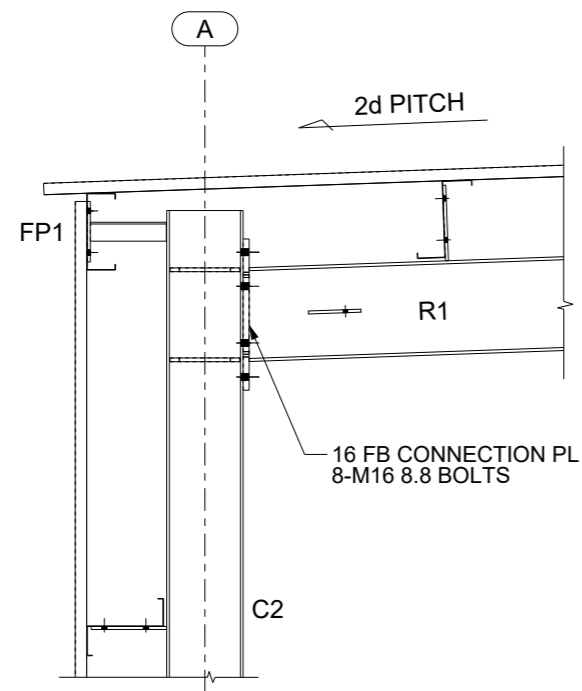

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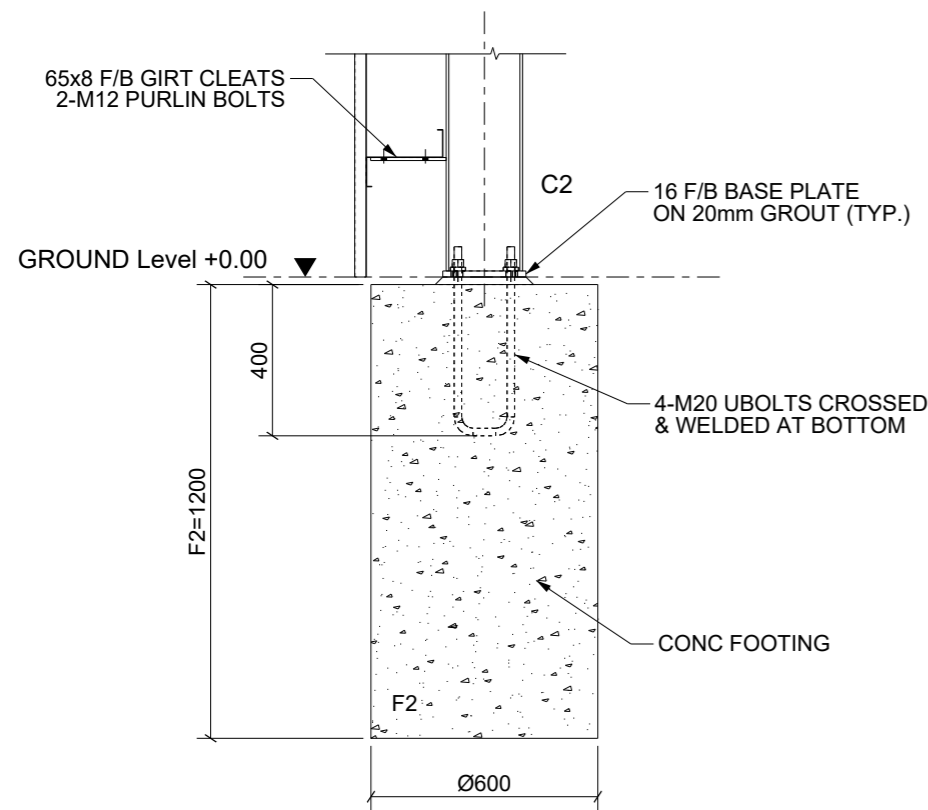


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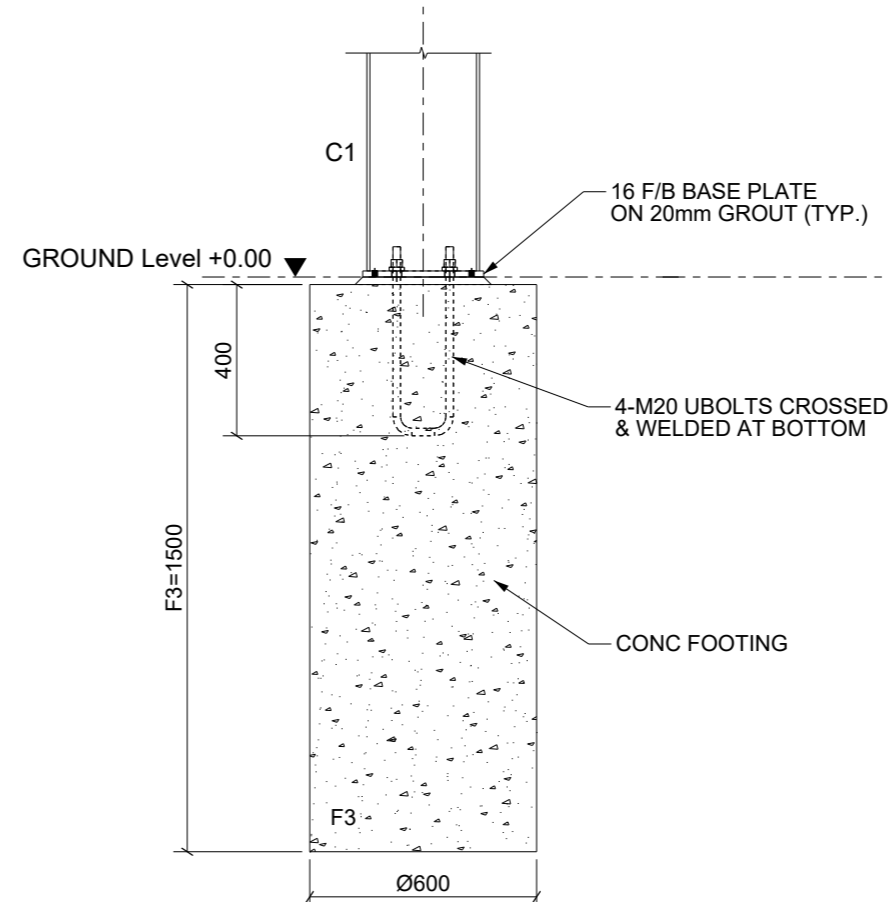
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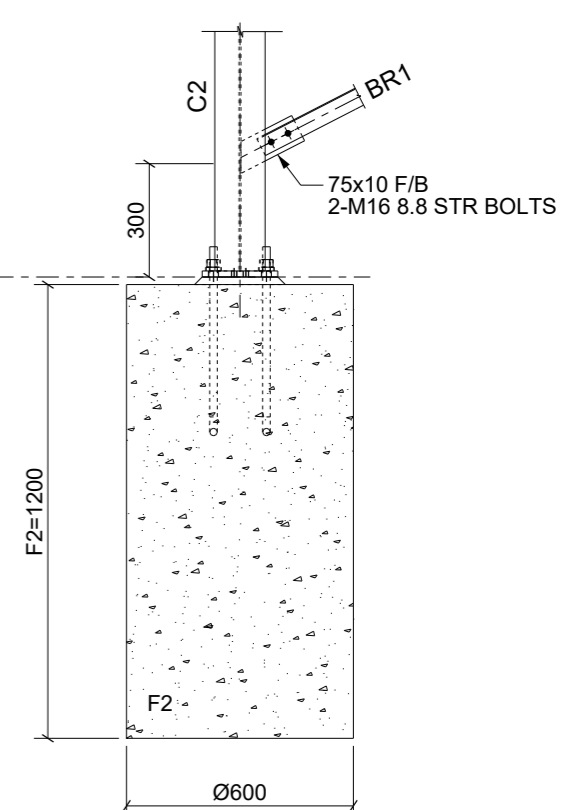
LEAN-TO DETAILS
SCALE 1:20




