



# Agenda Attachments

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March 2021

<b>ATTACHMENT 7.1.1</b>	<b>Minutes – Ordinary Council Meeting 16 February 2021 (Public)</b>
<b>ATTACHMENT 7.2.1</b>	<b>Minutes – Audit and Risk Management Committee Meeting 9 March 2021</b>
<b>ATTACHMENT 7.2.2</b>	<b>Minutes – CEO Performance Review Occasional Committee Meeting – 16 March 2021 (To be tabled)</b>
<b>ATTACHMENT 8.1.2</b>	<b>Accounts for Payment – February 2021</b>
<b>ATTACHMENT 8.1.3</b>	<b>Accounts for Payment Credit Cards</b>
<b>ATTACHMENT 8.1.4</b>	<b>Monthly Financial Report</b>
<b>ATTACHMENT 8.2.1</b>	<b>Compliance Audit Return</b>
<b>ATTACHMENT 8.2.2</b>	<b>2020.2021 Statutory Budget Review</b>
<b>ATTACHMENT 8.2.3.1</b>	<b>CEO Recruitment, Performance and Termination Standards</b>
<b>ATTACHMENT 8.2.3.2</b>	<b>CEO Model Standards Explanatory notes</b>
<b>ATTACHMENT 8.2.3.3</b>	<b>CEO Standards and Guidelines</b>
<b>ATTACHMENT 8.2.4</b>	<b>Confidential</b>
<b>ATTACHMENT 8.2.5</b>	<b>Letter to Shire from Corrigin Hockey Club</b>
<b>ATTACHMENT 8.2.7</b>	<b>PA 01-2021 Development Application</b>



# MINUTES

ORDINARY COUNCIL MEETING  
16 February 2021

Public

UNCONFIRMED

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

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## 1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.00pm.

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Cr. D L Hickey

Deputy Shire President

Cr. M A Weguelin

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Croppen

Cr. F R Gormore

Cr. J A Maso

Chief Executive Officer

J A Mantor

Deputy Chief Executive Officer

M A Galey

Executive Support Officer

K J Biglin

Members of the public, Golf Club

K Courboules

### APOLOGIES

NIL

### LEAVE OF ABSENCE

## 3 PUBLIC QUESTION TIME

NIL

## 4 MEMORIALS

The Shire have been advised that Brian Walsh has passed away since the last meeting.

## 5 PETITIONS/REPUTATIONS/PRESENTATIONS/SUBMISSIONS

### Corrigin Golf Club

K Courboules on behalf of the Corrigin Golf Club gave a presentation, requesting for council to consider taking on the mowing duties of the fairway throughout the golf season. The fairway needs to be mowed on average once per week during the winter months, depending on the weather conditions.

## 6 DECLARATIONS OF INTEREST

Cr Jacobs declared an Impartiality Interest in the presentation given by Mr Courboules as she is a member of the golf club committee.

N Manton declared a Financial Interest in item 8.2.2 as it relates to her employment and leave arrangements.

K Caley declared a Financial and Impartiality Interest in item 8.2.2 as she is identified in the item relating to Acting Chief Executive Officer.

## **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 15 December 2020 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

*(1/2021) Moved: Cr Gilmore                      Secoded: Cr Coppen*

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 December 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

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

#### **7.2.1 ANNUAL ELECTORS MEETING**

Minutes of the Annual Electors meeting held on Tuesday 2 February 2021 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

*(2/2021) Moved: Cr Weguelin                      Secoded: Cr Coppen*

*That the minutes of the Annual Electors meeting held on Tuesday 2 February 2021 be received.*

**Carried 7/0**

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Local Emergency Management Committee meeting held on Monday 8 February 2021 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

*(3/2021) Moved: Cr Jacobs                      Secoded: Cr Weguelin*

*That the minutes of the Local Emergency Management Committee meeting held on Monday 8 February 2021 be received.*

**Carried 7/0**

**7.2.3 EDNA STEVENSON TRUST COMMITTEE MEETING**

Minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 February 2021 (Attachment 7.2.3).

**COUNCIL RESOLUTION**

**(4/2021) Moved: Cr Coppen**

**Seconded: Cr Gilmore**

*That the minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 February 2021 be received.*

**Carried 7/0**

**UNCONFIRMED**

## 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:	4/01/2021
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – DECEMBER 2020:

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 20	SALES	MTHLY	FROM JULY 20
Internet Use / Computer Use	3	61	Movie Club Fees	6	36
Photocopying / Printing / Faxing	25	138	Phonebook Sales	11	61
Laminating / Binding / Folding	2	19	Moments In Time Books	0	0
Sec. Services / Scans / CD Burning	5	43	Book Sales	2	2
Room Hire	1	13	Wrapping Paper / Postcard Sales	1	3
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	1	15	Phone calls	0	0
Resource Centre Membership Fees	9	3	Sale of Assets	0	0
Exam Supervision	0	0			
<b>Total:</b>	<b>46</b>	<b>300</b>	<b>Total:</b>	<b>20</b>	<b>102</b>
<i>Monthly People through:</i>		36			
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 20
Phonebook Enquiries	3	12	Corrigin Toy Library	12	42
Tourism	18	205	Broadband for Seniors / Webinars	15	55
Government Access Point	1	45	General Enquires (Face/Email/Website)	108	730
Community Information	19	107	Corrigin Public Library	27	219
Conf. / Covid Conf. / Training	16	378	Corrigin Library eResources	40	287
University Exams	0	0			
<b>Total:</b>	<b>57</b>	<b>747</b>	<b>Total:</b>	<b>202</b>	<b>1333</b>
<i>Monthly People through:</i>		259			

**TOTAL FOR THE MONTH OF DECEMBER: 325**



**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – DECEMBER 2020**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	8	Conference Room	Commercial
Movie Club	6	Conference Room	N/A

**CORRIGIN CRC Annual Summary Report**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7335
2011-12	568	536	572	535	542	381	426	520	527	499	564	471	6161
2012-13	545	694	691	716	756	497	552	636	413	596	377	479	6939
2013-14	651	494	516	706	597	479	405	529	641	600	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	488	499	7263
2015-16	543	695	668	813	681	466	591	534	511	583	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	506	463	646	532	444	6154
2018-19	578	521	425	708	547	397	386	503	546	635	617	563	6485
2019-20	583	472	526	664	467	311	617	529	*480	*296	*341	424	5740
2020-21	391	409	449	561	369	325							

\*COVID-19 pandemic restrictions in place

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

UNCONFIRMED

**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 emphasis 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**

**(5/2021) Moved: Cr Mason**

**Seconded: Cr Dickinson**

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

**Carried 7/0**

UNCONFIRMED

### 8.1.2 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – JANUARY 2021

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 2020	SALES	MTHLY	FROM JULY 2020
Internet Use / Computer Use	1	62	Movie Club Fees	0	36
Photocopying / Printing / Faxing	13	151	Phonebook Sales	0	61
Laminating / Binding / Folding	0	19	'Moments in Time' Books	0	0
Sec. Services / Scans / Email / CD Burning	2	45	Book Sales	0	2
Room Hire	1	14	Wrapping Paper / Postcard Sales	0	3
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees		15	Phone Calls	0	0
Resource Centre Membership Fees	0	9	"A Fortunate Life" Ticket Sales	101	101
Exam Supervision	0	0			
Total:	17	307	Total:	101	103
<i>Monthly People through:</i>		112			
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 20
Phonebook Enquiries	1	13	Corrigin Toy Library	4	46
Tourism	6	211	Broadband for Seniors / Webinars	4	59
Government Access Point	1	46	General Enquires (Face/Email/Website)	116	864
Community Information	10	117	Corrigin Public Library	48	267
Conf. / Vid Conf. / Training	110	488	Corrigin Library eResources	58	345
University Exams	0	0			
Total:	128	875	Total:	230	1333
<i>Monthly People through:</i>		358			

**TOTAL FOR THE MONTH OF JANUARY: 476**

**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JANUARY 2021**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	2	EHO Meeting	HO
Summer Holiday Movies 2021 (Movies in the Park)	110	N/A	N/A

**CORRIGIN CRC Annual Summary Report**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	6329
2010-11	708	610	871	759	465	530	426	444	611	413	607	661	7135
2011-12	568	536	572	535	542	381	426	520	527	499	567	491	6161
2012-13	545	694	691	716	756	497	552	636	413	600	670	679	6939
2013-14	651	494	516	706	597	479	405	529	641	610	617	553	6827
2014-15	769	757	750	878	651	443	455	569	461	607	636	499	7263
2015-16	543	695	668	813	681	466	591	534	530	587	626	553	7285
2016-17	620	588	675	618	455	366	513	368	495	636	540	450	6144
2017-18	461	372	516	663	563	422	376	366	565	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	480	*296	*341	424	5740
2020-21	391	409	449	561	369	325	47						

\*COVID-19 pandemic restrictions in place

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

UNCONFIRMED

**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 emphasis 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**

**(6/2021) Moved: Cr Jacobs**

**Seconded: Cr Gilmore**

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

**Carried 7/0**

UNCONFIRMED

### 8.1.3 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/02/2021
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – December 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 December 2020 are provided as Attachment 8.1.3 – Accounts for Payment - December 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$264.39.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15703 - 15783,		
		15786 - 15828	\$644,499.22	
	Cheque	020559 - 020574	\$19,496.90	
	Direct Debit	December 2020	\$126,039.78	
	Payroll	December 2020	\$187,609.53	<b>\$977,645.43</b>
Trust	EFT	15701 - 15702,		
		15784 - 15785	\$6,309.25	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$6,309.25</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	December 2020	\$42,686.25	<b>\$42,686.25</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of December 2020</b>				<b>\$1,026,640.93</b>

**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.3 – Accounts for Payment – December 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, Stevenson Trust and Licensing	EFT	EFT15700	EFT701
Municipal	Cheque	020558	020559
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

Policy 2.9 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 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**

*(7/2021) Moved: Cr Gilmore*

*Seconded: Cr Dickinson*

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,026,640.93 have been made during the month of December 2020.*

**Carried 7/0**

### 8.1.4 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/02/2021
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Accounts for Payment – January 2021

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of January 2021 are provided as Attachment 8.1.4 – Accounts for Payment - January 2021.

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	15831 - 15859	\$168,314.01	
	Cheque	20575 - 020581	\$26,057.04	
	Direct Debit	January 2021	\$30,318.35	
	Payroll	January 2021	\$124,276.26	<b>\$348,965.66</b>
Trust	EFT	15829 - 15830	\$20.20	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$20.20</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	January 2021	\$33,345.25	<b>\$33,345.25</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of January 2021</b>				<b>\$382,331.11</b>



**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.4 – Accounts for Payment – January 2021, 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, Stevenson Trust and Licensing	EFT	EFT15828	EFT15829
Municipal	Cheque	020574	020575
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

Policy 2.9 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 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**

**(8/2021) Moved: Cr Mason**                      **Seconded: Cr Coppen**

That Council reviews the list of accounts paid and acknowledges that payments totalling \$382,331.11 have been made during the month of January 2021.

**Carried 7/0**

### 8.1.5 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.5.1 – Accounts for Payment – Credit Cards December 2020 Attachment 8.1.5.2 – Accounts for Payment – Credit Cards January 2021

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 October 2020 to 27 November 2020 and 28 November 2020 to 29 December 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 2020/2021 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.	Action
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**

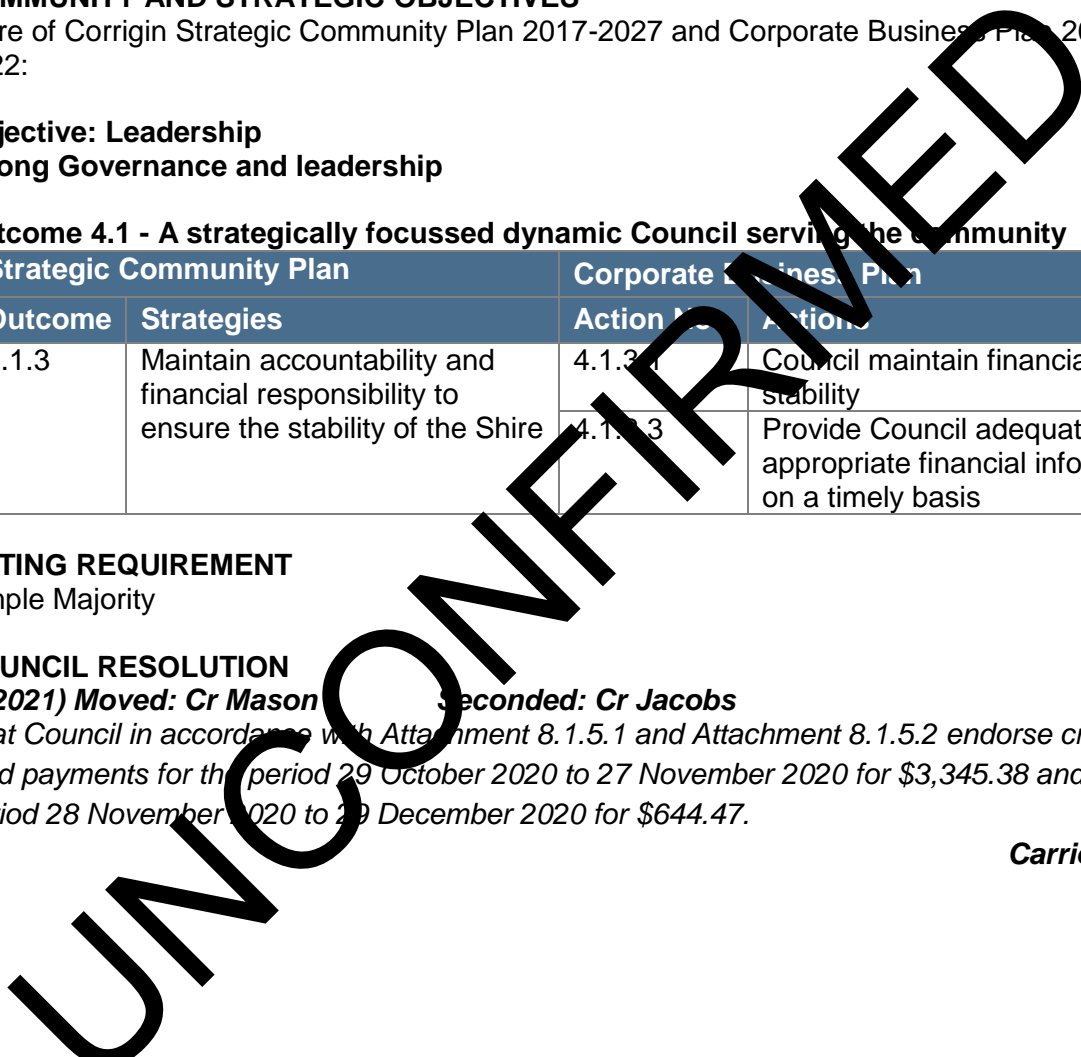
Simple Majority

**COUNCIL RESOLUTION**

**(9/2021) Moved: Cr Mason Seconded: Cr Jacobs**

That Council in accordance with Attachment 8.1.5.1 and Attachment 8.1.5.2 endorse credit card payments for the period 29 October 2020 to 27 November 2020 for \$3,345.38 and the period 28 November 2020 to 29 December 2020 for \$644.47.

**Carried 7/0**



## 8.1.6 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.6.1 – Monthly Financial Report for month ending 31 December 2020 Attachment 8.1.6.2 – Monthly Financial Report for month ending 31 January 2021

### SUMMARY

This report provides Council with the monthly financial reports for the months ending 31 December 2020 and 31 January 2021.

### BACKGROUND

*Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activities 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

#### December

Council maintained a solid cash position with \$3 million in short term investment. There is still approximately \$1.6m of non-operating grant funding to be claimed as capital projects are completed.

Capital projects are still progressing and the cash impact will be seen over the next few months as projects begin to be completed. The grader purchase quotes will be obtained in the next few months and quotes requested for the remaining administration vehicles.

Approximately 86% of the outstanding rates have been collected to date this is a slight increase from 84.87% at the same time last year.

#### January

Council maintained a solid cash position with \$3.5million still in short term investment. There is still approximately \$1.3million in grant funding to claim.

Approximately 89% of the outstanding rates have been collected to date which is a slight increase from 86.27% at the same time last year.

Further information on the December and January financial position is in the variance report included in the monthly financial reports.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 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**

**(10/2021) Moved: Cr Dickinson**

**Seconded: Cr Coppen**

That Council accept the Statement of Financial Activity for the months ending 31 December 2020 included as Attachment 8.1.6.1 and 31 January 2021 included as Attachment 8.1.6.2 as presented, along with notes of any material variances.

**Carried 7/0**

UNCONFIRMED

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 PROPOSED LOCAL LAWS - DOGS

Applicant:	Shire of Corrigin
Date:	4/02/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	LE.0002
Attachment Ref:	Attachment 8.2.1 – Shire of Corrigin Dogs Local Law 2021

#### SUMMARY

Council is asked to endorse a new Dog Local Law prior to undertaking community consultation.

#### BACKGROUND

The Shire is in the process of making a new set of local laws following the review of local laws conducted in 2017. Most issues relating to dogs are dealt with under the *Dog Act 1976* and the associated Regulations.

A draft new *Shire of Corrigin Dogs Local Law 2021* is attached. If Council agrees, the draft local law can be advertised for public comment; the results must then be returned to Council for consideration before the local law can be made.

The Shire of Corrigin does not currently have a local law relating to the control of dogs. The Local Law review that was conducted in September 2017 Council resolved to adopt a new local law relating to dogs.

As part of the review the main reason for adopting a local law was to limit the number of dogs to be kept on a premises. This is something that Shire rangers have requested over a numbers years as there is currently no way of limiting the number of dogs permitted up to a maximum of 6 as set out in Section 26 of the *Dog Act 1976* below:

#### 26. *Limitation as to numbers*

- (1) *A local government may, by a local law under this Act —*
  - (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or*
  - (b) *limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.*
- (2) *A local law mentioned in subsection (1) —*
  - (a) *may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and*
  - (b) *cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and*
  - (c) *cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and*
  - (d) *cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).*

The matters that a local government may now make local laws about are listed in section 51 of the *Dog Act 1976*. For the effective control of dogs in the Shire of Corrigin (based on advice from the contract ranger) it is only necessary to make a local law that deals with dog confinement, limitation on the number of dogs and the requirement to pick up dog excreta.