TYPICAL FOOTING DETAIL
SCALE 1:20

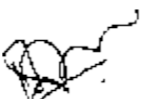



TYPICAL FOOTING DETAIL
SCALE 1:20



TYPICAL BRACING
SCALE 1:20


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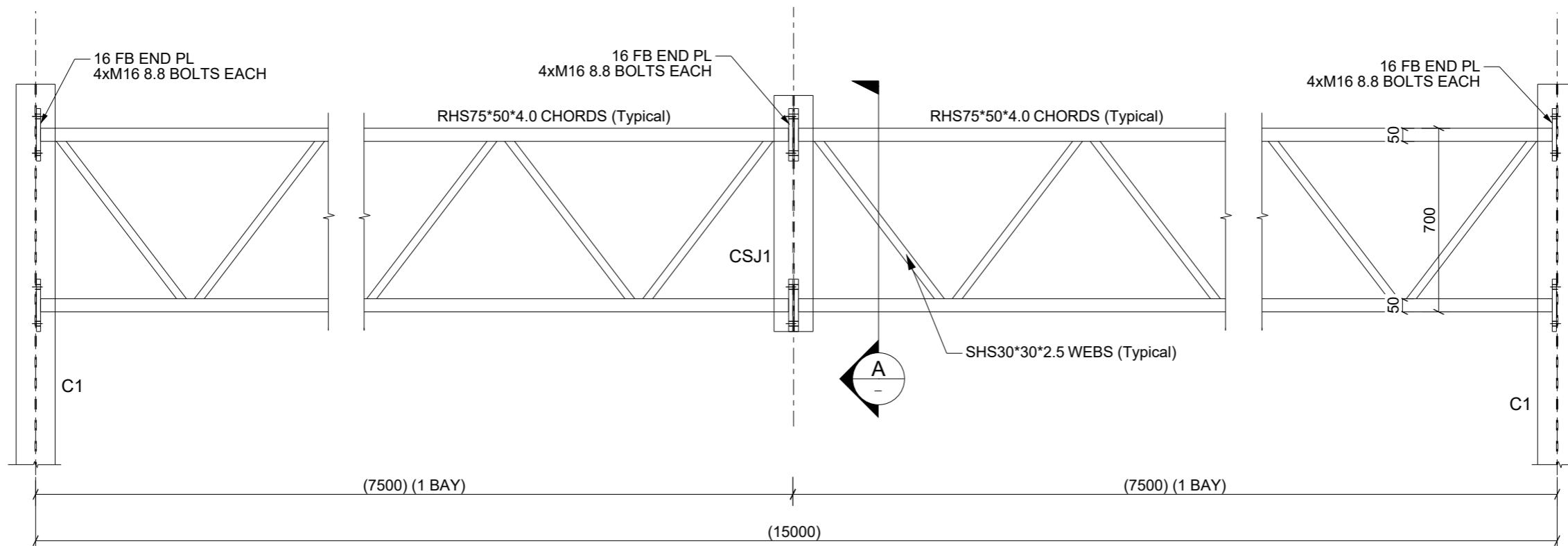
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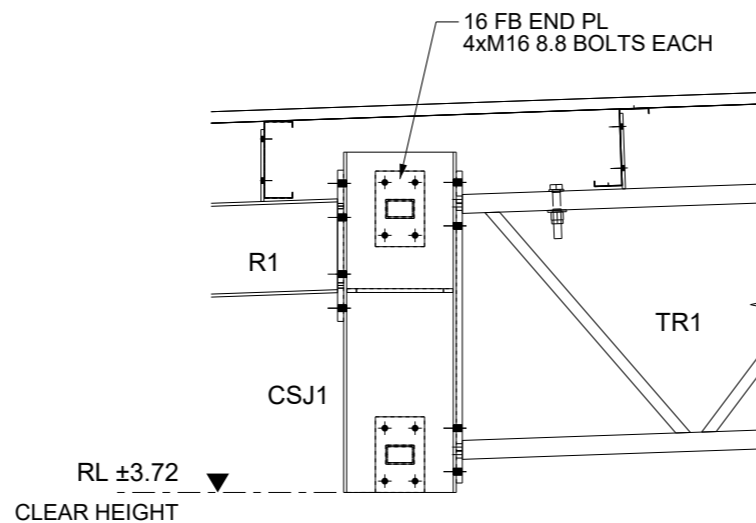
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	CHKD.	H.CANASA	14/05/2020

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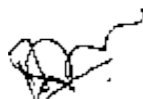
CLEARSPAN TRUSS CST1
SCALE 1:20



SECTION - A



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FIEAust (2994678)



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Shire of Corrigin
CEO
Mrs Natalie Manton

Dear Natalie,

Please find attached my development/planning application to undertake a home occupation for a Food Business.

I wish to start a franchise of Primal Alternative, which is a unique business model created by Albany WA Mum Helen Marshall in 2015. Helen started a small home based food business in Albany. Her local customers told her that the products really helped lessen their overwhelm when trying to stick to a grain free, paleo/primal, low carb/keto way of eating.

To help more people, Helen franchised her successful home baking model so that other people, like me, who have a passion for clean living and who love baking, help others.

To date over fifty small scale local Primal Alternative producers have successfully obtained a Food Business Registration from their local councils in Western Australia, Victoria, Queensland, Tasmania and New South Wales.

We are here to serve members of our community with dietary restrictions. Our product range is a whole food alternative to breads, pastries, cookies, lollies and pizza bases. The products are grain free, dairy free and refined sugar free as well as being home made with love.

I will be doing undertaking the business by myself, therefore no one else will be entering our home for business purposes. My family and I will continue to live in our home. The proposed days that I will be cooking will be on a Monday morning, to start with, working up to one other day of the week (which would be a weekend day), with the hours being between 9am and 2.30pm. Most other Primal Alternative business cook at most two days per week.

All products will be either delivered to the customer or store (once I get set up to wholesale to local businesses that are interested) therefore not creating any increased traffic to my residence. Once markets are once again able to take place (within COVID restrictions) I would cook to supply my market stall.

I will endeavour to purchase most of my food products from local business in Corrigin. Some of the baking products will be purchased from other sources as per the franchise agreement with Primal Alternative (tins, etc).

Our products are a bit different to what you probably see on Food Business Applications! Bread made with zucchini, free range eggs and hemp seeds – it's not really bread is it? Well not in the wheat and water sense!

Our products have been lab tested and assessed by a Food Technologist as low to medium risk.

I'd love to produce the Primal Alternative range on a small scale and supply to local friends, family, local cafes and stores.

I understand that domestic kitchens can be approved for small scale, low to medium risk food activities and am willing to do all that is required to obtain a Food Business Registration Certificate.

If you want to learn more about Primal Alternative and our grain free movement please check out the website www.primalalternative.com

Thanks for taking time to read my application, please don't hesitate to get in touch with any further questions.

Best wishes

Rebecca Wright
becew@hotmail.com
0400057317

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	Rebecca Kristal Wright				
ABN (if applicable):	84 134 169 973				
Mailing Address:	7 Kirkwood Street				Postcode: 6375
	Corrigin WA				
Work Phone:	-	Fax:	-		
Home Phone:	-	Email:	rebecca@primalalternative.com		
Mobile Phone:	0400057317		rebecca@hotmail.com		
Contact Person for Correspondence:	Rebecca Kristal Wright				
Signature:	<i>[Signature]</i>		Date:	12.05.2020	
Signature:			Date:		

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

Applicant Details (if different from owner)

Name(s):	N/A					
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:	2	Street No:	7	Location No:	
Diagram or Plan No:	25528	Certificate of Title Volume No:	1292	Folio:	190
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:	Kirkwood Street		Suburb:	Corrigin	
Nearest street intersection:	Crossland Street				

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

Proposed Development							
Nature of Development:	Works	<input type="checkbox"/>	Use	<input checked="" type="checkbox"/>	Works and Use	<input type="checkbox"/>	
Is an exemption from development claimed for part of the development?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>		
Description of proposed works and/or land use:	Produce low risk baked products from my domestic kitchen for sale at markets and to cater shops + customers.						
Description of exemption claimed (if relevant)							
Nature of any existing buildings and/or land use:							
Approximate cost of proposed development:				\$			
Estimated time of completion:							

Checklist of required materials	Attached?
A plan or plans in a form approved by the local government showing the following — (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site; (vii) the location, number, dimensions and layout of all car parking spaces intended to be provided; (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas; (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area; (x) the nature and extent of any open space and landscaping proposed for the site;	<input 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 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 additional information for development approval for advertisements	<input type="checkbox"/>

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

Google Maps

7 Kirkwood St

Site Plan



Imagery ©2020 CNES / Airbus, Maxar Technologies, Map data ©2020 20 m



7 Kirkwood St

Corrigin WA 6375



Directions



Save



Nearby

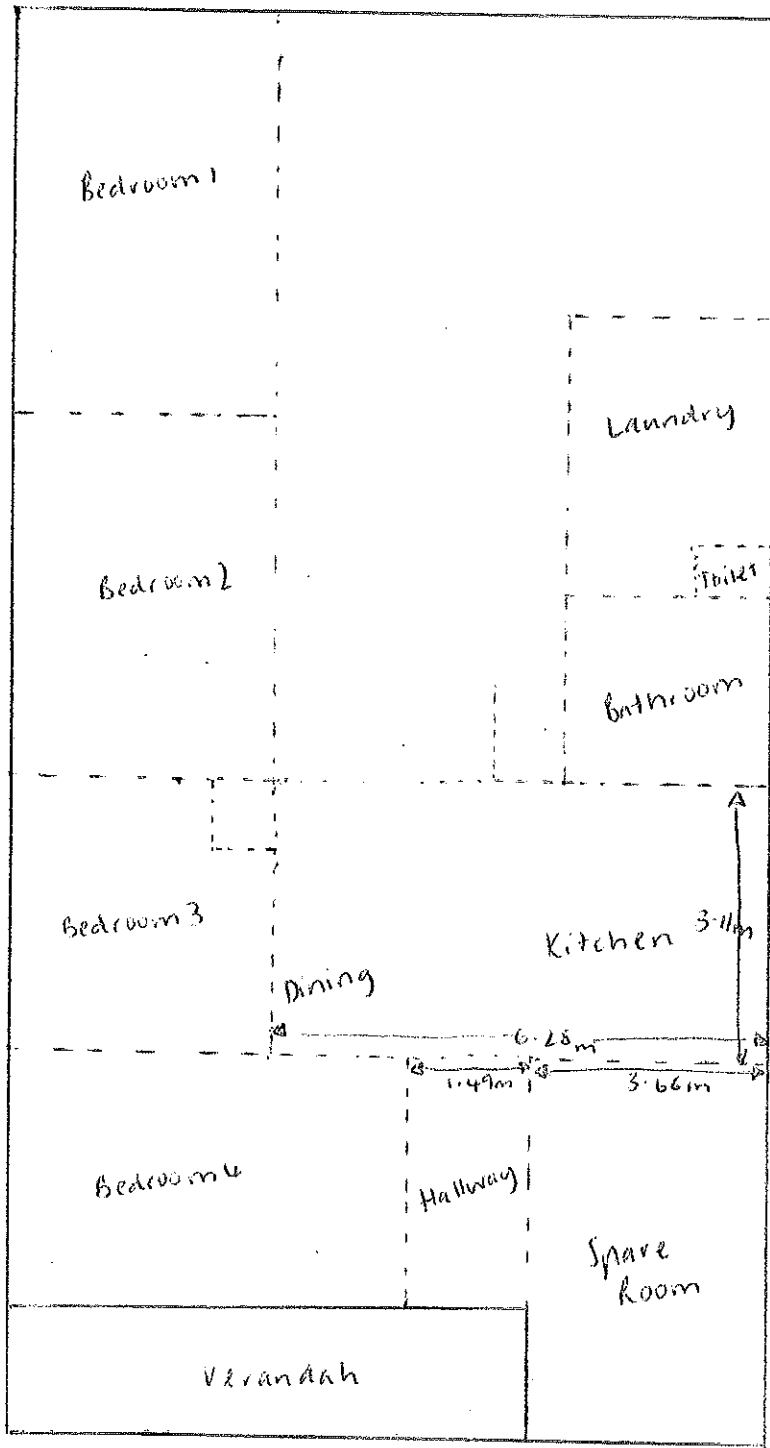


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phone



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Photos





Risk Management Framework

Version 3 - to be endorsed by the Audit and Risk Management Committee

– **insert Date** (review every 18 months)