There are no dog kennels in the Shire, and whilst it is unlikely that any will be established into the future, advice from the Shire Town Planner is that applications for kennel establishments can be controlled under the Local Planning Scheme.

Further advice has been sought from the West Australian Local Government Association (WALGA) and they have recommended that it would be prudent to include all matters contained in the WALGA model local law relating to the impounding of dogs and establishment of kennels. Whilst it is unlikely that there would be a need for a kennel establishment, and we have in place control measures under the Town Planning Scheme, if Council did get an application for a kennel or similar facility they would not have the power to approve it.

The section regarding impounding of dogs:

- Clarifies the power to impose fees and changes under section 6.16 of the *Local Government Act 1995*, as the *Dog Act 1976* does not include any comparable specific power.
- Establishes the CEO's power to determine pound opening times.
- Provides the process / evidence requirements for removal of dogs.

Whilst not an area that can be controlled via a local law as part of the Local Law review conducted in 2017 it was also noted that the Shire currently has no areas where dogs are prohibited and where dogs may be exercised on a leash. These areas may be set by Council resolution (absolute majority) and by the giving of required local public notice under section 31(3A) of the *Dog Act 1976*.

#### **COMMENT**

As the Shire currently has no Dog Local Law it is suggested that a new local law be adopted. A draft *Shire of Corrigin Dogs Local Law 2021* is attached.

The proposed *Shire of Corrigin Dogs Local Law 2021* is based on the WALGA template Dogs Local Law.

As part of the local law making process the community will be provided opportunity to comment on the proposed local law. These comments must be considered by Council. Where alterations will make a local law significantly different to what was proposed the procedure for making the local law must be recommenced.

The procedure for adopting local laws is set out in section 3.12 of the *Local Government Act 1995*.

Amongst other things this requires a local government to give local public notice stating that it proposes to make a local law, the purpose and effect of which is stated in the notice for a period of at least six weeks. Copies of the local law are made available to anyone requesting a copy and a copy is also sent to the Minister for Local Government.

Section 3.12 *Local Government Act 1995* states that the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

The purpose and effect of the proposed *Shire of Corrigin Dog Local Law* is:

**Purpose:**

To make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises in the district and the manner of keeping those dogs, and to require the removal of dog excreta.

**Effect:**

To extend the control over dogs which exist under the *Dog Act 1976* and regulations. Once the community consultation phase is completed and feedback from the Minister is received these are to be considered by Council before it proceeds to make the local law.

As dog exercise or prohibited areas have never been made within the Shire of Corrigin now is also an appropriate time to make a formal decision on these areas. To complete this process, Council needs to make a decision by Absolute majority and local public notice is required. There is no requirement to receive feedback, just that notice must be given.

It is suggested that the following areas be declared a prohibited area under section 31(2)(b) of the *Dog Act 1976*:

- The main sports oval, which is the main playing field for cricket and football.
- The oval known as the hockey oval.

It is also suggested that the following areas be declared as a dog exercise area under section 31(3A) of the *Dog Act 1976*:

- The grassed area immediately east of the main sports oval at the recreation grounds (east of the lighting towers).
- The grassed area immediately east of the Shire Administration office know as Apex Park.

**STATUTORY ENVIRONMENT**

Section 51 of the *Dog Act 1976* provides that a local government may make local laws about dogs using the process set out in section 5.12 of the *Local Government Act 1995*.

**51. Local law making powers**

*A local government may so make local laws —*

(a) *providing for the registration of dogs;*

[(b) *deleted*]

(c) *specifying areas within which it shall be an offence (unless the excreta are removed) for any person liable for the control of a dog to permit that dog to excrete on any street or public place or on any land without the consent of the occupier;*

(d) *requiring that in specified areas a portion of the premises where a dog is kept must be fenced in a manner capable of confining the dog;*

(e) *providing for the establishment and maintenance of dog management facilities and other services and facilities necessary or expedient for the purposes of this Act;*

(f) *providing for the detention, maintenance, care and release or disposal of dogs seized;*

(g) *as to the destruction of dogs pursuant to the powers hereinbefore conferred;*

[(h) *deleted*]



- (i) providing for the licensing, regulating, construction, use, and inspection of approved kennel establishments.

**POLICY IMPLICATIONS**

New policy to manage Dog Exercise areas and prohibited dog areas.

**FINANCIAL IMPLICATIONS**

There are costs associated with the drafting, advertising and gazettal of the local law.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**  
**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Executive members provide strategic leadership for the benefit of the community

**VOTING REQUIREMENT**

Simple Majority with regards to the adoption of a local law and Absolute Majority for the adoption of dog exercise and prohibited areas

K Biglin left the room at 3.25pm.

K Biglin and H Talbot entered the room at 3.26pm.

H Talbot left the room at 3.30pm.

UNCONFIRMED

**COUNCIL RESOLUTION**

**(11/2021) Moved: Cr Mason                      Seconded: Cr Weguelin**

*The Shire President to read out loud section 2 (a) i and ii of the recommendation.*

- 1) *That Council pursuant to section 3.12 of the Local Government Act 1995 1995 resolves to:*
1. *Adopt the proposed Shire of Corrigin Dog Local Law 2021 for advertising;*
  2. *Give local public notice stating that:*
    - a. *The Shire of Corrigin propose to make a Dog Local Law;*
      - i. *The purpose of which is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises in the district and the manner of keeping those dogs, and to require the removal of dog excreta.*
      - ii. *The effect of which is to extend the controls over dogs which exist under the Dog Act 1976 and regulations;*
    - b. *A copy of the proposed local law may be inspected or obtained at the Shire administration office;*
    - c. *Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than two weeks after the notice is given;*
  3. *As soon as the notice is given a copy of the proposed local law and notice to the Minister for Local Government, Culture and the Arts;*
  4. *Supply a copy of the proposed local law to any person requesting it;*
  5. *The results of the public consultation be presented to Council for consideration of any submissions received following the closure of submissions.*

**Carried 7/0**

**N Manton left the room at 3.43pm.**

**N Manton and H Talbot entered the room at 3.44pm.**

**OFFICER RECOMMENDATION**

2) *That Council declares by absolute majority the following areas as a prohibited area under section 31(2)(b) of the Dog Act 1976:*

- *The main sports oval, which is the main playing field for cricket and football.*
- *The oval known as the hockey oval.*

**COUNCIL RESOLUTION**

**(12/2021) Moved: Cr Jacobs                      Seconded: Cr Mason**

2) *That Council endorse the following areas as a prohibited area under section 31(2)(b) of the Dog Act 1976.*

- *The main sports oval, which is the main playing field for cricket and football.*
- *The oval known as the hockey oval.*

*The results of the public consultation be presented to Council for consideration of any submissions received following the closure of submissions.*

**Carried by 5/2**

The resolution differed from the officer's recommendation as Council required additional public consultation before declaring prohibited areas for dogs.

**H Talbot left the room at 3.55pm.**

**COUNCIL RESOLUTION**

**(13/2021) Moved: Cr Mason**

**Seconded: Cr Jacobs**

3) That Council declares by absolute majority the following areas as a dog exercise area under section 31(3A) of the Dog Act 1976:

- The grassed area immediately east of the main sports oval at the recreation grounds (east of the lighting towers).
- The grassed area immediately east of the Shire Administration office known as Apex Park.

**Carried by Absolute Majority 6/1**

**UNCONFIRMED**

## 8.2.2 APPOINTMENT OF ACTING CEO

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	N Manton and K Caley declared a financial interest in this item as it relates to employment of CEO and Acting CEO.
File Ref:	PERSONNEL
Attachment Ref:	NIL

### SUMMARY

Council is requested to appoint an Acting Chief Executive Officer while the CEO takes six days annual leave from 5 -12 March 2021.

### BACKGROUND

The CEO plans to take six days of annual leave during March 2021 and an Acting CEO is required to oversee the operations of the Shire of Corrigin during that time.

### COMMENT

Ms Kylie Caley, Deputy Chief Executive Officer, has been employed at the Shire of Corrigin for 18 months and is a senior designated officer. Her current knowledge of governance and compliance matters, along with her understanding of the day to day operations of the Shire of Corrigin, mean that she is suitably qualified for the Acting CEO position.

Ms Caley will provide support to the finance, administration and works staff.

Given the short duration of the leave and cost, it was decided that in-house expertise was the most suitable option for Acting CEO.

Recent changes to the Local Government Act require local governments to prepare and adopt a policy regarding the employment or appointment of a person acting in the position of CEO. The existing Shire of Corrigin policy in relation to the appointment of a staff member in the position of Acting CEO has been amended and updated to provide additional detail and guidance.

### STATUTORY ENVIRONMENT

*Local Government Act 1995 (LGA)*  
*s 5.36 and 5.37*

*5.39C. Policy for temporary employment or appointment of CEO*

*(1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —*

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;*
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

*\* Absolute majority required.*

*(2) A local government may amend\* the policy.*

*\* Absolute majority required.*

*(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(4) The CEO must publish an up-to-date version of the policy on the local government's official website.*

### POLICY IMPLICATIONS

5.23 Appointment of Acting CEO

## FINANCIAL IMPLICATIONS

Additional salary cost for Acting CEO while CEO is on leave is included in the annual salaries and wages 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
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
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

**(14/2021) Moved: Cr Coppens Seconded: Cr Mason**

*That Council*

- 1. Appoint Ms Kylie Calvey, Deputy CEO, to the position of Acting CEO for the period 5 to 12 March 2021 while the CEO takes annual leave.*
- 2. Amend the policy relating to the appointment of Acting CEO to provide clear direction and guidelines for the appointment of an Acting CEO as detailed in Appendix 1 below.*

**Carried by Absolute Majority 7/0**

## 5.23 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	17 October 2017, 20 October 2020
<b>Amended:</b>	February 2021

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**Objective:** To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 3 months in duration.

**Policy:** This policy applies for periods of planned leave such as long service leave, annual or personal leave as well as during periods of unforeseen extended absence of the Chief Executive Officer (CEO) for periods of leave up to 3 months.

1. The Local Government Act WA 1995 requires that a local government is to employ a person to be the CEO of the local government.
2. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the Deputy Chief Executive Officer (DCEO) is suitably qualified to perform the role of Acting CEO. In the event that the DCEO is unavailable to undertake the role of Acting CEO the Council has determined the most suitably qualified person will be the Governance Project Officer.
3. An application by the CEO for annual, personal or long service or other periods of extended absence is to be approved by the Shire President.
4. During periods of annual, personal and long service leave, or other periods of extended or unplanned absence, it is appropriate for an Acting CEO to perform the duties of the CEO in order to ensure the efficient operation of the shire administration.
5. The DCEO will be appointed to the role of Acting CEO at the discretion of the CEO, subject to officer performance and dependent on availability and operational requirements.
6. Appointment to the role of Acting CEO must be made in writing by the CEO.
7. Appointment to the role of Acting CEO may only be made by the CEO for periods of leave greater than one week and less than three months. A Council resolution is required for periods exceeding three months.

~~1.— Appointment of a person to a designated senior employee position on a temporary or acting basis will be in accordance with *Local Government Act 1995 s 5.39 (1a)*.~~

~~2.— In the event of an unforeseen absence of the CEO then the default Acting CEO will be the Deputy CEO, (and if the Deputy CEO is unavailable the Governance Project Officer) for a period not exceeding ten (10) working days.~~

### 8.2.3 NATIVE TITLE SETTLEMENT

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0060
Attachment Ref:	NIL

#### SUMMARY

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

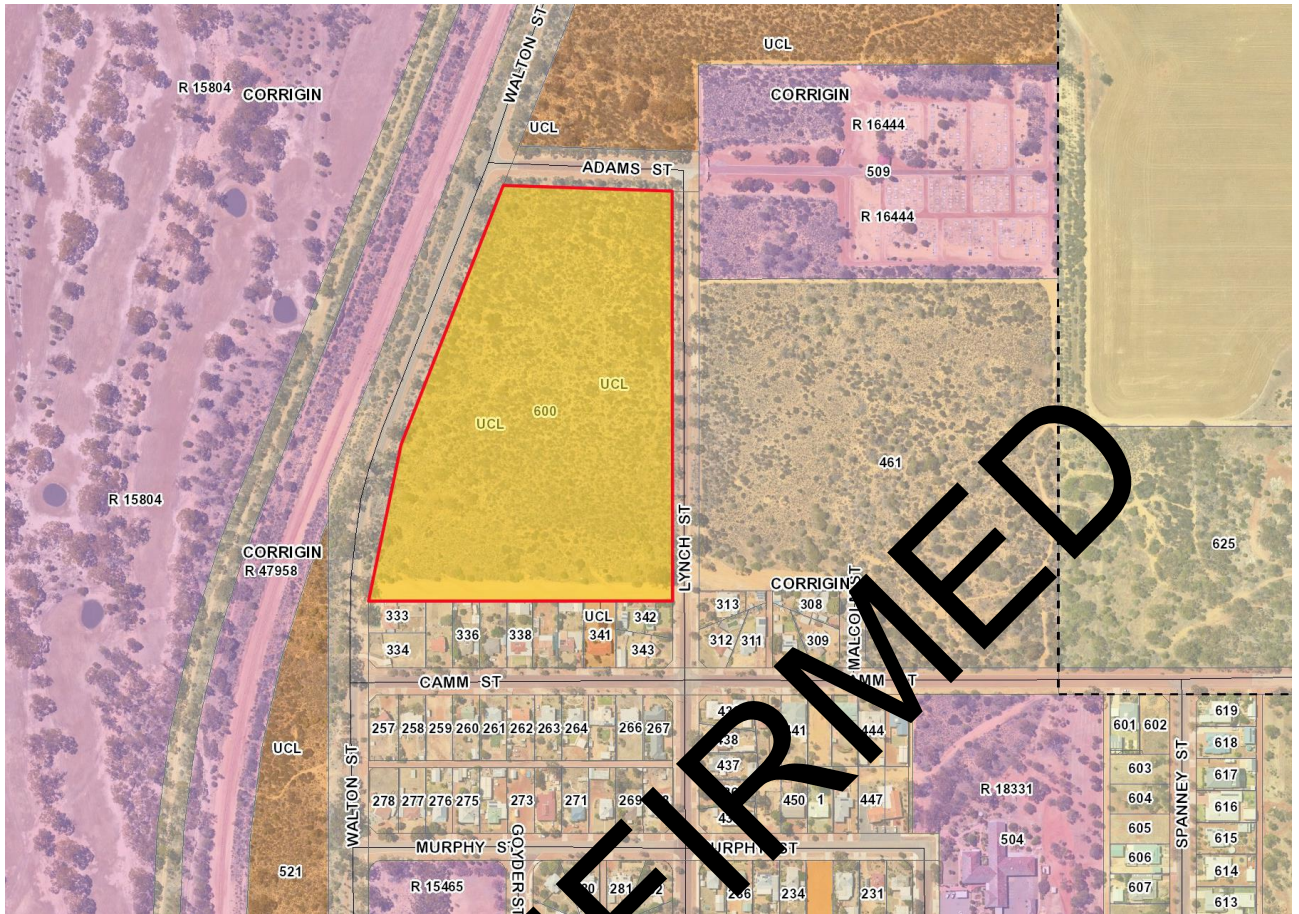
#### BACKGROUND

The State of Western Australia has committed to allocating up to 320,000 hectares of Crown land to the Noongar People to create the Noongar Land Estate, in accordance with the six registered Indigenous Land Use Agreements (ILUA) for the South West Native Title Settlement (the Settlement). The ILUAs were registered at the National Native Title Tribunal on 17 October 2018 and all necessary legal processes have now been concluded. As a result, conclusive registration of the ILUAs and the commencement of the Settlement will occur in early 2021.

The Department of Planning, Lands and Heritage will continue work to meet key ILUA obligations in relation to the establishment of the Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure to the ILUAs). The Noongar Land Base Strategy involves the identification and assessment of land parcels within the boundaries of the Settlement, for potential transfer to the future Noongar Boodja Trust. Part of the assessment process includes the referral of land parcels to relevant agencies for comment.

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

- Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
- Does the Shire have any interest in the land?
- Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
- Is the land parcel subject to any mandatory connection to services?
- Are there any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
- Are there any future proposals for adjoining land that may affect the land identified in the readsheet? If so, in what timeframe?
- Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
- Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
- Please provide any additional comments on the proposed transfer of this land as part of the Settlement.



**COMMENT**

The only property identified in the Shire of Corrigin is Unallocated Crown Land at Lot 600 on Deposited Plan 418935 which is bounded by Walton, Adams, Lynch and Camm Streets in the north-western part of the Corrigin town site.

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

1. The southern portion of Lot 600 is classified Residential zone with a density coding of R20;
2. The northern portion of Lot 600 is classified Public Open Space, the purpose of which is to create a suitable buffer to the local cemetery located immediately east;
3. There is scope to subdivide the Residential zoned portion of Lot 600 however a suitable Structure Plan will need to be prepared and endorsed by Council and the WA Planning Commission (WAPC) prior to lodgement of any subdivision application. The Structure Plan is required to guide all future subdivision development of the land;
4. If the WAPC approves a subdivision application based on an approved Structure Plan, it will be conditional upon construction of new internal roads and associated stormwater drainage infrastructure and the provision of electricity, reticulated water and reticulated sewerage disposal infrastructure amongst other things as determined by the WAPC;
5. There are no proposals to amend the current Residential zoning or R20 density coding applicable to the land under the Shire's current Local Planning Scheme No.2 in the short to medium-term futures;
6. The land has been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone which has significant implications in terms of any future residential subdivision and development thereafter. This issue will need to be considered and addressed during preparation of the required Structure Plan;



7. The existing native vegetation on the land is also highly problematic as any future development for residential purposes will invariably require a significant amount of vegetation clearing works. The Environmental Protection Authority (EPA) and Department of Water and Environmental Regulation (DWER) will therefore require fairly high level flora and fauna investigations and reports in support of any Structure Plan that may be prepared to assess the potential environmental impacts. There is no guarantee that the EPA / DWER will support any proposed clearing works so there is a significant risk associated with any future proposed residential subdivision of the property;
8. Due to the land's close proximity to the existing railway line immediately west, any proposed Structure Plan will also need to consider and account for the guidance and requirements of State Planning Policy 5.4 entitled Road and Rail Noise; and
9. The land does appear to be subject to any flooding or inundation during extreme storm events.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**  
**Strong Governance and leadership**

**Outcome 4.1 - A strategically focused dynamic Council serving the community**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(15/2021) Moved: Cr Coppen**

**Seconded: Cr Weguelin**

*That Council authorises the Chief Executive Officer to prepare a submission to the Department of Planning Lands and Heritage, noting the Shire of Corrigin's interest in Lot 600 on Deposited Plan 418935 bounded by Walton, Adams, Lynch and Camm Streets in the north-western part of the Corrigin townsite.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(16/2021) Moved: Cr Jacobs                      Seconded: Cr Coppen**

*That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

**Carried 7/0**

**8.2.4 CORRIGIN RECREATION CENTRE**

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0075
Attachment Ref:	Attachment 8.2.4 - Confidential Attachment

**REASON FOR CONFIDENTIALITY**

The agenda item is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

s5.23 (2)(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

**SUMMARY**

**BACKGROUND**

**COMMENT**

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 (WA)*  
*s.5.43(ha) limits on delegation to CEO*  
*s. 9.49A (4).execution of documents*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Legal fees associated with CREC roof defects.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**  
**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
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**

**(17/2021) Moved: Cr Coppen**

**Seconded: Cr Gilmore**

That Council authorise the CEO to progress the matter in accordance with the legal advice received.