Table of Contents

Introduction	3
Governance	4
Framework Review	4
Operating Model	4
First Line of Defence	4
Second Line of Defence	4
Third Line of Defence	5
Governance Structure	5
Roles and Responsibilities	6
Council	6
Audit and Risk Management Committee	6
CEO / Senior Management Team	6
Governance Projects Officer	6
Managers/ Work Areas	6
Document Structure (Framework)	7
Risk Management Procedures	8
A: Scope, Context, Criteria	9
Organisational Criteria	9
Scope and Context	9
B: Risk Identification	9
C: Risk Analysis	10
Step 1 - Consider the effectiveness of key controls	10
Step 2 – Determine the Residual Risk rating	11
D: Risk Evaluation	12
E: Risk Treatment	12
F: Communication and Consultation	12
G: Monitoring and Review	12
H: Recording and Reporting	13
Key Indicators	14
Identification	14
Validity of Source	14
Tolerances	14
Monitor and Review	14
Risk Acceptance	15
Appendix A – Risk Assessment and Acceptance Criteria	16
Appendix B – Risk Profile Template (for use in Risk Matrix report)	19
Appendix C – Risk Theme Definitions (for use in Risk Matrix report)	21

Introduction

The Shire of Corrigin's (Shire) Risk Management Policy in conjunction with the components of this document encompasses the Shire's Risk Management Framework. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2018 Risk management - Guidelines.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire.

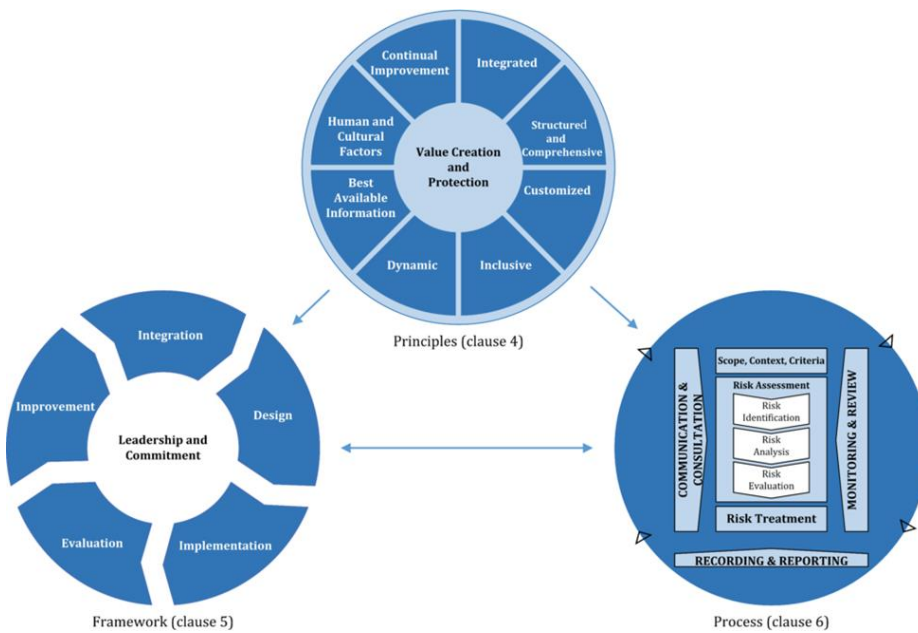


Figure 1: Relationship between the risk management principles, framework and process
 (Source: ISO 31000:2018)

Governance

Appropriate governance of risk management within the Shire provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every three years.

Operating Model

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support delivery of the Shire's Strategic, Corporate and Operational Plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the risk decision-making process.
- Prepare risk acceptance proposals where necessary, based on the level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Governance Projects Officer acts as the primary '2nd Line'. This position owns and manages the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st and 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO and Senior Management Team and the Audit and Risk Management Committee.

Third Line of Defence

Internal and External Audits are the third line of defence, providing independent assurance to the Council, Audit and Risk Management Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st and 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit and Risk Management Committee.

External Audit – Appointed by Council on the recommendation of the Audit and Risk Management Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.

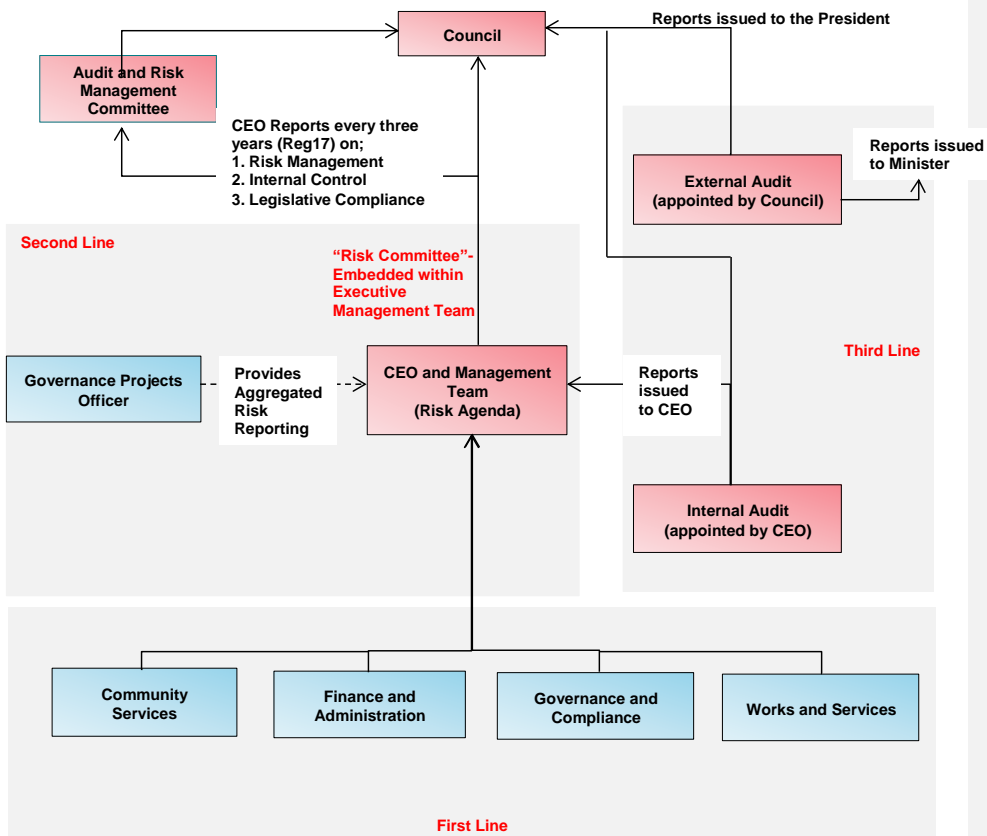


Figure 2: Operating Model

Roles and Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Appoint / Engage external Auditors to report on financial statements annually.
- Establish and maintain an Audit and Risk Management Committee in terms of the Local Government Act.