**Carried 7/0**

**COUNCIL RESOLUTION**

**(18/2021) Moved: Cr Weguelin**

**Seconded: Cr Mason**

That Council in accordance with Clause 45.14 of the Standing Orders re open the meeting to the public.

**Carried 7/0**

UNCONFIRMED

## 8.2.5 LOCAL GOVERNMENT CHILD SAFETY OFFICERS AND REPORTABLE CONDUCT SCHEME CONSULTATION

Applicant:	Shire of Corrigin
Date:	3/02/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PERSONNEL
Attachment Ref:	Attachment 8.2.5.1 - Discussion Paper - Child Safety Officers Attachment 8.2.5.2 - Reportable Conduct Scheme Green Bill. Attachment 8.2.5.3 - Reportable Conduct Scheme Information Sheet. Attachment 8.2.5.4 - National Principles for Child Safe Organisations 2019

### SUMMARY

Council is requested to respond to the Department of Local Government, Sport and Cultural Industries discussion paper on the appointment of local government Child Safety Officers.

### BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) is implementing reforms from the recommendations of the Royal Commission into Institutional responses to Child Sexual Abuse (the Royal Commission).

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The final report contained 409 recommendations aimed at developing effective government regulation, improving institutional governance and increasing community awareness of child sexual abuse in institutions.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations
- developing a State policy position on the Royal Commission's recommendation 6.12 specifying that local governments should designate child safety officers from within existing staff profiles.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body.
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body.
- out-of-home care providers be accredited by an independent oversight body.
- youth detention environment to comply with the National Principles and their compliance be monitored by an independent oversight body.

Ombudsman WA has drafted the Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020. The Bill obliges heads of organisations, including local governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The

standards have since been incorporated into the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in February 2019. The National Principles provides guidance to organisations to create child safe cultures and practices (Attachment 8.2.5.4). The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented. Organisations undertaking child-related work, such as local governments, are encouraged to provide comment by completing an online survey before 26 February 2021.

Royal Commission Recommendation 6.12 states that local governments should designate child safety officer positions from within existing staff profiles. The Department of Communities and DLGSC have drafted a discussion paper for the WA Local Government sector to better understand and respond to this recommendation (Attachment 8.2.5.4).

The State Government is seeking a formal response to the discussion paper, preferably through council, from local governments by 2 April 2021. Responses will inform the development of the State Government's policy position.

The State Government acknowledges that local governments will have differing levels of understanding of the Royal Commission and child safeguarding reforms.

Further information relating to the Independent Oversight System including how to provide a response is available on [wa.gov.au](http://wa.gov.au)

The following is extracted from the Royal Commission's findings:

*Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.*

*The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.*

*The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.*

*The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows.*

*Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial*

*investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.*

*The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in these areas within some local governments to promote child safety, as recommended by the Royal Commission:*

- *Community safety;*
- *Community and club development;*
- *Governance and risk;*
- *Communications; and*
- *Disability Access and Inclusion.*

*It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.*

*Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safety resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.*

*It is expected that child safety officers would be supported by relevant agencies, such as Commissioner for Children and Young People (CCYP), the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.*

*While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.*

*Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.*

*To implement this function would include:*

- *Identifying needs within the local community and key services providing support in meeting these needs.*

- *Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.*
- *Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.*

The Royal Commission noted the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas, where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, such as libraries, swimming pools and childcare;
- providing spaces for community activities such as halls, theatres and sporting grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection.

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community.

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

#### **COMMENT**

The proposal includes new legislation that will mandate the role of employees in providing children's facilities or services to ensure that the potential misconduct and the relevant organisation is reported via its Principal Officer (or Chief Executive Officer) and has appropriate mechanisms in place to encourage and receive reporting.

The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a suggested approach (by the Royal Commission and State Government) to meet the principles outlined by the Royal Commission.

The recommendation of the Royal Commission whereby local governments do not need to provide additional financial investment into implementing a child safety officer role and suggestion that existing community safety positions within local governments could be expanded is unrealistic for small local governments.

Small rural local governments are under significant pressure to provide a range of services to the community on very limited income. The capacity of local governments to simply absorb the cost of expanding the role of existing staff, or engaging additional staff, to take on the role of Child Safety Officer along with the required training and support is unreasonable.

Where local governments have limited resources to create child safety officer positions the Royal Commission suggests that state and territory governments may be able to provide assistance. The State Government has an existing role in child protection via the Department of Child Protection and is well placed to deal with child safety issues through its network of metropolitan and regional offices located throughout the state.

It is recommended that the Shire of Corrigin respond to the consultation outlining the inability to absorb the costs associated with providing a Child Support Officer function from within existing staff or engaging additional staff.

It is recommended that the Shire of Corrigin respond to the consultation in support of the National Principles for Child Safe Organisations being:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Responses to the DLGSC consultation are due to the Department of Communities by close of business on Friday 2 April 2021.

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

The requirement to appoint a Child Safety Officer at every local government in Australia will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies who already have this role.

The Department of Child Protection and Police Department are generally responsible for child safety in Western Australia. The recommendations of the Royal Commission effectively move the some elements of responsibility for child safety to local governments without offering any additional funding or resources.



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**  
**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
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**

**(19/2021) Moved: Cr Gilmore**

**Seconded: Cr Jacobs**

*That Council*

1. *Respond to the Department of Local Government, Sport and Cultural Industries Discussion Paper objecting to the recommendation that local governments in WA appoint Child Safety Officers, either to an existing position, or an additional employee. Further noting that this function is best delivered by the Department of Child Protection being a State Government Agency with an existing child protection role and appropriately trained officers located throughout the state including regional centres.*
2. *Support the National Principles for Child Safe Organisations.*
3. *Endorse the principles outlined in the draft Reportable Conduct Scheme Bill.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(20/2021) Moved: Cr Dickinson      Seconded: Cr Jacobs**

*That council allow a late item*

**Carried 7/0**

**8.2.6 LATE ITEM - CODE OF CONDUCT FOR COUNCIL MEMBERS,  
COMMITTEE MEMBERS AND CANDIDATES**

Applicant:	Shire of Corrigin
Date:	16/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.6.1 - <i>Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates</i> Attachment 8.2.6.2 - Form for lodging complaints

**SUMMARY**

The government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election.

**BACKGROUND**

The Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government.

Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new s.5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the Local Government's adopted Code of Conduct.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and a template complaints form.

The Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates outline the following key actions:

1. Local Governments should provide an induction to train Council Members, Committee Members and the CEO in the provisions of the Model Code, as it will be taken to be the Local Government's adopted Code of Conduct from 3 February 2021.
2. DLGSC has advised that by 24 February 2021, Local Governments should authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the, President, Deputy President, CEO or external consultant. Local Governments must also approve a complaint form in accordance with cl. 11(2) (a). The DLGSC template may be used for this purpose.

3. Local Governments should begin developing a complaints handling policy and procedure for adoption by Council. DLGSC's Guidelines provide some suggestions but significant additional work will be required. If Local Governments receive complaints immediately, WALGA recommends that local governments acknowledge and accept the lodgement, but advise that the complaint cannot be progressed until a policy and procedure are adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.
4. The adopted Code of Conduct may include additional behavioural requirements that are not inconsistent with the Model Code of Conduct. Local Governments may wish to commence workshops / consultation with Council Members to consider any additional behavioural requirements for incorporation in the Code of Conduct for adoption.
5. The CEO must publish the adopted Code of Conduct on the Local Government's official website (new s.5.104 (7)). As the Model Code of Conduct is taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

#### **COMMENT**

In order to comply with the *Local Government (Model Code of Conduct) Regulations 2021*, local governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates within three (3) months of the regulations taking effect.

To account for any breaches occurring from the first day that the regulations take effect, the Shire of Corrigin is required to authorise at least one person to receive complaints by 24 February 2021.

WALGA has strongly advocated against this element of the Model Code of Conduct, and will continue to call on DLGSC to ensure the Shire is adequately supported to implement this new process. WALGA will continue to advocate to DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions.

It is expected that further refinement of the Code of Conduct and complaints handling process will be developed in coming months to meet the three (3) month deadline and will be presented separately for approval by Council.

In the interim, the Model Code of Conduct has been recommended to ensure compliance with the new regulations.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Administration) Amendment Regulations 2021*

*Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

*Local Government (Model Code of Conduct) Regulations 2021.*

#### **POLICY IMPLICATIONS**

4.1 Code of Conduct to be repealed and replaced with the Model Code of Conduct  
A new Code of Conduct will be required for employees.

#### **FINANCIAL IMPLICATIONS**

There are no known financial implications other than officer time and minor administrative costs.

**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**

**(21/2021) Moved: Cr Mason**

**Seconded: Cr Dickinson**

That Council

1. Repeal the existing Code of Conduct for Council Members, Committee Members and Employees listed as Shire of Corrigin Policy 4.1;
2. Adopt the new Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates, listed as Attachment 8.2.6.1, to comply with section 5.104 of the Local Government Act 1995
3. Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;
  - a. Clause 11 (2), adopt the form for lodging complaints, listed as Attachment 8.2.6.2;
  - b. Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:
    - i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
    - ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
    - iii. Complaints about the Shire President – the Deputy Shire President; and
    - iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.
4. request the Chief Executive Officer to ensure that both of the updated / adopted Codes of Conduct are published on the Shire’s official website, as soon as practical in compliance with sections 5.551A (3) and 5.104 (7) of the Local Government Act 1995,.
5. Request the Chief Executive Officer prepare an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version and any model available from WALGA and in compliance with section 5.51A of the Local Government Act 1995.

**Carried by Absolute Majority 7/0**

## 8.3 WORKS AND SERVICES

### 8.3.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 2

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton Chief executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0123
Attachment Ref:	NIL

#### SUMMARY

This item seeks Council endorsement of the proposed projects for the Local Roads and Community Infrastructure Program (LRCIP) Phase 2 grant.

#### BACKGROUND

In 2020 the Australian Government announced new funding for the Local Roads and Community Infrastructure Program (LRCIP Program). The objective of the funding is to support local councils to deliver priority local road and community infrastructure projects, supporting jobs and the resilience of local economies to recover from the COVID-19 pandemic.

Eligible local road projects involve the construction or maintenance of roads managed by local governments. Community infrastructure projects eligible for the funding involve the construction, maintenance and/or improvement to council-owned assets that are generally accessible to the public.

In order to be eligible for consideration for the LRCIP funding projects are required to be in addition to existing work plans for 2020/21 or brought forward from future years. The purpose of the funding is to enable local governments to undertake additional infrastructure projects over and above what was planned to be undertaken using own funds, to stimulate local economy and create employment opportunities.

The previous allocation of funding under the LRCIP Phase 1 was allocated to the Bending Road Project.

#### COMMENT

Continuing to provide infrastructure to support social wellbeing of the community was identified as a key objective of the Strategic Community Plan 2017-2027.

It is recommended that the LRCIP Phase 2 funding be allocated to a community infrastructure or building project rather than a road project since the road construction team are heavily committed with existing funding, plus additional projects already planned for the 2021/22 and 2022/23 financial years. The capacity to deliver additional road projects and secure contractor services is limited and it is unlikely that a road project could be completed within the required timeframe.

Following previous consultation with Council, contractors and staff, the urgent conservation works on the Corrigin Town Hall and Old Roads Board Building has been selected as the highest priority project. The painting of the exterior of the Town Hall and urgent conservation work on Old Roads Board Building meet the eligibility requirements of the grant funding and are achievable by the December 2021 timeframe as outlined in the grant agreement:

The Shire of Corrigin 10 Year Building Plan includes provision for painting the exterior of the Corrigin Town Hall in the 2021/22 financial year and restumping of the Old Roads Board building in 2022/23 financial year. The funding allocation in the future building plan is likely to be insufficient to complete the urgent conservation works outlined in the 2018 Conservation Management Strategy for the Corrigin Town Hall and Old Road’s Board building.

Allocating the funding to these projects will to ensure the iconic heritage buildings are preserved for future generations.

**STATUTORY ENVIRONMENT**

Local Government Act WA 1995

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The LRCIP funding of \$344,511 would be in addition to the adopted budget and would require a budget amendment on signing of the grant agreement and confirmation of the timing of the grant payment.

There are no requirements for Council to co-fund the project.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027

**Objective: Leadership**

**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
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

**OFFICER'S RECOMMENDATION**

*That Council authorise the CEO to prepare and lodge the LRCIP application for conservations works to the Corrigin Town Hall and Old Roads Board building.*

**COUNCIL RESOLUTION**

**(22/2021) Moved: Cr Gilmore**

**Seconded: Cr Jacobs**

*That Council authorise the CEO to prepare and lodge the LRCIP application for a new Standpipe controller at Loch Ness Dam and conservations works to the Corrigin Town Hall and Old Roads Board building.*

**Carried 7/0**

The resolution differed from the officer's recommendation as Council decided to allocate a portion of the funds to purchase a new Standpipe controller for Loch Ness Dam.

**UNCONFIRMED**

### 8.3.2 PERFORMANCE BASED STANDARD SCHEME VEHICLE ACCESS APPROVAL

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for roads in the Shire of Corrigin to be upgraded to AMMS Level 3 Mass.

#### BACKGROUND

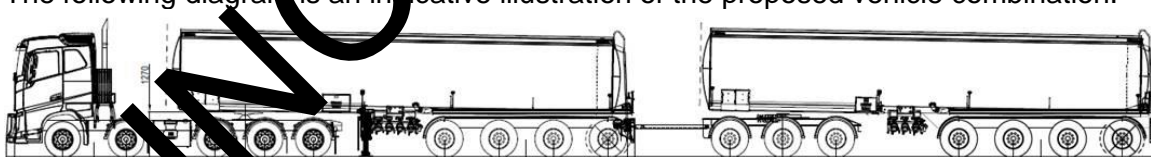
Main Roads WA Heavy Vehicle Services (HVS) has received a 32.44m Tri Drive Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting AMMS Level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups). HVS are seeking support for the following roads to be added to the following networks / approved routes:

Road Name	Road Number	Start Point	Start SLK	End Point	End SLK	Access Currently Approved	Support Required
Boyd St	4040147	Rendell St	0.37	Fuel Access	0.50	Tandem Drive 7 & 4.2 Tri Drive 1 & 1.2	PBS 2B Tandem Drive 4.3 Tri Drive 3 & 3.3
Rendell / Surburban St	4040148	Boyd St	0.00	Corrigin South Rd	0.36	Tandem Drive 7 & 4.2 Tri Drive 1 & 1.2	PBS 2B Tandem Drive 4.3 Tri Drive 3 & 3.3
Corrigin South Rd	404001	Walton St & Kunch St	0.00	Rendell/ Surburban St	0.36	Tandem Drive 7 & 7.3 Tri Drive 1 & 1.3	PBS 2B Tri Drive 3 & 3.3
Walton St	4040124	Brookton Hwy	0.00	BP Access	0.16	Tandem Drive 7 & 4.3 Tri Drive 1 & 1.3	PBS 2B Tri Drive 3 & 3.3





The following diagram is an indicative illustration of the proposed vehicle combination.



More information on the specific combinations is available on the Main Roads website below.

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/tri-drive-prime-mover-concessional-network-level-3-vehicle-description-and-category-chart.pdf>

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/prime-mover-trailer-concessional-network-level-3-vehicle-description-and-configuration-chart.pdf>

## COMMENT

Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life costs, user amenity and value for money as well as economic benefits for the shire.

Main Roads have indicated that the PBS scheme offers potential for heavy vehicle operators to achieve higher productivity and improved safety through innovative vehicle designs including:

- Braking capability and vehicle stability is improved with a mandatory requirement in WA for Electronic Braking Systems (EBS) and Rollover Stability Systems (RSS), which is not a requirement on conventional road trains.
- PBS vehicles are often height restricted, which is determined by the EBS assessment which further reduces the rollover risk and improves overall stability.
- PBS vehicles are subject to stringent axle spacing requirements, reducing the impact on the road infrastructure.
- PBS vehicles reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.

It is recommended that Council inform Main Roads Heavy Vehicle Services that the application for PBS 2B, Tandem Drive 4.3, Tri Drive 3 and 3.3 access to Boyd Street, Rendell Street, Corrigin South Road and Walton Street is not supported for the following reasons:

- Anticipated damage to road surface from screwing of tyres when turning at corner of intersection roads.
- Poor condition on sections of existing bitumen surface will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 116 tonnes.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

## POLICY IMPLICATIONS

11.3 Road Network Maintenance and Renewal Policy

## FINANCIAL IMPLICATIONS

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

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(23/2021) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

That Council inform Main Roads Heavy Vehicle Services that the application for a 32.44m Tri Drive A Double Performance Based Standard (PBS) Scheme Vehicle Access Approval, requesting AMMS Level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups) is not supported for the following reasons:

- Poor condition on sections of existing bitumen surface which will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 116 tonnes.
- Anticipated damage to road to road surface from screwing of tyres on entering and exiting intersections.