Audit and Risk Management Committee

- Regular review of the appropriateness and effectiveness of the Framework.
- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.

CEO / Senior Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at Shire Level.

Governance Projects Officer

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Managers/ Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk and Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate Risk Management into Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.

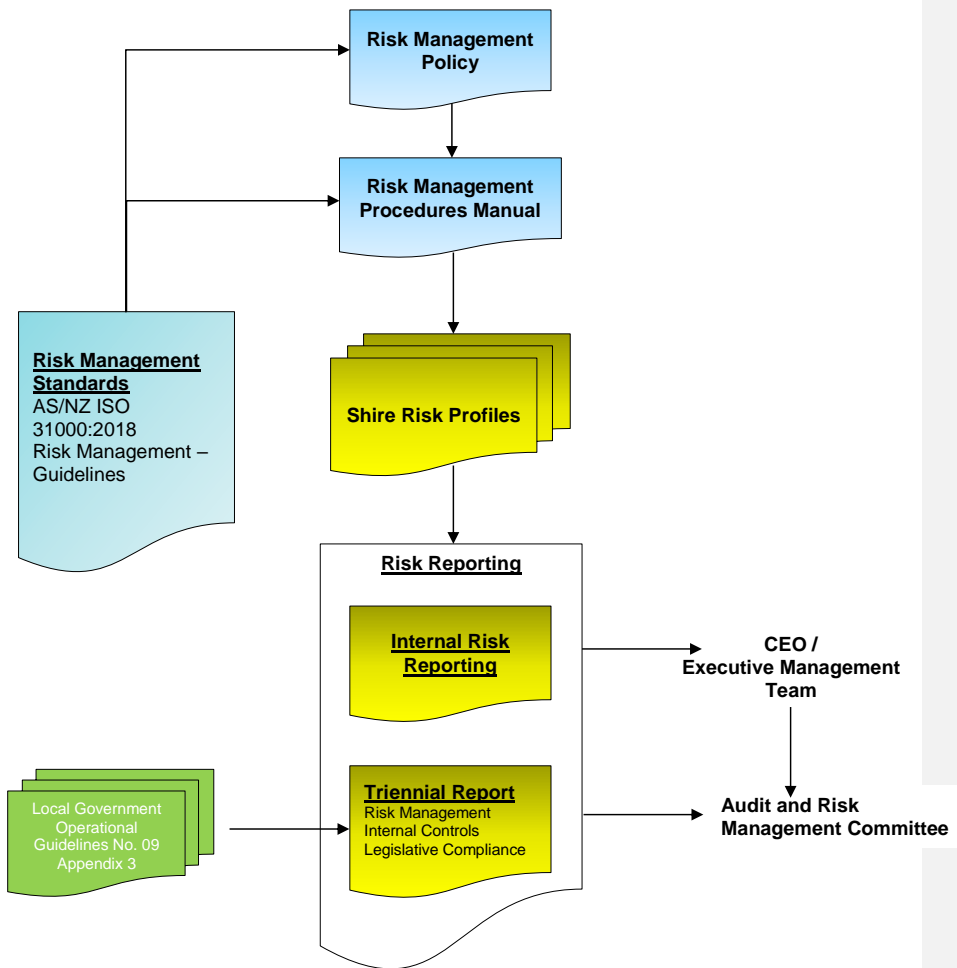


Figure 3: Document Structure

Risk Management Procedures

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis. Each Manager, in conjunction with the Governance Projects Officer is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least an 18 month rotation, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement. The risk management process is standardised across all areas of the Shire. The following diagram outlines that process with the following commentary providing broad descriptions of each step.

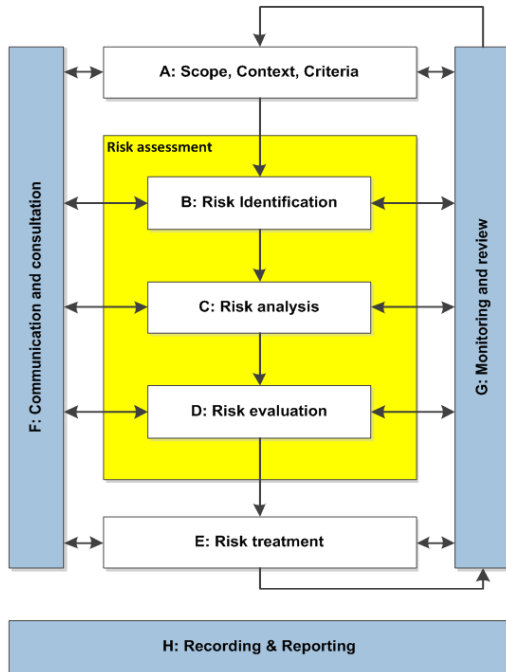


Figure 4: Risk Management Process ISO 31000:2018

A: Scope, Context, Criteria

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Criteria

This includes the Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision-making processes.

Scope and Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. Risk sources can be internal or external.

For specific risk assessment purposes the Shire has three levels of risk assessment context:

Strategic Context

These risks are associated with achieving the organisation's long term objectives. Inputs to establishing the strategic risk assessment context may include;

- Organisational Values / Vision
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Strategies / Objectives / Goals (Integrated Planning and Reporting)

Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its key activities i.e. what is it aiming to achieve? In addition, existing Risk Profiles are to be utilised where possible to assist in the identification of related risks.

These Risk Profiles are expected to change over time. In order to ensure consistency, any amendments must be approved by the Executive Management Group.

Project Context

Project Risk has two main components:

- Direct refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems), which may prevent the Shire from meeting its objectives.
- Indirect refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B: Risk Identification

Once the context has been determined, the next step is to identify risks. This is the process of finding, recognising and describing risks. Risks are described as the point along an event sequence where control has been lost. An event sequence is shown below:

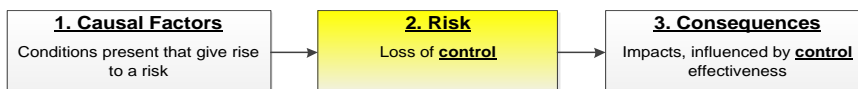


Figure 5: Event (risk) sequence

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, raise the questions listed below and then capture and review the information within each defined Risk Profile. The objective is to identify potential risks that could stop the Shire from achieving its goals. This step is also where opportunities for enhancement or gain across the organisation can be found.