**Carried 7/0**

### 8.3.3 REQUEST TO UPGRADE ROADS TO RAV 7

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is requested to the request from Main Roads WA for roads in the Shire of Corrigin to be upgraded to Restricted Access Vehicle Network (RAV) 7 level.

#### BACKGROUND

Main Roads WA Heavy Vehicle Services (HVS) has notified the Shire of Corrigin that proposes to upgrade the roads in the Shire of Corrigin that are currently approved for RAV Network 4 to RAV Network 7.

The Shire of Corrigin is requested to provide support as the road owner to upgrade the following sections of road to RAV 7 including any comments relating to road condition, planning conflicts or development issues that may be impacted.

UNCONFIRMED

Heavy Vehicle Services (HVS) has received an application to add the following section of roads onto the Restricted Access Vehicle (RAV) Network:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Access Supported (Yes or No)	Traffic Count AAD	School Bus Route (Yes or No)	
4040001	Bendering Rd	Corrigin Kondinin Rd (0.00)	Pruden Rd (27.83)	RAV 4	RAV 7	Yes	75	Yes	Local Distributor Sections recently upgraded Joins RAV 7 in Shire of Kondinin. Suggest upgrade to RAV 7 for consistency with neighbouring shire with conditions 60km per hour and with no operation on unsealed section when visibly wet without road owner approval.
4040156	Bond Rd	Bendering Rd (0.00)	LGA Boundary (3.60)	RAV 4	RAV 7	No	<75	No	Minor road not identified as local distributor. Not required as adjacent Biglin Road RAV 7 Salty land around Kurrenkutten lakes

UNCONFIRMED

**COMMENT**

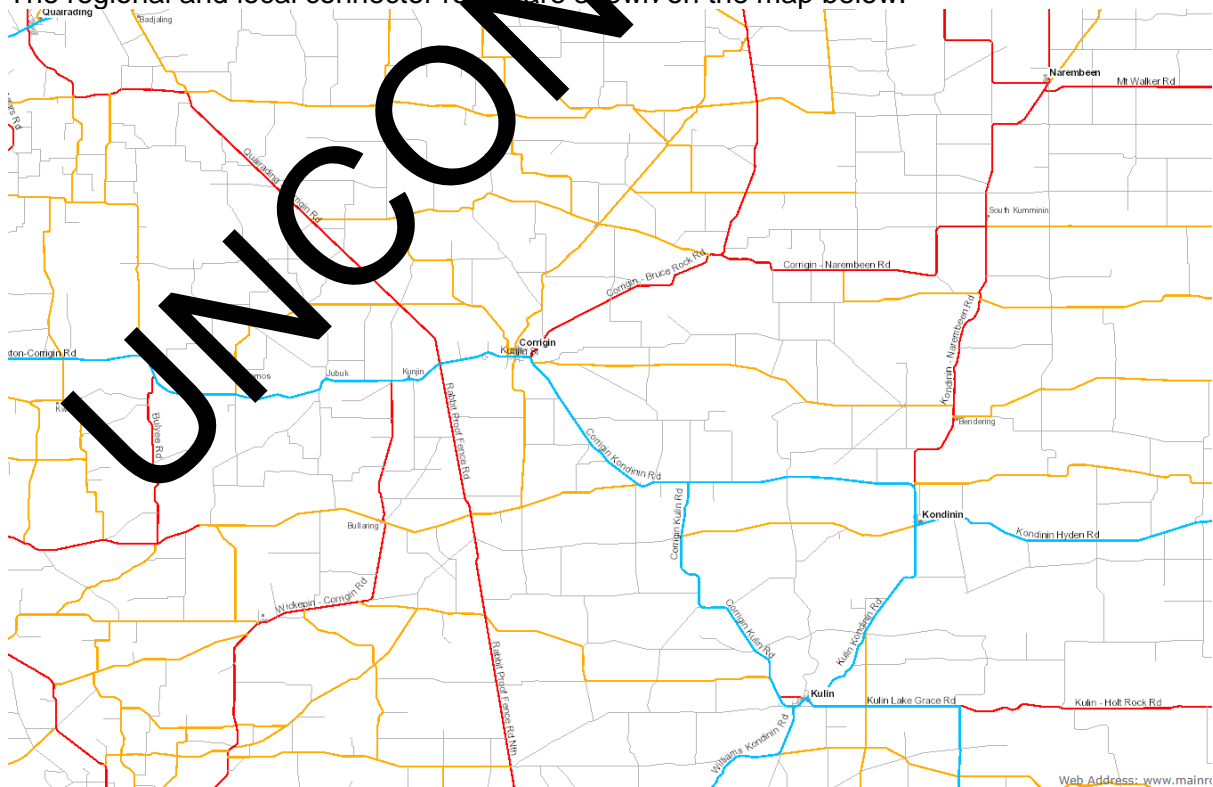
Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life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

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

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

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

The regional and local connector roads are shown on the map below.



Regional Distributor/ Connector  
Local Distributor/ Connector

In April 2020 resolved not to support future applications for Limited Local Roads, as defined in the Road Hierarchy, Maintenance and Renewal Policy, due to the ongoing cost of upgrades and maintenance.

Details of the criteria used to assess Restricted Access vehicles can be found on the Main Roads [Standard Restricted Access Vehicle Assessment Guidelines](#)

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

- 11.3 Road Hierarchy, Maintenance and Renewal Policy
- 11.9 Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads

**FINANCIAL IMPLICATIONS**

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

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(24/2021) Moved: Cr Coppen**

**Seconded: Cr Dickinson**

*That Council*

1. *support the request for Bending Road, to be upgraded to RAV 7 based on the road hierarchy for local and regional distributors, connection to neighboring shire, recent bitumen road surface upgrade and previously supported RAV upgrades.*
2. *not support the request for Bond Road to be added to the RAV 7 network based on the classification as a minor road and not identified as a regional or local distributor road as well as the condition of the road in saline landscape.*

**Carried 7/0**

**UNCONFIRMED**



### 8.3.4 BUDGET AMENDMENT – DISPOSAL OF GRADER

Applicant:	Shire of Corrigin
Date:	10/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0022
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider an amendment to the plant replacement adopted in the 2020/21 Annual Budget to increase reliability of the Shire's fleet.

#### BACKGROUND

Approval was granted in 2020/21 budget for the Caterpillar 12M grader to be traded as per the 10 year plant replacement program.

#### COMMENT

Since the budget was adopted, Council has been granted significant additional road funding for the current year and to continue into the near future.

With the extra funding being granted to Council consequently it has increased the pressure on staff and the fleet to deliver more on the road program within tight deadlines. The importance of having reliable machinery over the next few years is imperative as the down time and delays due to breakdowns will heavily impact our ability to deliver on the key performance indicators of the funding.

The 2020/21 budget included a trade in of CR 1 Caterpillar 12M grader, however after being advised of the extra road works staff have assessed the reliability of the current fleet against the items budgeted to be traded in this financial year. Consideration was given to using contractors to assist with the delivery of the extra work however as there are several Council's that have been granted the extra funds, Contractors are also under pressure and are stretched with time. The guarantee that they would be able to carry out the work within the deadlines is minimal.

In order to ensure that works will be able to continue with minimal disruption by the Shire's works and services staff it is requested that Council consider amending the budget to dispose of the Volvo G930 rather than retain it for maintenance grading and retain the Caterpillar 12M for full reliability in usage.

The Caterpillar 12M was purchased in 2012 and to date has done 8,128 hours and is in good condition. The 12M has 14ft blades which is consistent with the 2014 Caterpillar 12M Grader (CR20) and proves to have more efficient coverage of the road surface.

The Volvo G930 was purchased in 2009 and to date has done 6,668 hours and is in fair condition. The Volvo has 12ft blades which are not as efficient as the larger blade and are not consistent with the other machine/s.

**STATUTORY ENVIRONMENT**

Local Government Act 1995:

- s. 3.42 - Delegation of some powers and duties to the CEO
- s. 3.57- Tenders for providing goods or services
- s. 3.58 - Disposing of property

Local Government (Functions and General) Regulations –  
r.18 - Choice of tender

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

2020/2021 Annual Budget – \$450,000 allocated to replace CR11 Caterpillar grader, \$280,000 from cash, \$20,000 from Plant Replacement Reserve and \$150,000 trade in. Further cash or reserve funds will be required to be allocated in the budget review as the trade in will be reduced to approximately \$42,000 - \$45,000.

**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**

**(25/2021) Moved: Cr Gilmore**

**Seconded: Cr Weguelin**

*That Council:*

1. Approve the disposal of the Volvo G930 grader, instead of the Caterpillar 12M and the shortfall in budgeted funds for the trade be allocated from the Plant Replacement Reserve and reflected in the budget review.

**Carried by Absolute Majority 7/0**

## 9 CHIEF EXECUTIVE OFFICER REPORT

### Annual Report and Electors Meeting

Council presented the 2019/20 Annual Report and audited financial statement to community members at the Annual Electors meeting on 2 February 2021. The report was audited by independent auditors as well as the Office of the Auditor General and was required to comply with Australian accounting standards as well as the requirements of the Local Government Act 1995. The financial report takes many months to prepare and is a detailed analysis of the shire's financial position at the end of the financial year. Thank you to Ms Kylie Caley, Deputy CEO, and the administration team for completing the report in time for it to be endorsed by the Council at the December Council meeting.

### Wellness Centre Redevelopment

The services of Regional Office of Architecture were recently engaged to re-design the existing, outdated Corrigin Wellness Centre to incorporate new consulting rooms for the dentist and visiting allied health practitioners. The building is currently used by a visiting chiropractor, massage therapist, audiologist and optometrist. The rooms are outdated and no longer provide adequate facilities for the health professionals or their clients. The dental surgery located in Kirkwood Street has structural faults and is no longer fit for purpose.

The proposed redevelopment will also include a new roof over the centre building. It is expected that with careful planning any disruption to the Corrigin Medical Centre and Wellness Centre will be kept to a minimum.

### Road Works

The construction work on the Bending Road is progressing well and it is almost ready for the final seal. The outside crew are on track to complete the large capital works program in the next few months and will then move their focus back to road maintenance.

### Australia Day Breakfast

I returned from a couple weeks of leave in time to attend the Australia Day Breakfast. Thank you to Shire President, Des Wickey, Heather, Pippa and Tayla from the CRC for organising such an excellent event. Thank you to our Australia Day Ambassador Ashleigh Small for attending and Marie Leach for sharing her story. Thank you also to the Rotary volunteers for cooking the breakfast that was enjoyed by approximately 130 people.

## 10 PRESIDENT'S REPORT

The President welcomed everyone back and thanked council for their attendance at the first council meeting for the year.

The President made special mention to the Australia Day Breakfast hosted by the CRC in January. The event was a big success and well attended. Guest speakers Ashleigh Small and Marie Leach were both inspiring and interesting to listen to.

## 11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Jacobs congratulated the Bulyee Community for raising \$5,000 at a fundraising event held on 14 February 2021 at the Bulyee Hall, to be donated to the recent bush fires in the Perth hills.

**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 March 2021 at 3.00pm.

**16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.48pm.

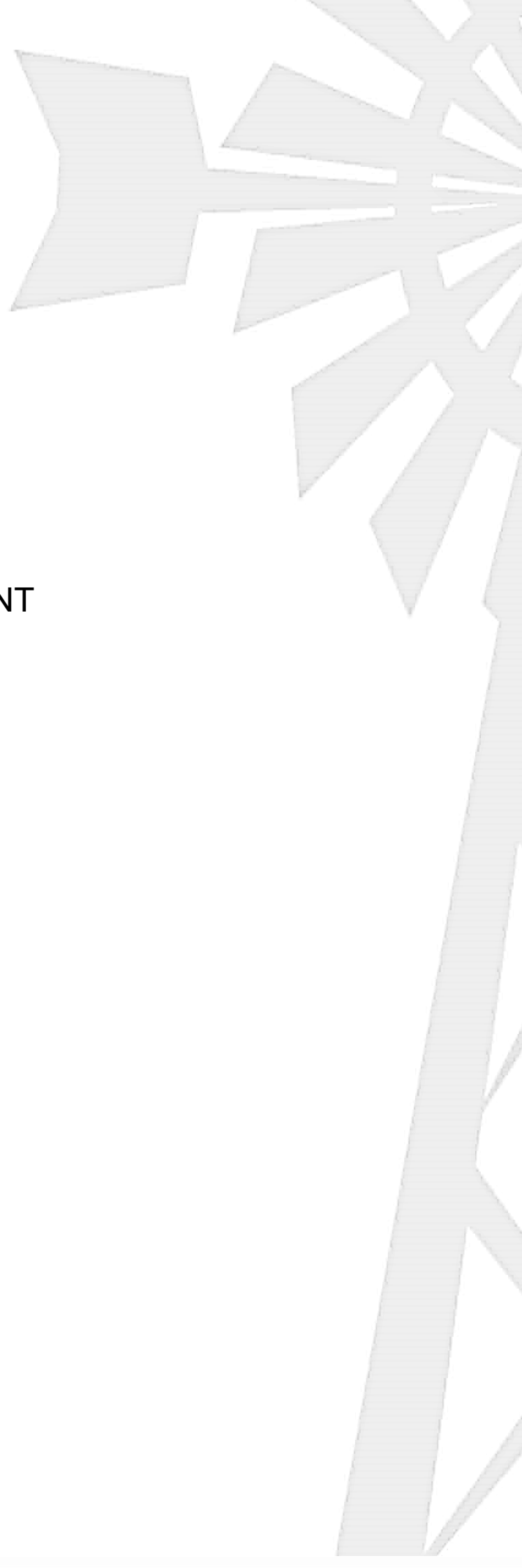
President: \_\_\_\_\_ Date: \_\_\_\_\_

**UNCONFIRMED**



# MINUTES

AUDIT AND RISK MANAGEMENT  
COMMITTEE MEETING  
**6:00pm Tuesday 9 March 2021**



## 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 1995*;
  - 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 1995* 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

This document can be made available (on request) in other formats for people with a disability

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

## **1 DECLARATION OF OPENING**

The President, Cr Des Hickey opened the meeting at 6.00pm.

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

Shire President

Cr. D Hickey

Deputy Shire President

Cr. M Weguelin

Cr. J Mason

Cr. S Jacobs

Cr. S Coppen

Cr. M Dickinson

Cr. F Gilmore

Deputy Chief Executive Officer

K A Caley

Executive Support Officer

K L Biglin

### **APOLOGIES**

Chief Executive Officer

N A Manton

### **LEAVE OF ABSENCE**

## **3 DECLARATIONS OF INTEREST**

## **4 CONFIRMATION AND RECEIPT OF MINUTES**

### **4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 (Attachment 7.1.1).

#### **COMMITTEE'S RESOLUTION**

***Moved: Cr Gilmore***

***Seconded: Cr Mason***

*That the Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 (Attachment 7.1.1) 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 INTERNAL AUDIT – LEGISLATIVE COMPLIANCE REVIEW

Applicant:	Shire of Corrigin
Date:	5/03/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0023
Attachment Ref:	Attachment 7.1.1 - Compliance Calendar Attachment 7.1.2 - Public Access Information Compliance Checklist

#### SUMMARY

This Internal Audit – Legislative Compliance Review reports provide an update on the controls to ensure compliance with relevant legislation.

#### BACKGROUND

The internal audit process provides assurance of the integrity of the Shire of Corrigin risk management systems, internal controls and legislative compliance. It is also necessary to confirm the appropriateness and effectiveness of the systems and processes and to develop an improvement plan to work towards achieving best practice in future.

The Compliance Calendar and Public Access to Information Checklist

- evaluate the financial internal control systems and procedures;
- evaluate the operational internal control systems and procedures; and
- assess systems and processes for maintaining legislative compliance.

#### COMMENT

Internal risk management reviews are completed twice per annum with the previous Risk Management Dashboard Report in October 2020.

#### STATUTORY ENVIRONMENT

*Local Government (Audit) Regulations 1996*

*Section 17 CEO to review certain systems and procedures*

#### POLICY IMPLICATIONS

3.1 Risk Management Policy

#### FINANCIAL IMPLICATIONS

NIL

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 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 Weguelin      Seconded: Cr Mason**

*That the Audit and Risk Management Committee receive the updated Internal Audit – Compliance Calendar and Public Access to Information Checklist Reports.*

**Carried 7/0**

## 7.2 COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	5/03/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Nil

### SUMMARY

The purpose of this report is to provide the Audit and Risk Management Committee with the 2020 Compliance Audit Return for the period 1 January 2020 to 31 December 2020. The Audit Committee is requested to review the 2020 Compliance Audit Return and to recommend its endorsement to Council.

### BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2021. The period examined by this audit is 1 January 2020 to 31 December 2020.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the Council Minutes to the Department by 31 March 2021.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail. The audit findings must be recorded in the supplied pro-forma which has been completed and is provided below.

### COMMENT

The Compliance Audit Return has been carried out by the Chief Executive Officer in conjunction with the administration staff against the following criteria:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

The report identified one matter of non-compliance which had been previously investigated, reported and resolved.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995, s 7.13(1)(i) of the Local Government Act 1995 requires local governments to carry out an audit of compliance with statutory requirements prescribed in the Local Government (Audit) Regulations 1996, in the prescribed manner and in the form approved by the Minister.*

*Regulation 13 of the Local Government (Audit) Regulations 1996 sets out the statutory requirements which may be included in the compliance audit.*

### *Regulation 14 Compliance Audits by Local Governments*

- 1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- 2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- 3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- 3) After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be —*
  - (a) presented to the council at a meeting of the council; and*
  - (b) adopted by the council; and*
  - (c) recorded in the minutes of the meeting at which it is adopted.*

### *Regulation 15 Compliance Audit Return, certified copy of etc. to be given to Executive Director*

- 1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
  - (b) any additional information explaining or qualifying the compliance audit,*  
*is to be submitted to the Executive Director by 31 March next following the period to which the return relates.*
- 2) In this regulation —*  
*certified in relation to a compliance audit return means signed by —*
  - (a) the mayor or president; and*
  - (b) the CEO.*

## **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 Dickinson      Seconded: Cr Coppen**

*That the Audit and Risk Management Committee accepts the completed Compliance Audit Return for the period 1 January 2020 to 31 December 2020 and recommend to Council that the return be adopted.*

**Carried 7/0**

## Corrigin - Compliance Audit Return 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Natalie Manton
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Natalie Manton
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Natalie Manton
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Natalie Manton
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Natalie Manton

<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	Committees have no delegated power	Natalie Manton
2	s5.16	Were all delegations to committees in writing?	N/A		Natalie Manton
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Natalie Manton
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Natalie Manton
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Delegations reviewed annually	Natalie Manton
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Natalie Manton
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Natalie Manton
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Natalie Manton
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Natalie Manton
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Delegations to CEO during COVID-19	Natalie Manton
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Natalie Manton
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Natalie Manton
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Natalie Manton

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Natalie Manton
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Natalie Manton
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Natalie Manton
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	Internal audit identified 2 employees failed to complete return. Breach investigated matter and notified DLGCI and CCC. Finalised	Natalie Manton
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	No	Internal audit identified 2 employees failed to complete return. Breach investigated matter and notified DLGCI and CCC. Finalised	Natalie Manton
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Natalie Manton
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Natalie Manton
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Natalie Manton

9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	Natalie Manton
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Natalie Manton
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Natalie Manton
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Natalie Manton
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Natalie Manton
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Natalie Manton
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	Natalie Manton
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?	Yes	Natalie Manton
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Natalie Manton

18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Natalie Manton
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	Natalie Manton
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	Natalie Manton
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Natalie Manton

<b>Disposal of Property</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Natalie Manton
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Natalie Manton

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A		Natalie Manton
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Natalie Manton
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Natalie Manton

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Natalie Manton
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegated powers	Natalie Manton
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Auditor appointed by Office of Auditor General	Natalie Manton
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Natalie Manton
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes		Natalie Manton
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act	Yes		Natalie Manton

		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?			
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor’s report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Natalie Manton
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Natalie Manton
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government’s official website?	Yes		Natalie Manton
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	Determined by Office of Auditor General	Natalie Manton
11	Audit Reg 10(1)	Was the auditor’s report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Natalie Manton

**Integrated Planning and Reporting**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 20/06/2017 Reviewed 18/06/2019	Natalie Manton
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	16/06/2020	Natalie Manton



3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Natalie Manton
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<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Natalie Manton
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Natalie Manton
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Natalie Manton
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Natalie Manton
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Natalie Manton
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Natalie Manton

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Natalie Manton
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Natalie Manton
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Natalie Manton

4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Nil complaints	Natalie Manton
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### Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	18/06/2019	Natalie Manton
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	18/06/2019	Natalie Manton
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Natalie Manton
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Natalie Manton
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	18/02/2020	Natalie Manton
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Natalie Manton
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Natalie Manton

8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	17/03/2020	Natalie Manton
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Natalie Manton
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Natalie Manton

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Natalie Manton
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Natalie Manton
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Natalie Manton
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Natalie Manton
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Natalie Manton
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Natalie Manton
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Natalie Manton
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it	Yes	Tender register kept. Available on website March 2021	Natalie Manton

		on the local government's official website?		
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Natalie Manton
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Natalie Manton
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Natalie Manton
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	Natalie Manton
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Natalie Manton
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	Natalie Manton
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	Natalie Manton
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	Natalie Manton
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No	Natalie Manton
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person	N/A	Natalie Manton

		who submitted an application notice of the variation?		
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	Natalie Manton
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	Natalie Manton
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Natalie Manton
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	Natalie Manton
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Natalie Manton
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Natalie Manton

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Corrigin

\_\_\_\_\_  
Signed CEO, Corrigin

### 7.3 BUDGET REVIEW

Applicant:	Shire of Corrigin
Date:	5/03/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0022
Attachment Ref:	Attachment 7.3 – Review of Budget Report

#### SUMMARY

Council is being requested to adopt the Annual Budget Review for the year ending 30 June 2021.

#### BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require Council to undertake a review of its Budget in each financial year between 1 January and 31 March. A Statement of Financial Activity incorporating year to date budget variations and forecasts for the period ending 31 January 2021 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### COMMENT

A review of the actual expenses to date compared to the 2020/21 adopted budget has been conducted and the expected variances are show in the attached report.

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards*. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The budget has been reviewed to continue to deliver on other strategies adopted by council and maintain a high level of services across all programs. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995, Section 6.68*

*Local Government (Financial Management) Regulations 1996 33a*

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

Budget variations outlined in budget review document.

**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

**COMMITTEE’S RESOLUTION**

**Moved: Cr Jacobs                      Seconded: Cr Dickinson**

*That the Audit and Risk Management Committee recommend that Council*

1. *adopt the Review of Budget Report for the year ending 30 June 2021 in accordance with Regulation 33a of the Local Government (Financial Management) Regulations 1996 (Attachment 7.3).*
  
2. *forward the adopted Budget Review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.*

**Carried by Absolute Majority 7/0**



**8 NEXT MEETING**

Audit and Risk Management Committee meeting on Tuesday 8 June 2021 at 6.00pm.

**9 MEETING CLOSURE**

President, Cr Hickey closed the meeting at 6.30pm.

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

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15860	09/02/2021	CHLOE KATE BAXTER	2020 EDNA STEVENSON SCHOLARSHIP REIMBURSEMENT	\$ 250.43	ES TRUST
EFT15861	09/02/2021	FOUNDATION EDUCATION PTY LTD	2020 EDNA STEVENSON SCHOLARSHIP PAYMENT	\$ 2,890.00	ES TRUST
EFT15862	09/02/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR DECEMBER 2020	\$ 79.85	TRUST
EFT15863	09/02/2021	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR DECEMBER 2020	\$ 21.15	TRUST
EFT15895	11/02/2021	CO-OPERATIVE BULK HANDLING LIMITED	COMMUNITY DEVELOPMENT FUND - DESTINATION FREIGHT FEE	\$ 580.81	TRUST
20582	02/02/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE FLOAT RECOUP	\$ 308.50	MUNI
20583	09/02/2021	SYNERGY	ELECTRICITY CHARGES	\$ 18,309.59	MUNI
20584	09/02/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE FLOAT RECOUP	\$ 290.90	MUNI
20585	11/02/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 193.00	MUNI
20586	11/02/2021	WATER CORPORATION OF WA	WATER CHARGES	\$ 3,370.88	MUNI
20587	17/02/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE FLOAT RECOUP	\$ 224.20	MUNI
20588	18/02/2021	WESTERN POWER	POWER CONNECTION FOR NEW AGED HOUSING UNITS	\$ 22,943.00	MUNI
20589	25/02/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 193.00	MUNI
20590	25/02/2021	AUSTRALIA POST	SHIRE POST OFFICE BOX RENEWAL	\$ 330.00	MUNI
20591	25/02/2021	SYNERGY	ELECTRICITY CHARGES	\$ 5,167.16	MUNI
EFT15864	09/02/2021	ABCO PRODUCTS PTY LTD	TOILET PAPER AND CLEANING PRODUCTS FOR SWIMMING POOL	\$ 186.21	MUNI
EFT15865	09/02/2021	AC ELECTRICS WA	CONSTRUCT SAND PAD FOR TANKS AT TOWN DAM	\$ 3,977.36	MUNI
EFT15866	09/02/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 1,137.43	MUNI
EFT15867	09/02/2021	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR DECEMBER 2020	\$ 13,105.00	MUNI
EFT15868	09/02/2021	AVON WASTE	4 WEEKS RUBBISH COLLECTION - DECEMBER 2020	\$ 19,018.91	MUNI
EFT15869	09/02/2021	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE AND RESOURCE CENTRE	\$ 334.55	MUNI
EFT15870	09/02/2021	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.38	MUNI
EFT15871	09/02/2021	CORRIGIN LICENSED POST OFFICE	PHOTOCOPY PAPER FOR ADMIN OFFICE	\$ 209.70	MUNI
EFT15872	09/02/2021	CORRIGIN MEDICAL CENTRE	STAFF PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 175.00	MUNI
EFT15873	09/02/2021	CORRIGIN OFFICE SUPPLIES	BATTERY FOR PANASONIC NOTEBOOK, STATIONERY SUPPLIES	\$ 372.65	MUNI
EFT15874	09/02/2021	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 560.00	MUNI
EFT15875	09/02/2021	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	STAFF TRAINING - ILLICIT DRUG WEBINAR	\$ 150.00	MUNI
EFT15876	09/02/2021	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR DECEMBER 2020	\$ 998.45	MUNI
EFT15877	09/02/2021	HEATHER JANES IVES	CUSTOMER REFUND	\$ 520.00	MUNI
EFT15878	09/02/2021	HARRIS ZUGLIAN ELECTRICS	REPLACE LIGHTS THROUGHOUT MEDICAL CENTRE	\$ 1,123.10	MUNI
EFT15879	09/02/2021	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 232.20	MUNI
EFT15880	09/02/2021	LANDGATE	GROSS RENTAL VALUATIONS & RURAL UV'S CHARGEABLE SCHEDULES	\$ 197.39	MUNI
EFT15881	09/02/2021	MCMILES INDUSTRIES PTY LTD	SUPPLY PUMPS FOR OVAL, DRY WELL ROAD, HOTEL, BULLARING	\$ 35,927.60	MUNI
EFT15882	09/02/2021	NARROGIN CARPETS & CURTAINS	RESTRETCH CARPET IN ADMINISTRATION BUILDING	\$ 360.00	MUNI
EFT15883	09/02/2021	NARROGIN GLASS	REPLACE LOCK AND KEYS FOR FRONT FLYSCREEN AT 3 JANES DRIVE	\$ 210.25	MUNI
EFT15884	09/02/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - LOADER, FIRE TRUCKS, HILUX UTE	\$ 5,353.19	MUNI
EFT15885	09/02/2021	PETER JACKSON FUNERALS	CUSTOMER REFUND	\$ 176.82	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15886	09/02/2021	SAFEMASTER SAFETY PRODUCTS PTY LTD	RECERTIFICATION OF HEIGHT SAFETY SYSTEM AT CREC	\$ 1,364.00	MUNI
EFT15887	09/02/2021	SIGMA CHEMICALS	POOL CHEMICALS	\$ 704.00	MUNI
EFT15888	09/02/2021	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 16,497.25	MUNI
EFT15889	09/02/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 21.90	MUNI
EFT15890	09/02/2021	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 613.47	MUNI
EFT15891	09/02/2021	WATERMAN IRRIGATION	NEW REGULATOR FOR CORRIGIN NORTH STANDPIPE	\$ 198.00	MUNI
EFT15892	09/02/2021	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE FEE FOR SHIRE RESIDENCES	\$ 198.18	MUNI
EFT15893	09/02/2021	WALLIS COMPUTER SOLUTIONS	NEW LAPTOP CHARGER	\$ 115.50	MUNI
EFT15894	11/02/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT15896	11/02/2021	AC ELECTRICS WA	NEW POWER POINT IN DEPOT SHED FOR EMULSION MIXER	\$ 259.55	MUNI
EFT15897	11/02/2021	AVON WASTE	4 WEEKS RUBBISH COLLECTION - JANUARY 2021	\$ 18,784.21	MUNI
EFT15898	11/02/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 120.50	MUNI
EFT15899	11/02/2021	CRAIG COLLINS BRICKLAYING SERVICES	50% DEPOSIT - CONSTRUCTION OF NEW NICHE WALL AT CEMETERY	\$ 1,700.00	MUNI
EFT15900	11/02/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	SAFETY BOOTS, SUPPLY 6 GREEN 50,000 LITRE WATER TANKS	\$ 41,779.25	MUNI
EFT15901	11/02/2021	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	2021 WA CONFERENCE REGISTRATION	\$ 850.00	MUNI
EFT15902	11/02/2021	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR FEBRUARY 2021	\$ 11,880.00	MUNI
EFT15903	11/02/2021	HART SPORT	BASKETBALLS, PUMP, WATER NOODLES, DIVE RING SETS FOR POOL	\$ 249.50	MUNI
EFT15904	11/02/2021	JR & A HERSEY PTY LTD	WHITE POSTS AND DELINEATORS	\$ 2,838.00	MUNI
EFT15905	11/02/2021	LILLS GROUP PTY LTD	MOBILE FOLDING STAGE WITH STEP	\$ 4,900.00	MUNI
EFT15906	11/02/2021	MCMILES INDUSTRIES PTY LTD	CONNECT WATER TANKS AT TOWN DAM & DRY WELL ROAD BORE	\$ 11,499.00	MUNI
EFT15907	11/02/2021	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$ 180.00	MUNI
EFT15908	11/02/2021	POOL & PUMP SERVICE & REPAIRS PTY LTD	ADVISE ON OPERATIONS OF FILTRATION SYSTEM & PUMP AT POOL	\$ 330.00	MUNI
EFT15909	11/02/2021	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES - BENDERING ROAD	\$ 8,552.89	MUNI
EFT15910	11/02/2021	RG & PD BUTTON	GAS BOTTLE FOR DOCTOR'S HOUSE	\$ 145.00	MUNI
EFT15911	11/02/2021	ROTARY CLUB OF CORRIGIN	COUNCIL DONATION FOR COOKING 2021 AUSTRALIA DAY BREAKFAST	\$ 500.00	MUNI
EFT15912	11/02/2021	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 812.90	MUNI
EFT15913	11/02/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 561.00	MUNI
EFT15914	11/02/2021	WOGERLIN HOUSE COMMITTEE	2020 / 2021 CONTRIBUTION TO WOGERLIN HOUSE GARDENS	\$ 742.50	MUNI
EFT15915	11/02/2021	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - GRADERS, ROLLERS, TRUCKS, TRAILERS	\$ 22,760.63	MUNI
EFT15916	11/02/2021	WESTERN TYRES CORRIGIN	4 NEW DRIVE TYRES FOR GRADER	\$ 7,378.80	MUNI
EFT15917	18/02/2021	150 SQUARE	ADVERSE EVENT PLAN FOR DROUGHT COMMUNITIES PROGRAM	\$ 574.75	MUNI
EFT15918	18/02/2021	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 6,329.95	MUNI
EFT15919	18/02/2021	CORRIGIN NEWSAGENCY	NEWSPAPERS, FRAMES, STATIONERY SUPPLIES FOR DECEMBER 2020	\$ 448.70	MUNI
EFT15920	18/02/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 79.21	MUNI
EFT15921	18/02/2021	EXURBAN PTY LTD	TOWN PLANNING AND CONSULTANCY SERVICES JANUARY 2021	\$ 1,293.28	MUNI
EFT15922	18/02/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR MONTH OF JANUARY 2021	\$ 2,448.24	MUNI
EFT15923	18/02/2021	JR & A HERSEY PTY LTD	OUTSIDE STAFF UNIFORM - SHIRTS, JACKETS, LONG PANTS	\$ 4,721.42	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15924	18/02/2021	MCMILES INDUSTRIES PTY LTD	POOL PLANT REPAIRS, REPLACEMENT SENSOR FOR BULYEE PUMP	\$ 1,875.40	MUNI
EFT15925	18/02/2021	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$ 48.00	MUNI
EFT15926	18/02/2021	MOMA SOLAR	SOLAR LIGHTING FOR RSL MEMORIAL LOOKOUT	\$ 2,028.80	MUNI
EFT15927	18/02/2021	MOORE AUSTRALIA AUDIT (WA)	AUDIT FEES - DEFERRED PENSIONERS RATES YEAR ENDING 30 JUNE 2020	\$ 880.00	MUNI
EFT15928	18/02/2021	NAREMBEEN COMMUNITY RESOURCE CENTRE	2021 WASTE COLLECTION CALENDARS	\$ 795.40	MUNI
EFT15929	18/02/2021	NEU-TECH AUTO ELECTRICS	PLANT SERVICE - CEO VEHICLE	\$ 1,050.42	MUNI
EFT15930	18/02/2021	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES - BENDERING ROAD	\$ 3,939.71	MUNI
EFT15931	18/02/2021	SCAVENGER FIRE & SAFETY	6 MONTHLY SERVICE OF FIRE EQUIPMENT - JANUARY 2021	\$ 2,022.90	MUNI
EFT15932	18/02/2021	SEEK LIMITED	SEEK ADVERTISING - POSITIONS VACANT	\$ 1,105.50	MUNI
EFT15933	18/02/2021	SIGMA CHEMICALS	POOL CHEMICALS AND TESTING KITS	\$ 1,739.98	MUNI
EFT15934	18/02/2021	STALLION HOMES	PROGRESS PAYMENT - AGED HOUSING UNITS	\$ 55,194.63	MUNI
EFT15935	18/02/2021	WESTERN ENGINEERING CORRIGIN	PLANT REPAIRS - LOW LOADER TRAILER	\$ 2,005.78	MUNI
EFT15936	18/02/2021	WALLIS COMPUTER SOLUTIONS	ADOBE ACROBAT PRO 2020 SINGLE LICENCE - ROE EHO LAPTOP	\$ 654.01	MUNI
EFT15937	18/02/2021	WESTERN MECHANICAL CORRIGIN	PLANT REPAIRS - GRADER, EXCAVATOR TRAILER	\$ 1,563.75	MUNI
EFT15938	18/02/2021	WILSONS SIGN SOLUTIONS	CITIZEN OF THE YEAR HONOUR BOARD	\$ 825.00	MUNI
EFT15939	25/02/2021	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT15940	25/02/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT15941	25/02/2021	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT15942	25/02/2021	A & B CANVAS AUSTRALIA	2 WHITE WINDSOCKS	\$ 550.00	MUNI
EFT15943	25/02/2021	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR JANUARY 2021	\$ 21,125.00	MUNI
EFT15944	25/02/2021	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE AND RESOURCE CENTRE	\$ 516.54	MUNI
EFT15945	25/02/2021	BROWNLEY'S PLUMBING & GAS	ANNUAL BACK FLOW TESTS, RETIC CUT IN AT AGED HOUSING UNITS	\$ 4,416.80	MUNI
EFT15946	25/02/2021	BUSINESS BASE	OFFICE CHAIRS FOR ADMINISTRATION STAFF	\$ 318.00	MUNI
EFT15947	25/02/2021	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 58.00	MUNI
EFT15948	25/02/2021	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 2,293.00	MUNI
EFT15949	25/02/2021	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR JANUARY 2021	\$ 168.25	MUNI
EFT15950	25/02/2021	CORRIGIN OFFICE SUPPLIES	MONITORS, DUAL MOUNT MONITOR STANDS, STATIONERY SUPPLIES	\$ 1,467.25	MUNI
EFT15951	25/02/2021	CROSSLAND CONSTRUCTION	PLANT HIRE	\$ 8,349.00	MUNI
EFT15952	25/02/2021	CORRIGIN ENGINEERING PTY LTD	RSL MEMORIAL LOOKOUT SIGNAGE	\$ 2,501.10	MUNI
EFT15953	25/02/2021	CORRIGIN TYREPOWER	PLANT REPAIR - CEO VEHICLE	\$ 49.00	MUNI
EFT15954	25/02/2021	CRAIG COLLINS BRICKLAYING SERVICES	FINAL PAYMENT - CONSTRUCTION OF NEW NICHE WALL AT CEMETERY	\$ 2,650.00	MUNI
EFT15955	25/02/2021	DESMOND LAURENCE HICKEY	COUNCILLOR REIMBURSEMENT	\$ 262.62	MUNI
EFT15956	25/02/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	SAFETY BOOTS, 14 BULKA BAGS OF CEMENT	\$ 4,994.00	MUNI
EFT15957	25/02/2021	GERALDINE ELIZBAETH SMITH	STAFF REIMBURSEMENT	\$ 150.00	MUNI
EFT15958	25/02/2021	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 449.15	MUNI
EFT15959	25/02/2021	JR & A HERSEY PTY LTD	SAFETY EQUIPMENT AND HARDWARE SUPPLIES	\$ 1,485.72	MUNI
EFT15960	25/02/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FINANCE CONFERENCE - LIVE STREAM OF KEYNOTE SPEAKERS	\$ 240.00	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT15961	25/02/2021	LEEUWIN WINDOW CLEANING	WINDOW CLEANING AT SWIMMING POOL	\$ 880.00	MUNI
EFT15962	25/02/2021	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 369.14	MUNI
EFT15963	25/02/2021	MCMILES INDUSTRIES PTY LTD	CONSULTATION AND SITE INSPECTION IN CORRIGIN	\$ 330.00	MUNI
EFT15964	25/02/2021	METAL ARTWORK CREATIONS	STAFF NAME BADGE	\$ 14.30	MUNI
EFT15965	25/02/2021	NARROGIN FLORIST	FAREWELL GIFT FOR STAFF	\$ 80.00	MUNI
EFT15966	25/02/2021	REAC SYSTEMS	NEW FAN FOR WATER HEATER AT POOL	\$ 605.00	MUNI
EFT15967	25/02/2021	SHERRIN RENTALS	PLANT HIRE	\$ 5,192.00	MUNI
EFT15968	25/02/2021	SIGMA CHEMICALS	REPAIRS TO AUTOMATIC POOL CLEANERS	\$ 4,779.25	MUNI
EFT15969	25/02/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 561.00	MUNI
EFT15970	25/02/2021	WA TRAFFIC PLANNING	TRAFFIC PLAN FOR BULLARING-PINGELLY ROAD	\$ 660.00	MUNI
EFT15971	25/02/2021	WALLIS COMPUTER SOLUTIONS	SUPPLY NEW COMPUTERS, UPS, CREATE COUNCILLOR EMAIL ACCOUNTS	\$ 9,938.50	MUNI
EFT15972	25/02/2021	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - GRADER, WATER TRUCK, FC TRUCK	\$ 8,012.63	MUNI
DD12652.1	01/02/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD12653.1	01/02/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD12654.1	01/02/2021	TELSTRA	PHONE AND INTERNET CHARGES	\$ 536.34	MUNI
DD12655.1	01/02/2021	TELSTRA	PHONE AND INTERNET CHARGES	\$ 158.44	MUNI
DD12656.1	01/02/2021	TELSTRA	PHONE AND INTERNET CHARGES	\$ 312.49	MUNI
DD12713.1	02/02/2021	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,117.86	MUNI
DD12657.1	10/02/2021	TELSTRA	MOBILE PHONE CHARGES	\$ 338.95	MUNI
DD12676.1	10/02/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 9,394.91	MUNI
DD12676.2	10/02/2021	MLC NAVIGATOR RETIREMENT PLAN	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD12676.3	10/02/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 326.06	MUNI
DD12676.4	10/02/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,116.29	MUNI
DD12676.5	10/02/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 861.38	MUNI
DD12676.6	10/02/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 404.55	MUNI
DD12676.7	10/02/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 673.21	MUNI
DD12673.1	11/02/2021	TELSTRA	TELSTRA INTERGRATED MESSAGING - HARVEST BAN SMS SERVICE	\$ 110.56	MUNI
DD12674.1	16/02/2021	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD12698.1	19/02/2021	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD12697.1	21/02/2021	TELSTRA	INTERNET CHARGES	\$ 120.00	MUNI
DD12719.1	24/02/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 9,191.00	MUNI
DD12719.2	24/02/2021	MLC NAVIGATOR RETIREMENT PLAN	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD12719.3	24/02/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 313.02	MUNI
DD12719.4	24/02/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,328.09	MUNI
DD12719.5	24/02/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 886.30	MUNI
DD12719.6	24/02/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 404.55	MUNI
DD12719.7	24/02/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 673.21	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD12636.1	01/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 509.00	LIC
DD12638.1	02/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,556.40	LIC
DD12640.1	03/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 936.05	LIC
DD12648.1	04/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 409.85	LIC
DD12668.1	05/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 84.15	LIC
DD12670.1	08/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 479.25	LIC
DD12672.1	09/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 238.35	LIC
DD12681.1	10/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 6,013.85	LIC
DD12684.1	11/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 12,053.50	LIC
DD12687.1	12/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,437.05	LIC
DD12689.1	15/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,936.40	LIC
DD12694.1	16/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 252.00	LIC
DD12703.1	17/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,397.80	LIC
DD12706.1	18/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 8,045.20	LIC
DD12708.1	19/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 644.85	LIC
DD12712.1	22/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 454.50	LIC
DD12717.1	23/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,215.95	LIC
DD12724.1	24/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 26,617.20	LIC
DD12726.1	25/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 13,754.65	LIC
DD12728.1	26/02/2021	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,923.00	LIC
JNL	11/02/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 10/02/2021	\$ 63,519.79	MUNI
JNL	25/02/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 24/02/2021	\$ 75,407.17	MUNI
				<b>\$ 730,020.70</b>	