These questions / considerations should be used only as a guide, as unidentified risks can cause major losses through missed opportunities or adverse events occurring. Additional analysis may be required.

Risks can also be identified through other business operations including policy and procedure development, internal and external audits, customer complaints, incidents and systems analysis.

'Brainstorming' will always produce a broad range of ideas and all things should be considered as potential risks. Relevant stakeholders are considered to be the subject experts when considering potential risks to the objectives of the work environment and should be included in all risk assessments being undertaken. Key risks can then be identified and captured within the Risk Profiles.

- What can go wrong? / What are areas of uncertainty? (**Risk Description**)
- How may this risk eventuate? (**Potential Causes**)
- What are the current measurable activities that mitigate this risk from eventuating? (**Controls**)
- What are the potential consequential outcomes of the risk eventuating? (**Consequences**)

Risk Description – describe what the risk is and specifically where control may be lost. They can also be described as an event. They are not to be confused with outcomes following an event, or the consequences of an event.

Potential Causes – are the conditions that may present or the failures that may lead to the event, or point in time when control is lost (risk).

Controls – are measures that modify risk. At this point in the process only existing controls should be considered. They must meet the following three tests to be considered as controls:

1. Is it an object, technological system and / or human action?
2. Does it, by itself, arrest or mitigate an unwanted sequence?
3. Is the required performance specifiable, measureable and auditable?

Consequences – need to be impacts to the Shire. These can be staff, visitor or contractor injuries; financial; interruption to services; non-compliance; damage to reputation or assets or the environment. There is no need to determine the level of impact at this stage.

C: Risk Analysis

To analyse identified risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is now applied.

Step 1 - Consider the effectiveness of key controls

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.

Design Effectiveness

This process reviews the 'design' of the controls to understand their potential for mitigating the risk without any 'operating' influences. Controls that have inadequate designs will never be effective, no matter if it is performed perfectly every time.

There are four components to be considered in reviewing existing controls or developing new ones:

1. **Completeness** – The ability to ensure the process is completed once. How does the control ensure that the process is not lost or forgotten, or potentially completed multiple times?
2. **Accuracy** – The ability to ensure the process is completed accurately, that no errors are made or components of the process missed.
3. **Timeliness** – The ability to ensure that the process is completed within statutory timeframes or internal service level requirements.
4. **Theft or Fraud** – The ability to protect against internal misconduct or external theft / fraudulent activities.

It is very difficult to have a single control that meets all the above requirements when viewed against a Risk Profile. It is imperative that all controls are considered so that the above components can be met across a number of controls.

Operating Effectiveness

This process reviews how well the control design is being applied. Similar to above, the best designed control will have no impact if it is not applied correctly.

As this generally relates to the human element of control application there are four main approaches that can be employed by management or the risk function to assist in determining the operating effectiveness and / or performance management.

- **Re-perform** – this is only applicable for those short timeframe processes where they can be re-performed. The objective is to re-perform the same task, following the design to ensure that the same outcome is achieved.
- **Inspect** – review the outcome of the task or process to provide assurance that the desired outcome was achieved.
- **Observe** – physically watch the task or process being performed.
- **Inquire** – through discussions with individuals / groups determine the relevant understanding of the process and how all components are required to mitigate any associated risk.

Overall Effectiveness

This is the value of the combined controls in mitigating the risk. All factors as detailed above are to be taken into account so that a considered qualitative value can be applied to the 'control' component of risk analysis.

The criterion for applying a value to the overall control is the same as for individual controls and can be found in Appendix A under 'Existing Control Ratings'.

Step 2 – Determine the Residual Risk rating

There are three components to this step:

1. Determine relevant consequence categories and rate the 'probable worst consequence' if the risk eventuated with existing controls in place. This is not the worst case scenario but rather a qualitative judgement of the worst scenario that is probable or foreseeable. (Consequence)
2. Determine how likely it is that the 'probable worst consequence' will eventuate with existing controls in place. (Likelihood)
3. Using the Shire's Risk Matrix, combine the measures of consequence and likelihood to determine the risk rating. (Risk Rating)

D: Risk Evaluation

Risk evaluation takes the residual risk rating and applies it to the Shire's Risk Acceptance Criteria (Appendix A) to determine whether the risk is within acceptable levels to the Shire.

The outcome of this evaluation will determine whether the risk is low; moderate; high or extreme.

It will also determine through the use of the Risk Acceptance Criteria, what (if any) high level actions or treatments need to be implemented.

Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or of a systemic nature.

E: Risk Treatment

There are generally two requirements following the evaluation of risks.

1. In all cases, regardless of the residual risk rating; controls that are rated 'Inadequate' must have a treatment plan (action) to improve the control effectiveness to at least 'Adequate'.
2. If the residual risk rating is high or extreme, treatment plans must be implemented to either:
 - a. Reduce the consequence of the risk materialising.
 - b. Reduce the likelihood of occurrence.

(Note: these should have the desired effect of reducing the risk rating to at least moderate)

- c. Improve the effectiveness of the overall controls to 'Effective' and obtain delegated approval to accept the risk as per the Risk Acceptance Criteria.

Once a treatment has been fully implemented, the Governance Projects Officer is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

F: Communication and Consultation

Effective communication and consultation are essential to ensure that those responsible for managing risk, and those with a vested interest, understand the basis on which decisions are made and why particular treatment / action options are selected or the reasons to accept risks have changed.

As risk is defined as the effect of uncertainty on objectives, consulting with relevant stakeholders assists in the reduction of components of uncertainty. Communicating these risks and the information surrounding the event sequence ensures decisions are based on the best available knowledge.

G: Monitoring and Review

It is essential to monitor and review the management of risks, as changing circumstances may result in some risks increasing or decreasing in significance.

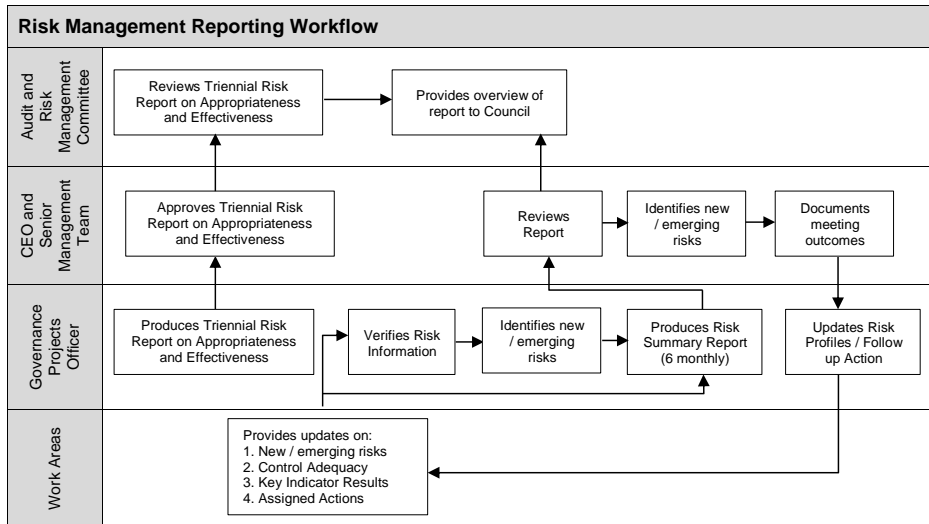
By regularly reviewing the effectiveness and efficiency of controls and the appropriateness of treatment / action options selected, we can determine if the organisation's resources are being put to the best use possible.