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 638,239.46</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 681.81</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 87,959.00</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ 3,140.43</b>
	<b>\$ 730,020.70</b>



**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 30 DECEMBER 2020 TO 28 JANUARY 2021**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
25/01/2021	Corrigin Hotel	Meals with Australia Day guest speaker	\$ 147.30
<b>CREDIT CARD TOTAL</b>			<b>\$ 147.30</b>
<b>CARD NUMBER 4557-XXXX-XXXX-0935</b>			
11/01/2021	Department of Communities	Working With Children Check renewal - P Davey	\$ 87.00
11/01/2021	Department of Communities	Working With Children Check renewal - H Ives	\$ 87.00
12/01/2021	Seek	Finance Administration Officer advertisement	\$ 390.50
12/01/2021	Dropbox International	Dropbox Professional Annual Fee	\$ 306.90
14/01/2021	Officeworks	Camera film for Resource Centre	\$ 89.95
<b>CREDIT CARD TOTAL</b>			<b>\$ 961.35</b>
<b>BILLING ACCOUNT</b>			<b>\$ 9.21</b>
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 1,117.86</b>

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

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

Kylie Caley Kylie Caley 23/2 /2021

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

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

Natalie Manton N.Manton 23/2 /2021



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 30 December 2020 to 28 January 2021

Cardholder Limit: \$10,000

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
28 Jan 2021	\$147.30	CORRIGIN HOTEL CORRIGIN	Australia: Day Guest speaker meals				74564501027
<b>Total for this period</b>	<b>\$147.30</b>	<b>Totals</b>					

**Employee declaration**

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

Cardholder signature: *N. Manton*

Date: *9/2/21*





Statement for

**NAB Business Visa**

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



**Cardholder Details**

Cardholder Name: MS KYLIE ANN CALEY  
Account No:  
Statement Period: 30 December 2020 to 28 January 2021  
Cardholder Limit: \$5,000

**Transaction record for: MS KYLIE ANN CALEY**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
12 Jan 2021	\$87.00	WWC-COMMUNITIES EAST PERTH	WWC Renewal - H Ives				74940521011
12 Jan 2021	\$87.00	WWC-COMMUNITIES EAST PERTH	WWC Renewal - P Davey				74940521011
12 Jan 2021	\$390.50	AU* SEEK OML97185207 MELBOURNE	Finance Admin Officer Advert				74617631012
14 Jan 2021	\$306.90	DROPBOX*NSW37JWGT5 D02FD79	Annual Fee				74667361013
15 Jan 2021	\$89.95	OFFICEWORKS BENTLEIGH EAS	Camera Film for Resource Centre				74940521014
<b>Total for this period</b>	<b>\$961.35</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: *caley*

Date: 9.0.21



# SHIRE OF CORRIGIN

*Financial Statements for the  
month of February 2021*



# SHIRE OF CORRIGIN

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

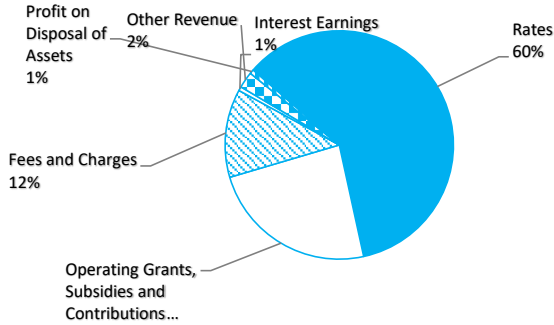
LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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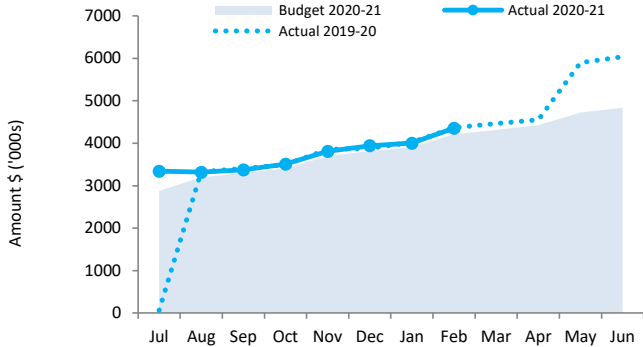
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OPERATING ACTIVITIES

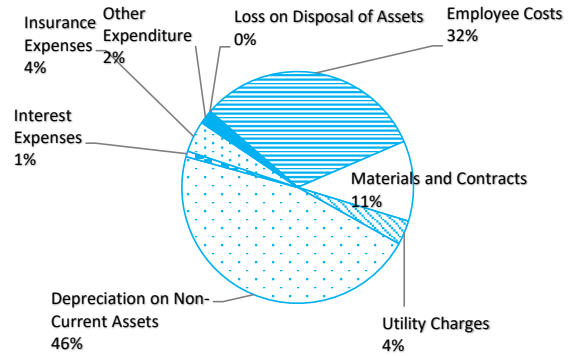
OPERATING REVENUE



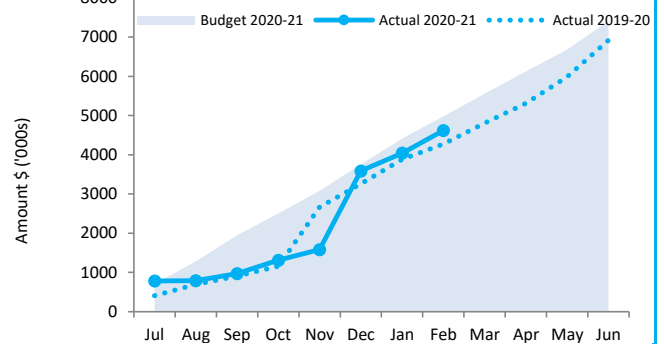
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



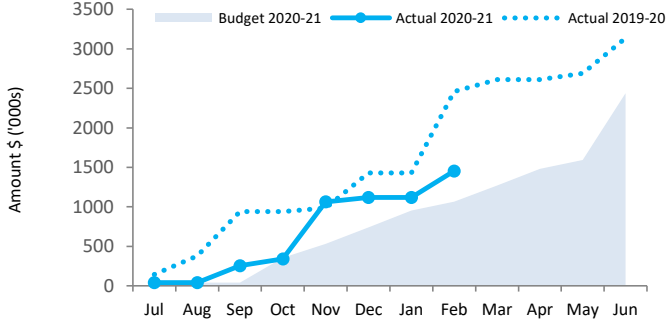
Budget Operating Expenses -v-YTD Actual



INVESTING ACTIVITIES

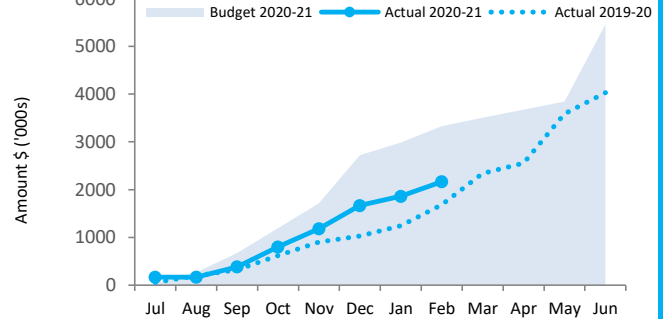
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

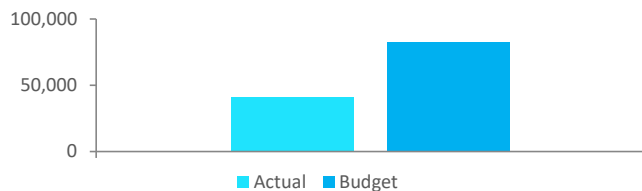
Budget Capital Expenses -v- Actual



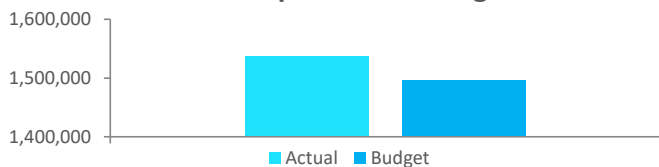
FINANCING ACTIVITIES

BORROWINGS

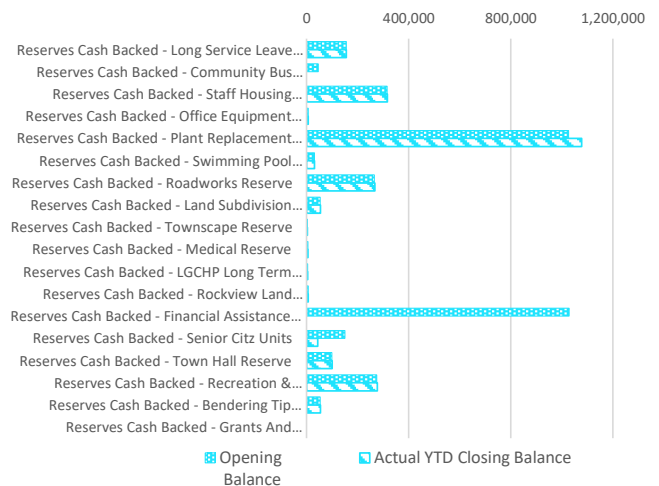
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.64 M	\$1.64 M	\$1.50 M	(\$0.14 M)
Closing	\$0.00 M	\$0.35 M	\$3.86 M	\$3.52 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$	% of total
Unrestricted Cash	\$6.23 M	61.5%
Restricted Cash	\$3.83 M	38.5%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$	% Outstanding
Trade Payables	\$0.12 M	
Over 30 Days	\$0.03 M	0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$	% Collected
Rates Receivable	\$0.23 M	\$ M
Trade Receivable	\$0.23 M	
Over 30 Days		6.6%
Over 90 Days		5.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.17 M	\$1.01 M	\$1.89 M	\$0.88 M

Refer to Statement of Financial Activity

Rates Revenue

	YTD Actual	YTD Budget	% Variance
	\$2.65 M	\$2.62 M	1.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

	YTD Actual	YTD Budget	% Variance
	\$1.04 M	\$0.81 M	28.9%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

	YTD Actual	YTD Budget	% Variance
	\$0.54 M	\$0.45 M	20.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.70 M)	(\$2.26 M)	(\$0.61 M)	\$1.65 M

Refer to Statement of Financial Activity

Proceeds on sale

	YTD Actual	Adopted Budget	%
	\$0.10 M	\$0.23 M	(54.3%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

	YTD Actual	Adopted Budget	% Spent
	\$2.17 M	\$5.46 M	(60.3%)

Refer to Note 8 - Capital Acquisition

Capital Grants

	YTD Actual	Adopted Budget	% Received
	\$1.45 M	\$2.44 M	(40.4%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.89 M	(\$0.04 M)	\$1.08 M	\$1.12 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.04 M
Interest expense	\$0.04 M
Principal due	\$1.54 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$2.40 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,640,666	1,640,666	<b>1,503,086</b>	(137,581)	(8.39%)	
<b>Revenue from operating activities</b>							
Governance		150	96	<b>3,510</b>	3,414	3556.25%	
General purpose funding - general rates	6	2,621,033	2,621,033	<b>2,621,784</b>	751	0.03%	
General purpose funding - other		1,016,751	763,695	<b>721,795</b>	(41,900)	(5.49%)	
Law, order and public safety		53,659	30,816	<b>31,647</b>	831	2.70%	
Health		212,587	110,746	<b>162,337</b>	51,591	46.58%	▲
Education and welfare		138,469	101,273	<b>130,450</b>	29,177	28.81%	▲
Housing		137,066	91,328	<b>86,917</b>	(4,411)	(4.83%)	
Community amenities		226,761	151,144	<b>196,741</b>	45,597	30.17%	▲
Recreation and culture		62,500	50,498	<b>48,416</b>	(2,082)	(4.12%)	
Transport		210,940	187,004	<b>183,190</b>	(3,814)	(2.04%)	
Economic services		54,856	36,520	<b>69,053</b>	32,533	89.08%	▲
Other property and services		100,500	66,912	<b>100,895</b>	33,983	50.79%	▲
		<b>4,835,272</b>	<b>4,211,065</b>	<b>4,356,735</b>	145,670		
<b>Expenditure from operating activities</b>							
Governance		(799,192)	(546,549)	<b>(401,417)</b>	145,132	26.55%	▲
General purpose funding		(75,790)	(43,612)	<b>(28,504)</b>	15,108	34.64%	▲
Law, order and public safety		(205,583)	(111,284)	<b>(90,219)</b>	21,065	18.93%	▲
Health		(606,388)	(410,428)	<b>(362,706)</b>	47,722	11.63%	▲
Education and welfare		(338,432)	(228,918)	<b>(246,439)</b>	(17,521)	(7.65%)	
Housing		(145,493)	(100,992)	<b>(82,920)</b>	18,072	17.89%	▲
Community amenities		(562,724)	(375,175)	<b>(396,561)</b>	(21,386)	(5.70%)	
Recreation and culture		(1,449,204)	(967,395)	<b>(958,922)</b>	8,473	0.88%	
Transport		(2,729,003)	(1,819,322)	<b>(1,708,944)</b>	110,378	6.07%	
Economic services		(347,821)	(233,043)	<b>(229,406)</b>	3,637	1.56%	
Other property and services		(152,610)	(144,607)	<b>(112,081)</b>	32,526	22.49%	▲
		<b>(7,412,240)</b>	<b>(4,981,325)</b>	<b>(4,618,119)</b>	363,206		
Non-cash amounts excluded from operating activities	1(a)	2,745,636	1,778,826	<b>2,148,712</b>	369,886	20.79%	▲
<b>Amount attributable to operating activities</b>		<b>168,668</b>	<b>1,008,566</b>	<b>1,887,328</b>	878,762		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,437,989	1,065,994	<b>1,453,914</b>	387,920	36.39%	▲
Proceeds from disposal of assets	7	225,500	0	<b>103,138</b>	103,138	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(5,358,632)	(3,326,803)	<b>(2,166,148)</b>	1,160,655	34.89%	▲
<b>Amount attributable to investing activities</b>		<b>(2,695,143)</b>	<b>(2,260,809)</b>	<b>(609,096)</b>	1,651,713		
<b>Financing Activities</b>							
Transfer from reserves	10	1,410,680	0	<b>1,289,011</b>	1,289,011	0.00%	▲
Repayment of debentures	9	(82,261)	(40,659)	<b>(40,659)</b>	0	0.00%	
Transfer to reserves	10	(442,610)	0	<b>(165,609)</b>	(165,609)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>885,809</b>	<b>(40,659)</b>	<b>1,082,743</b>	1,123,402		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>347,764</b>	<b>3,864,060</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 28 FEBRUARY 2021

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

##### FEES AND CHARGES

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

##### SERVICE CHARGES

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

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

##### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,640,666	1,640,666	<b>1,503,086</b>	(137,581)	(8.39%)	
<b>Revenue from operating activities</b>							
Rates	6	2,621,033	2,621,033	<b>2,621,784</b>	751	0.03%	
Operating grants, subsidies and contributions	12	1,445,805	1,067,629	<b>1,039,504</b>	(28,125)	(2.63%)	
Fees and charges		651,506	452,978	<b>544,149</b>	91,171	20.13%	▲
Interest earnings		46,660	29,009	<b>24,886</b>	(4,123)	(14.21%)	
Other revenue		55,768	40,416	<b>100,558</b>	60,142	148.81%	▲
Profit on disposal of assets	7	14,500	0	<b>25,855</b>	25,855	0.00%	▲
		<b>4,835,272</b>	<b>4,211,065</b>	<b>4,356,736</b>	145,671		
<b>Expenditure from operating activities</b>							
Employee costs		(2,311,075)	(1,537,248)	<b>(1,483,062)</b>	54,186	3.52%	
Materials and contracts		(1,678,726)	(1,125,846)	<b>(517,639)</b>	608,207	54.02%	▲
Utility charges		(291,785)	(193,912)	<b>(156,177)</b>	37,735	19.46%	▲
Depreciation on non-current assets		(2,622,965)	(1,748,280)	<b>(2,133,235)</b>	(384,955)	(22.02%)	▼
Interest expenses		(72,294)	(36,146)	<b>(36,418)</b>	(272)	(0.75%)	
Insurance expenses		(221,646)	(221,646)	<b>(201,582)</b>	20,064	9.05%	
Other expenditure		(135,010)	(87,701)	<b>(82,852)</b>	4,849	5.53%	
Loss on disposal of assets	7	(78,739)	(30,546)	<b>(7,155)</b>	23,391	76.58%	▲
		<b>(7,412,240)</b>	<b>(4,981,325)</b>	<b>(4,618,120)</b>	363,205		
Non-cash amounts excluded from operating activities							
	1(a)	2,745,636	1,778,826	<b>2,148,712</b>	369,886	20.79%	▲
<b>Amount attributable to operating activities</b>		<b>168,668</b>	<b>1,008,566</b>	<b>1,887,328</b>	878,762		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,437,989	1,065,994	<b>1,453,914</b>	387,920	36.39%	▲
Proceeds from disposal of assets	7	225,500	0	<b>103,138</b>	103,138	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(5,358,632)	(3,326,803)	<b>(2,166,148)</b>	1,160,655	34.89%	▲
<b>Amount attributable to investing activities</b>		<b>(2,695,143)</b>	<b>(2,260,809)</b>	<b>(609,096)</b>	1,651,713		
<b>Financing Activities</b>							
Transfer from reserves	10	1,410,680	0	<b>1,289,011</b>	1,289,011	0.00%	▲
Repayment of debentures	9	(82,261)	(40,659)	<b>(40,659)</b>	0	0.00%	
Transfer to reserves	10	(442,610)	0	<b>(165,609)</b>	(165,609)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>885,809</b>	<b>(40,659)</b>	<b>1,082,743</b>	1,123,402		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>347,764</b>	<b>3,864,060</b>			

**KEY INFORMATION**

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

## **BASIS OF PREPARATION**

### **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) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards.

Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

## **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 11 March 2021

## **SIGNIFICANT ACCOUNTING POLICES**

### **CRITICAL ACCOUNTING ESTIMATES**

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

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

### **GOODS AND SERVICES TAX**

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

### **ROUNDING OFF FIGURES**

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(14,500)	0	(25,855)
Movement in inventory (non-current)		0	0	(55,000)
Movement in employee benefit provisions (non-current)		58,432	0	0
Movement in contract liabilities (non-current)		0	0	80,265
Movement in other accruals				8,912
Add: Loss on asset disposals	7	78,739	30,546	7,155
Add: Depreciation on assets		2,622,965	1,748,280	2,133,235
<b>Total non-cash items excluded from operating activities</b>		<b>2,745,636</b>	<b>1,778,826</b>	<b>2,148,712</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(3,521,978)	(2,066,181)	(2,398,577)
Less: Land Held for Resale		(80,000)	(60,000)	(80,000)
Add: Borrowings	9	82,260	39,736	41,602
<b>Total adjustments to net current assets</b>		<b>(3,519,718)</b>	<b>(2,086,444)</b>	<b>(2,436,975)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	1,976,254	5,652,893	4,043,021
Financial assets at amortised cost	2	3,521,979	0	2,184,188
Rates receivables	3	155,860	339,258	284,903
Receivables	3	236,037	1,028,158	227,149
Other current assets	4	168,256	203,247	145,114
<b>Less: Current liabilities</b>				
Payables	5	(375,731)	(287,354)	(115,846)
Borrowings	9	(82,260)	(39,736)	(41,602)
Contract liabilities	11	(231,964)		(80,265)
Provisions	11	(345,627)	(337,242)	(345,627)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,519,718)</b>	<b>(2,086,444)</b>	<b>(2,436,975)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,503,086</b>	<b>4,472,780</b>	<b>3,864,060</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 1**

**STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(b) Adjusted Net Current Assets**

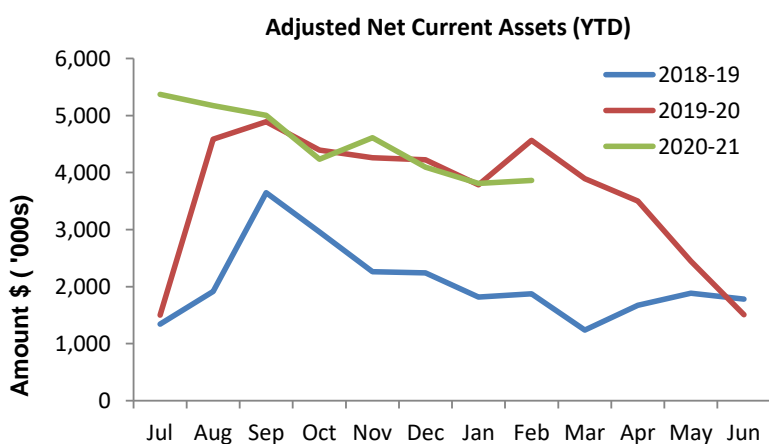
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date Actual 28 February 2021
		\$	\$	\$
<b>Current Assets</b>				
Short term Investment	2	931,244	2,730,000	3,346,168
Cash Unrestricted	2	1,045,010	856,713	482,465
Cash Restricted	2	3,521,979	2,066,181	2,398,577
Receivables - Rates	3	155,860	339,258	284,903
Receivables - Other	3	236,037	1,028,158	192,056
Accrued Income		0	26,721	0
Interest / ATO Receivable		0	42,001	35,093
Inventories		88,256	74,525	65,114
Land held for resale - current		80,000	60,000	80,000
		<b>6,058,385</b>	<b>7,223,556</b>	<b>6,884,374</b>
<b>Less: Current Liabilities</b>				
Payables	5	(607,694)	(287,354)	(196,111)
Provisions - employee	11	(345,627)	(337,242)	(345,627)
Long term borrowings	9	(82,260)	(39,736)	(41,602)
		<b>(1,035,581)</b>	<b>(664,332)</b>	<b>(583,339)</b>
<b>Unadjusted Net Current Assets</b>		<b>5,022,804</b>	<b>6,559,224</b>	<b>6,301,035</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	10	(3,521,979)	(2,066,181)	(2,398,577)
Less: Land held for resale		(80,000)	(60,000)	(80,000)
Add: Long term borrowings	11	82,260	39,736	41,602
<b>Adjusted Net Current Assets</b>		<b>1,503,086</b>	<b>4,472,780</b>	<b>3,864,060</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>This Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$3.86 M</b>
<b>Last Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$4.47 M</b>

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	1,100		1,100				
<b>At Call Deposits</b>								
Municipal Fund	Cash and cash equivalents	481,365		481,365		NAB		At Call
Trust Fund	Cash and cash equivalents				99,491	NAB		At Call
Stevenson Trust Fund	Cash and cash equivalents				913,239	NAB		At Call
Licensing Trust Fund	Cash and cash equivalents				5,120	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	3,346,168	214,388	3,560,556		WATC	0.20%	At Call
<b>Term Deposits</b>								
Reserve Fund	Financial assets at amortised cost		2,184,188	2,184,188		NAB	1.00%	1/12/2020
<b>Total</b>		<b>3,828,632</b>	<b>2,398,577</b>	<b>6,227,209</b>	<b>1,017,850</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,828,632	214,389	4,043,021	1,017,850			
Financial assets at amortised cost		0	2,184,188	2,184,188	0			
		<b>3,828,632</b>	<b>2,398,577</b>	<b>6,227,209</b>	<b>1,017,850</b>			

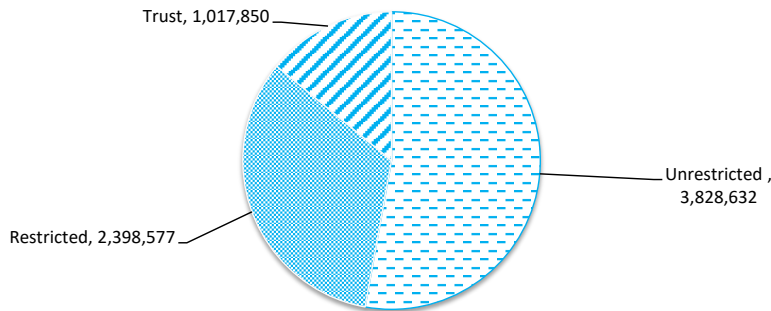
**KEY INFORMATION**

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

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

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

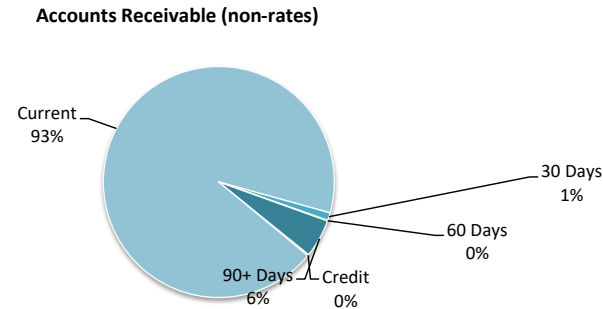
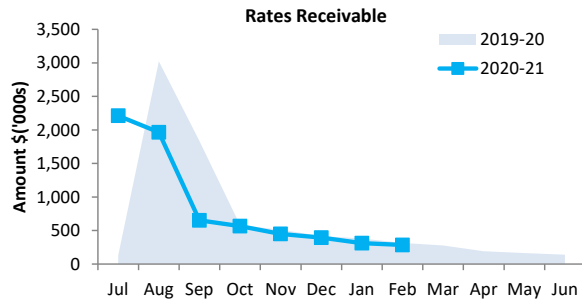
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	135,726	155,860
Rates levied this year	2,634,055	2,654,900
Less - collections to date	(2,613,921)	(2,525,857)
Equals current outstanding	<b>155,860</b>	<b>284,903</b>
<b>Net rates collectable</b>	<b>155,860</b>	<b>284,903</b>
% Collected	94%	90%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(337)	179,820	2,108	165	10,301	192,056
Percentage	(0.2%)	93.6%	1.1%	0.1%	5.4%	
<b>Balance per trial balance</b>						
Sundry receivable						192,056
GST receivable						35,093
<b>Total receivables general outstanding</b>						<b>227,149</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Inventory	88,256	0	(23,142)	65,114
<b>Land held for resale</b>				
Land held for resale - Current	80,000	0	0	80,000
<b>Accrued Income/Prepayments</b>				
Prepayments	0	0	(130)	0
<b>Total other current assets</b>	<b>168,256</b>	<b>0</b>	<b>(23,272)</b>	<b>145,114</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
ESL Payable	0	28,703				28,703
Percentage	0%	0%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						28,703
Accrued salaries and wages						8
ATO liabilities						42,698
Payroll Creditors						42,171
Bonds and Deposits Held						2,266
<b>Total payables general outstanding</b>						<b>115,846</b>

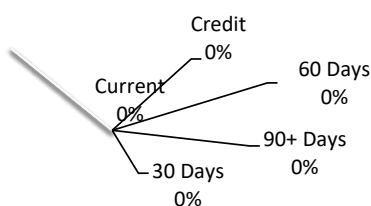
Amounts shown above include GST (where applicable)

KEY INFORMATION

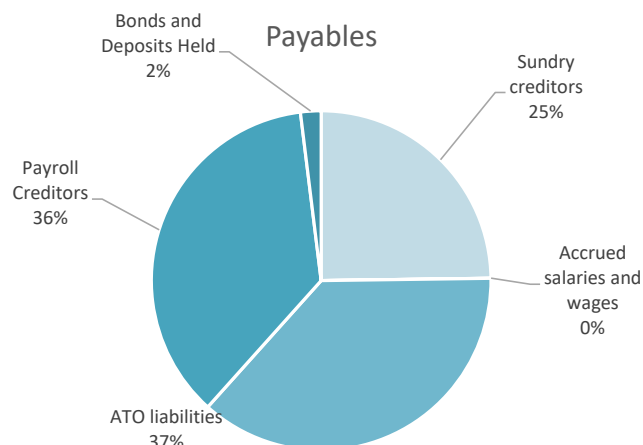
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

Aged Payables



Payables





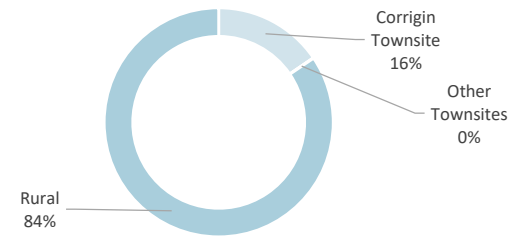
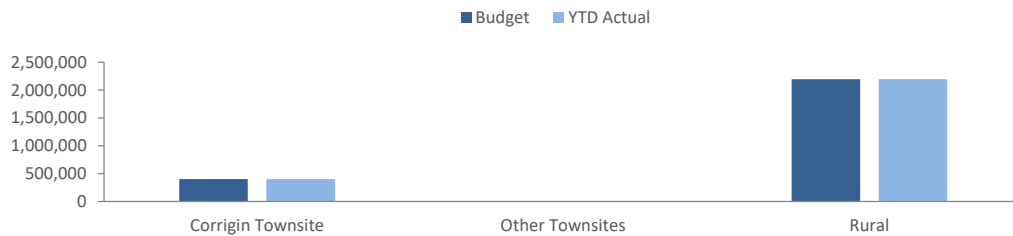
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

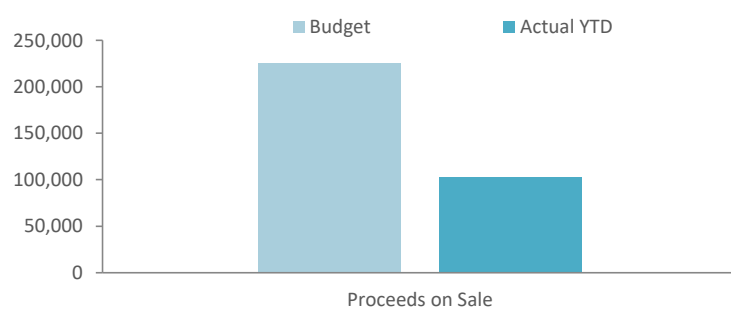
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Corrigin Townsite	0.091275	408	4,393,054	400,976	994	0	401,970	400,957	787		401,744
Other Townsites	0.091275	3	18,980	1,732	0	0	1,732	1,733			1,733
<b>Unimproved value</b>											
Rural	0.013934	342	157,355,000	2,192,585	0	0	2,192,585	2,192,567			2,192,567
<b>Sub-Total</b>		<b>753</b>	<b>161,767,034</b>	<b>2,595,293</b>	<b>994</b>	<b>0</b>	<b>2,596,287</b>	<b>2,595,258</b>	<b>787</b>	<b>0</b>	<b>2,596,044</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
Corrigin Townsite	390	42	80,204	16,380	0	0	16,380	16,380			16,380
Other Townsites	390	10	12,230	3,900	0	0	3,900	3,900			3,900
<b>Unimproved value</b>											
Rural	390	14	111,927	5,460	0	0	5,460	5,460			5,460
<b>Sub-total</b>		<b>66</b>	<b>204,361</b>	<b>25,740</b>	<b>0</b>	<b>0</b>	<b>25,740</b>	<b>25,740</b>	<b>0</b>	<b>0</b>	<b>25,740</b>
<b>Amount from general rates</b>							<b>2,622,027</b>				<b>2,621,784</b>
Ex-gratia rates							33,116				33,116
<b>Total general rates</b>							<b>2,655,143</b>				<b>2,654,900</b>