During the biannual reporting process (Risk Matrix report to go to the Audit and Risk Management Committee every six months), management are required to review any risks within their area and follow up on controls and treatments / action mitigating those risks. Monitoring and the reviewing of risks, controls and treatments also apply to any actions / treatments to originate from an internal audit. The audit report will provide recommendations that effectively are treatments for risks that have been tested during an internal review.

Commented [B & H1]: At present we have tried to take the Risk Matrix to every Audit meeting. Is 6 months better or annually?

H: Recording and Reporting

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Governance Projects Officer.
- Work through assigned actions and provide relevant updates to the Governance Projects Officer.
- Risks / Issues reported to the CEO and Senior Management Team are reflective of the current risk and control environment.

The Governance Projects Officer is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on an 18 month rotation or earlier when there has been a material restructure, change in risk ownership or change in the external environment.
- 6 monthly Risk Reporting for the CEO and Senior Management Team – Contains an overview of the Risk Summary for the Shire. (Risk Matrix to Audit and Risk Management Committee)

Key Indicators

Key Indicators may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of Key Indicators:

- Identification
- Validity of Source
- Tolerances
- Monitor and Review

Identification

The following represent the minimum standards when identifying appropriate Key Indicators:

- The risk description and casual factors are fully understood
- The Key Indicator is fully relevant to the risk or control
- Predictive Key Indicators are adopted wherever possible
- Key Indicators provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the Key Indicator data is relevant to the risk or control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Key Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Key Indicator, the data is required to be revalidated to ensure reporting of the Key Indicator against a consistent baseline.

Tolerances

Tolerances are based on the Shire's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the Key Indicators must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the Key Indicator must be escalated to the CEO and Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor and Review

All active Key Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Key Indicators, the overall trend must be considered over a longer timeframe than that of individual data movements only. The trend of the Key Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment and Acceptance Criteria).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager, copied to the CEO, and include:

- A description of the risk and the reasons for holding a risk outside appetite
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. Management Team)

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Corrigin Measures of Consequence									
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment	Project TIME	Project COST
Insignificant (1)	Near miss. Minor first aid injuries	Less than \$20,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Minor (2)	Medical type injuries	\$20,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Moderate (3)	Lost time injury <30 days	\$100,001 - \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Major (4)	Lost time injury >30 days	\$500,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal and external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building	Uncontained, irreversible impact	Exceeds deadline by 30% of project timeline	Exceeds project budget by 30%

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Director/ CEO
EXTREME	Unacceptable	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO and Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

Appendix B – Risk Profile Template (for use in Risk Matrix report)

Risk Theme		Date	
<i>(What could go right / wrong?)</i> <i>Definition of Theme</i>			
<i>Potential causes (What could cause it to go right / wrong?)</i> <i>List of potential causes</i>			
Controls <i>(What we have in place to prevent it going wrong)</i>	Type	Date	Rating
<i>List of Controls</i>	Detective		
	Preventative		
	Recovery		
Overall Control Ratings:			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>List current issues / actions / treatments</i>			
Consequence Category	Risk Ratings		Rating
	Consequence:		
	Likelihood:		

Overall Risk Ratings:

Indicators <i>(These would 'indicate' to us that something has gone right / wrong)</i>	Type	Benchmark / Tolerance
List of Indicators	Leading	
	Lagging	
Comments Rationale for all above ratings		

Appendix C – Risk Theme Definitions (for use in Risk Matrix report)

1. Asset Sustainability practices

- Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;
 - Inadequate design (not fit for purpose)
 - Ineffective usage (down time)
 - Outputs not meeting expectations
 - Inadequate maintenance activities.
 - Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer "Misconduct".

2. Business and Community disruption

- Failure to adequately prepare and respond to events that cause disruption to the local community and /or normal Shire business activities. The event may result in damage to buildings, property, plant and equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (including vandalism). This includes;
 - Lack of (or inadequate) emergency response / business continuity plans.
 - Lack of training to specific individuals or availability of appropriate emergency response.
 - Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
 - Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT and communication systems and infrastructure".

3. Failure to fulfil Compliance requirements

- Failures to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes.

This does not include Occupational Safety and Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

4. Document Management Processes

- Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:
 - Contact lists.
 - Procedural documents.
 - 'Application' proposals/documents.
 - Contracts.

- Forms, requests or other documents.

5. Employment practices

- Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;
 - Breaching employee regulations (excluding Occupational Health and Safety)
 - Discrimination, Harassment and Bullying in the workplace
 - Poor employee wellbeing (causing stress)
 - Key person dependencies without effective succession planning in place
 - Induction issues
 - Terminations (including any tribunal issues)
 - Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

6. Engagement practices

- Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members. This invariably includes activities where communication, feedback and/or consultation is required and where it is in the best interests to do so. For example;
 - Following up on any access and inclusion issues.
 - Infrastructure Projects.
 - Regional or District Committee attendance.
 - Local Planning initiatives.
 - Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and/or Bus/Transport services.

7. Environment management.

- Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill/transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping/Illegal clearing/Illegal land use.

8. Errors, Omissions, Delays

- Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;
 - Human errors, incorrect or incomplete processing
 - Inaccurate recording, maintenance, testing and/or reconciliation of data.
 - Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate/incomplete procedural documentation - refer "Inadequate Document Management Processes".

9. External theft and fraud (including Cyber Crime)

- Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;
 - Fraud – benefit or gain by deceit
 - Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
 - Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

10. Management of Facilities/Venues/Events

- Failure to effectively manage the day to day operations of facilities and/or venues.

This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers/users
- Oversight/provision of peripheral services (e.g. cleaning/maintenance)

11. IT and Communications Systems and Infrastructure

- Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:
 - Hardware and/or Software

- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management and Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project/Change Management".

12. Misconduct

➤ Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and/or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee.
- Collusion between Internal and External parties.

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice/Information.

13. Project/Change Management

➤ Inadequate analysis, design, delivery and/or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems.
- Failures of IT Project Vendors/Contractors.

14. Safety and Security practices

➤ Non-compliance with the Occupation Safety and Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant and equipment.

15. Supplier/Contract Management

- Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management and monitoring processes. This also includes:
 - Concentration issues.
 - Vendor sustainability.

3.1 RISK MANAGEMENT

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	21 October 2014
Amended:	21 April 2015

Objective: The Shire of Corrigin's ("the Shire's") intention to identify risks before they occur so that impacts can be minimised or opportunities realised, ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles. Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy: It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018009 Risk management - Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk ~~m~~Management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

~~The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.~~

~~Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.~~

~~Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.~~

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our ~~values~~ vision, mission, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance ~~Reflects~~ risk versus return within the Shire's ~~our~~ risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations

Risk Assessment and Acceptance Criteria

The Shire has quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework. Procedures and ~~are~~ ^[B & H1] subject to ongoing review in conjunction with this policy.

All organisational risks ~~to be reported at a corporate level~~ are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities

Council's role is to:

- Review and approve the Shire's Risk Management Policy and Risk Assessment and Acceptance Criteria.
- ~~Appoint/Engage External Auditors to report on financial statements annually (in the future this role will be performed by the Auditor General).~~
- Establish and maintain an Audit and Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for the:

- Implementation of this Policy.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least every 18 months ~~biennially~~ ^[B & H2], or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

~~-allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).~~

Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Shire's Management Team and employees. ~~It will be formally reviewed by Council biennially at the March and September by the~~ -Audit and Risk Management Committee.



Our Ref: 8288

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Dear Sir,

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2020**

We have completed the interim audit for the year ending 30 June 2020. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7620 if you would like to discuss these matters further.

Yours faithfully

STEVEN HOAR
ACTING SENIOR DIRECTOR
FINANCIAL AUDIT
28 May 2020

Attach

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Revenue not recognised in Accordance with AASB 15 or AASB 1058.	✓		
2. Operating Leases not Recognised in Accordance with AASB 16.			✓
3. Assets useful lives not Reviewed on an Annual Basis.		✓	
4. No Signed Employee Agreement.		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Revenue not recognised in Accordance with AASB 15 or AASB 1058.**Finding**

Two new accounting standards, AASB 15 *Revenue from contracts with customers* and AASB 1058 *Income of not-for-profit entities* became effective for the Shire from 1 July 2019 which supersede the previous revenue accounting standards. Our sample testing of revenue transactions (rates, grants and fees and charges) noted some revenue has not been recognised in accordance with the requirements AASB 15 or AASB 1058.

Furthermore, the impact of the initial application of AASB 15 and AASB 1058 has not been recognised at 1 July 2019.

Rating: Significant**Implication**

Non-compliance with AASB 15 and/or AASB 1058. As these standards generally result in delayed income recognition, the Shire's revenue may be overstated for the 2019-20 financial year. In addition, monthly financial information that is presented to Council may not be in compliance with current accounting standards.

Recommendation

The Shire should complete a detailed revenue recognition assessment of all revenue streams in order to conclude if a particular revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058.

The Shire should also measure the impact of the application of AASB 15 and AASB 1058 at 1 July 2019 and process appropriate adjustments in the accounts, as well as considering the required disclosures and amended accounting policies that will need to be disclosed in the 30 June 2020 financial report in advance of year-end.

Management Comment

Initial application of AASB15 and AASB 1058 as reported in the 18/19 Annual Financial Report for recognition as of 1 July 19 will be corrected prior to year-end.

Responsible Person: Kylie Caley
Completion Date: October 2020

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Operating Lease Not Recognised In Accordance with AASB 16.**Finding**

The new accounting standard AASB 16 Leases came into effect for the Shire from 1 July 2019 and replaced the previous requirements of AASB 117 Leases. We noted the Shire has not recognised a lease liability and corresponding right-of-use asset for one office equipment rental agreement which is the new treatment required under AASB 16, and instead is continuing to expense the payments made under this lease of \$237 per month.

Rating: Minor**Implication**

Non-compliance with AASB 16 can result in depreciation and interest expense being understated for the 2019-20 financial year and the overstatement of lease expenses. As a result of this financial information may not be prepared in accordance with current accounting standards.

Recommendation

The Shire should consider all its operating leases to determine if they are in the scope of AASB 16. For those that are, the Shire should ensure they are correctly accounted for in accordance with AASB 16.

Management Comment

A calculation of the right of use asset under AASB16 will be done prior to the end of the financial year to determine if in fact the Shire do need to recognise the asset under AASB16, however the cost of the lease to the Shire is seemingly immaterial at \$216 per month and is unlikely to have any adjustments required.

Responsible Person: Kylie Caley
Completion Date: October 2020

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Assets Useful Lives Not Reviewed On an Annual Basis.**Finding**

We noted management has not reviewed the estimated useful lives of assets on an annual basis. The last time these were reviewed was during the fair value process for each class, being 2016 for plant & equipment, 2017 for land & buildings and 2018 for infrastructure assets.

Rating: Moderate**Implication**

Assets may be depreciating at rates which are not consistent with the actual consumption or usage of those assets. This also represents a non-compliance with the Shire's accounting policies and AASB 116. As a result, there may be inaccurate financial reporting which will flow through to asset acquisition and disposal decisions as well as asset management planning.

Recommendation

To help ensure the Shire's assets are depreciating at rates that are consistent with the patterns of consumption, management should review the estimated useful lives of assets used for calculating depreciation on an annual basis.

Management Comment

In order to refine the process of documenting that the useful lives of assets and depreciation rates have been reviewed annually and to confirm that there was no change to the calculated rates, the Shire of Corrigin finance team will develop a process to document the review of all individual assets at the point of revaluation, on acquisition of new assets and also as part of the budget working papers to clearly show compliance with the accounting policy and standards.

Responsible Person: Kylie Caley
Completion Date: October 2020

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4 No Signed Employee Agreement.**Finding**

We noted one instance where there is no letter of offer signed between the Shire and an employee.

Rating: Moderate**Implication**

There is a risk that no formal agreement is in place in case of dispute arising.

Recommendation

To help ensure clear communication of terms and conditions, a letter of offer prepared and signed by Shire management should be also signed by the employee and filed in the employee file.

Management Comment

[The employee] was initially employed by the Shire of Corrigin in 1999 and her letter of engagement and subsequent acceptance of her resignation in 2007, are on file.

When [the employee] resumed employment with the Shire in 2009 management at the time did not record a letter of engagement.

[The employee] has been continuously employed for the past 10 years and her personnel file contains numerous forms of correspondence confirming her employment arrangements and providing clear communication of the terms and conditions of her employment.

The current management will formalise the employment with a letter to the employee to correct the error made by previous management.

Responsible Person: Natalie Manton

Completion Date: October 2020