KEY INFORMATION

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



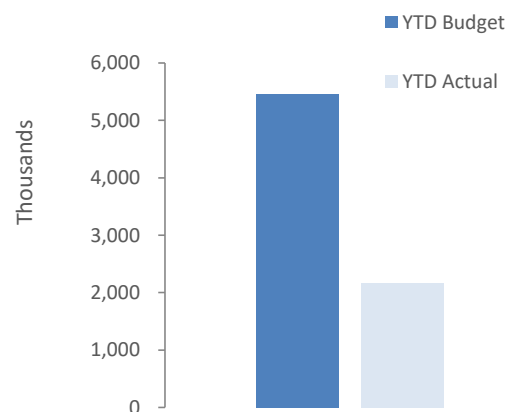
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land and Buildings</b>								
	<b>Community Amenities</b>								
	2 Price Retreat Granite Rise			0	0	25,000	37,673	12,673	0
	5 Abe Way Granite Rise			0	0	30,000	43,182	13,182	0
	<b>Plant and equipment</b>								
	<b>Law, order, public safety</b>								
	Central BFB Fire Truck	48,193	0	0	(48,193)	0	0	0	0
	<b>Health</b>								
	4CR Holden Acadia	33,184	25,000	0	(8,184)	0	0	0	0
	<b>Transport</b>								
	CR11 Caterpillar 12M Grader	136,000	150,000	14,000	0	0	0	0	0
	CR3038 1988 Mower Trailer	0	500	500	0	0	0	0	0
	Traffic Controllers	0	0	0	0	6,000	1,110	0	(4,890)
	<b>Other property and services</b>								
	1CR Mazda Asaki	46,671	30,000	0	(16,671)	0	0	0	0
	CR123 Holden Colorado	25,691	20,000	0	(5,691)	23,439	21,174	0	(2,265)
		<b>289,739</b>	<b>225,500</b>	<b>14,500</b>	<b>(78,739)</b>	<b>84,439</b>	<b>103,138</b>	<b>25,855</b>	<b>(7,155)</b>



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,271,880	1,021,880	765,077	(256,803)
Plant and equipment	1,071,400	601,150	62,336	(538,814)
Infrastructure - roads	1,999,994	1,429,749	1,042,044	(387,705)
Infrastructure - Footpaths	35,358	35,358	24,007	(11,351)
Infrastructure - Other	1,080,000	238,666	272,684	34,018
<b>Payments for Capital Acquisitions</b>	<b>5,458,632</b>	<b>3,326,803</b>	<b>2,166,148</b>	<b>(1,160,655)</b>
Right of use assets	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>5,458,632</b>	<b>3,326,803</b>	<b>2,166,148</b>	<b>(1,160,655)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,437,989	1,065,994	1,453,914	387,920
Other (disposals & C/Fwd)	225,500	0	103,138	103,138
Cash backed reserves				
Reserves Cash Backed - Plant Replacement Reserve	25,000	0	0	0
Reserves Cash Backed - Senior Citz Units	137,245	0	214,389	214,389
Reserves Cash Backed - Recreation & Events Centre Reserve	220,000	0	0	0
Contribution - operations	2,412,898	2,260,809	394,707	(1,866,102)
<b>Capital funding total</b>	<b>5,458,632</b>	<b>3,326,803</b>	<b>2,166,148</b>	<b>(1,160,655)</b>

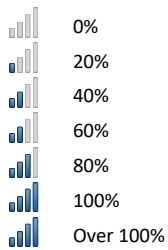
#### SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



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

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

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over)
<b>Land and Buildings</b>					
08411	Aged Housing Units	610,200	610,200	427,069	(183,131)
13282	Caravan Park Ablution Block	300,000	300,000	199,233	(100,767)
07780	Wellness Centre Refurbishment	250,000	0	0	0
10184	Container Deposit Scheme Facility	30,000	30,000	74,087	44,087
11180	Town Hall Ceiling Repairs	81,680	81,680	64,689	(16,991)
<b>Plant &amp; Equipment</b>					
14582	Purchase & Disposal of 1CR Mazda	50,000	50,000	0	(50,000)
7480	Purchase & Disposal of 4CR Holden	35,000	35,000	0	(35,000)
14280	Purchase & Disposal of CR123 Holden	40,000	40,000	42,537	2,537
12382	Purchase & Disposal of CR11 Caterpillar Grader	450,000	450,000	0	(450,000)
15181	Purchase & Disposal of Central BFB Fire Truck	450,000	0	0	0
14287	Purchase & Disposal of Small Plant	40,500	20,250	14,460	(5,790)
14293	Purchase Pocket RAMM Tablet & Keyboard	5,900	5,900	5,339	(561)
<b>Infrastructure - Roads</b>					
CRO09	Bilbarin East Road	104,740	34,914	0	(34,914)
MR016	Babakin Corrigin Road	63,400	63,400	57,915	(5,485)
RR003	Bullaring Pingelly Road	352,866	117,622	17,061	(100,561)
CR016	Babakin Corrigin Road	107,329	107,328	26,292	(81,036)
RG174	Corrigin Naremben Road	35,191	11,730	0	(11,730)
RG016	Babakin Corrigin Road	78,000	26,000	0	(26,000)
RR172	Corrigin Quairading Road	454,855	454,854	479,233	24,379
RG001	Bendering Road	522,281	522,281	299,761	(222,520)
LRC001	Bendering Road	274,862	91,620	161,643	70,023
CR010	Bendering Road	3,570	0	0	0
CR159	Malcolm Street	2,900	0	140	140
<b>Infrastructure - Footpaths</b>					
12281	Footpath Upgrade	35,358	35,358	24,007	(11,351)
<b>Infrastructure - Other</b>					
13285	Rotary Park Redevelopment	500,000	0	0	0
13783	Water Sustainability Project	167,000	55,666	88,455	32,789
13782	Standpipe Upgrade	8,000	8,000	6,800	(1,200)
11390	Oval Lighting Upgrade	220,000	0	3,174	3,174
11293	Swimming Pool Filter Upgrade	175,000	175,000	169,371	(5,629)
10785	Niche Wall Construction	10,000	0	4,884	4,884
		<b>5,458,632</b>	<b>3,326,803</b>	<b>2,166,148</b>	<b>(1,160,655)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>								
Recreation and Events Centre	102	1,578,353	40,659	82,261	1,537,694	1,496,092	36,618	72,293
<b>Total</b>		1,578,353	40,659	82,261	1,537,694	1,496,092	36,618	72,293
Current borrowings		82,261			-41,602			
Non-current borrowings		1,496,092			1,579,296			
		1,578,353			1,537,694			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves Cash Backed - Long Service Leave Reserve	154,938	1,395	777	15,000	-	-	-	171,333	155,715
Reserves Cash Backed - Community Bus Reserve	45,765	412	-	-	-	-	(45,765)	46,177	0
Reserves Cash Backed - Staff Housing Reserve	314,921	2,835	1,579	20,000	-	-	-	337,756	316,500
Reserves Cash Backed - Office Equipment Reserve	6,560	59	33	10,000	-	-	-	16,619	6,593
Reserves Cash Backed - Plant Replacement Reserve	1,025,872	9,230	5,373	50,000	45,765	(25,000)	-	1,060,102	1,077,010
Reserves Cash Backed - Swimming Pool Reserve	30,882	278	155	100,000	-	-	-	131,160	31,037
Reserves Cash Backed - Roadworks Reserve	265,566	2,391	1,331	30,000	-	-	-	297,957	266,897
Reserves Cash Backed - Land Subdivision Reserve	53,420	481	268	-	-	-	-	53,901	53,688
Reserves Cash Backed - Townscape Reserve	2,717	24	14	10,000	-	-	-	12,741	2,731
Reserves Cash Backed - Medical Reserve	4,834	44	24	10,000	-	-	-	14,878	4,858
Reserves Cash Backed - LGCHP Long Term Maintenance Reserve	4,008	36	20	10,000	-	-	-	14,044	4,028
Reserves Cash Backed - Rockview Land Reserve	5,881	53	29	1,000	-	-	-	6,934	5,910
Reserves Cash Backed - Financial Assistance Grant	1,028,266	169	592	-	-	(1,028,435)	(1,028,858)	0	0
Reserves Cash Backed - Senior Citz Units	150,330	388	361	-	107,143	(137,245)	(214,389)	13,473	43,445
Reserves Cash Backed - Town Hall Reserve	99,087	892	497	10,000	-	-	-	109,979	99,584
Reserves Cash Backed - Recreation & Events Centre Reserve	275,311	2,479	1,380	150,000	-	(220,000)	-	207,790	276,691
Reserves Cash Backed - Bending Tip Reserve	53,620	444	269	5,000	-	-	-	59,064	53,889
Reserves Cash Backed - Grants And Contributions Reserve	0	-	-	-	-	-	-	0	0
	<b>3,521,978</b>	<b>21,610</b>	<b>12,702</b>	<b>421,000</b>	<b>152,908</b>	<b>(1,410,680)</b>	<b>(1,289,011)</b>	<b>2,553,908</b>	<b>2,398,577</b>

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	0	0	0	0
- non-operating	13	(214,388)	0	214,388	(0)
<b>Total unspent grants, contributions and reimbursements</b>		(214,388)	0	214,388	(0)
Rubbish Service - Income Rec'd in Advance		0	(205,721)	137,148	(68,574)
Income in Advance		(17,576)		5,885	(11,691)
<b>Provisions</b>					
Annual leave		(196,912)	0	0	(196,912)
Long service leave		(148,715)	0	0	(148,715)
<b>Total Provisions</b>		(345,627)	0	0	(345,627)
<b>Total other current assets</b>		<b>(577,591)</b>	<b>(205,721)</b>	<b>357,421</b>	<b>(425,892)</b>
<b>Amounts shown above include GST (where applicable)</b>					

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

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee benefits

###### Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

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

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

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021	YTD Budget	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Federal Assistance Grant Scheme - General				0		454,878	606,505	425,162
Federal Assistance Grant Scheme - Roads				0		237,540	316,720	232,078
<b>Law, order, public safety</b>								
DFES BFB Funding				0		21,580	43,159	23,910
<b>Education and welfare</b>								
DPIRD CRC Funding				0		79,677	106,237	74,658
Resource Centre Small Grant Funding				0		1,500	1,500	12,777
<b>Recreation and culture</b>								
Bike Week Grant Funding				0		500	500	0
Saluting their Service Commemorative Grant Funding				0		4,940	4,940	4,940
Thank a Volunteer Funding				0		0	855	0
Healthways Park Party Funding				0		3,500	3,500	4,200
State Library Digital Inclusion Grant				0		0	0	2,282
<b>Transport</b>								
MRWA Direct Grant				0		0	0	168,140
	0	0	0	0	0	804,115	1,083,916	948,145
<b>Operating contributions</b>								
<b>Health</b>								
ROE Health Scheme Contributions				0		0	0	89,813
<b>Recreation and culture</b>								
Park Party Local Contributions				0		2,500	2,500	1,545
	0	0	0	0	0	2,500	2,500	91,358
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>806,615</b>	<b>1,086,416</b>	<b>1,039,504</b>



Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue			
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021	YTD Budget	Annual Budget	Amended Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>									
<b>Law, order, public safety</b>									
DFES - Central BFB Truck				0	0	0	450,000	450,000	0
<b>Health</b>									
Drought Communities Program				0	0	0	250,000	0	0
<b>Education and welfare</b>									
DPIRD Wheatbelt South Aged Housing	214,388	0	(214,388)	0	0	92,857	185,714	185,714	214,388
<b>Recreation and culture</b>									
Drought Communities Program				0	0	75,000	25,000	75,000	68,182
<b>Transport</b>									
Grant - Regional Road Group Income				0	0	182,500	365,000	365,000	305,166
Grant - Roads to Recovery Income				0	0	238,637	435,275	435,275	82,409
Regional Bicycle Network Funding				0	0	2,000	2,000	2,000	1,000
Grant - Local Regional Community Infrastructure Program				0	0	0	0	0	214,587
<b>Economic services</b>									
Drought Communities Program				0	0	475,000	725,000	925,000	568,182
<b>TOTALS</b>	<b>214,388</b>	<b>0</b>	<b>(214,388)</b>	<b>0</b>	<b>0</b>	<b>1,065,994</b>	<b>2,437,989</b>	<b>2,437,989</b>	<b>1,453,914</b>

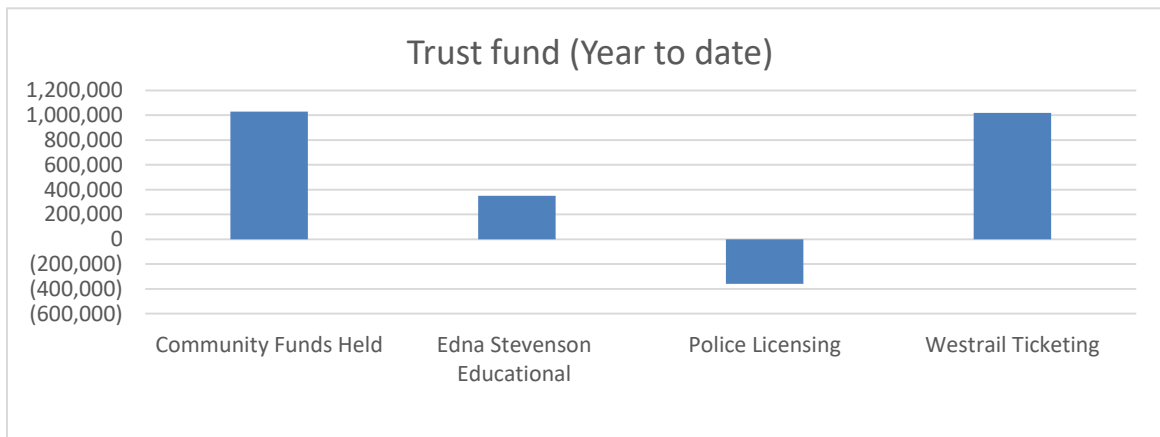
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14  
TRUST FUND**

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

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2020	Received	Paid	28 Feb 2021
	\$	\$	\$	\$
Community Funds Held	61,750	21,675	(18,817)	<b>64,608</b>
Edna Stevenson Educational	926,076	303	(13,140)	<b>913,239</b>
Police Licensing	6,683	325,196	(326,759)	<b>5,120</b>
Westrail Ticketing	40	907	(524)	<b>424</b>
Bendering Tip	33,661	0	0	<b>33,661</b>
BCITF	164	1,025	(391)	<b>798</b>
	<b>1,028,375</b>	<b>349,106</b>	<b>(359,631)</b>	<b>1,017,850</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 15  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus				1,640,666
72600	Reallocation of Transfer to Swimming Pool Reserve to Capital Project	#153/2020	Non Cash Item	(100,000)			1,540,666
13783	Reallocation of Water Sustainability Capital Project Funding to Swimming Pool Capital Project	#153/2020	Non Cash Item	(70,000)			1,470,666
11293	Increase of funds available to Filter Upgrade at Swimming Pool	#153/2020	Non Cash Item	170,000			1,640,666
07780	Reallocate Drought Communities Program Wellness Centre project funds	#167/2020	Non Cash Item	(250,000)			1,640,666
13282	Allocate Drought Communities Program funds to Caravan Park Ablution project	#167/2020	Non Cash Item	250,000			1,640,666
13282	Reallocate capital municipal funds Caravan Park Ablution project	#167/2020	Non Cash Item	(250,000)			1,640,666
07780	Allocate capital municipal funds to Wellness Centre project	#167/2020	Non Cash Item	250,000			1,640,666
				0	0	0	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 16  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	3,414	3556.25%	Permanent	Reimbursement from other Councils for RoeRoc Dinner received. Reimbursement wasn't budgeted income, will be reflected at budget review.
General purpose funding - other	(41,900)	(5.49%)	Permanent	FAGS funding is less than anticipated, actual funding will be reflected at budget review.
Health	51,591	46.58%	▲ Permanent	Income from Bending Tip for asbestos has pushed this budget over anticipated budget. Income will be corrected at budget review to reflect the increased revenue. These funds will be transferred to reserve at year end.
Education and welfare	29,177	28.81%	▲ Permanent	Unanticipated income from truck driving course, there are expenses that offset this income.
Community amenities	45,597	30.17%	▲ Permanent	Unbudgeted profit on sale of blocks in Granite Rise, will be reflected in budget review. Container Deposit Scheme income unbudgeted for, corrected at budget review
Economic services	32,533	89.08%	▲ Permanent	Standpipe income is higher than anticipated YTD budget, will be reviewed at budget review. Tourism income is higher than anticipated year to date
Other property and services	33,983	50.79%	▲ Permanent	Workers Compensation reimbursements higher than anticipated budget.
<b>Expenditure from operating activities</b>				
Governance	145,132	26.55%	▲ Timing	Year to date expenditure is below anticipated budget across the program. Yet to receive expense for annual audit.
General purpose funding	15,108	34.64%	▲ Timing	Legal fee expenditure is under anticipated YTD budget. Expenditure YTD is down across program.
Law, order and public safety	21,065	18.93%	▲ Timing	Fire Prevention expenditure is under anticipated year to date budget, no accounts received for cost of CESM to date. Ranger services expenditure is under YTD budget. Emergency call out expenditure under YTD budget.
Health	47,722	11.63%	▲ Timing	Roe Health is under anticipated year to date budget. Medical services is also under anticipated year to date budget.
Education and welfare	(17,521)	(7.65%)	Permanent	Unanticipated expenditure due to truck driving course, offset by unbudgeted income.
Housing	18,072	17.89%	▲ Timing	Housing maintenance is under YTD budget.
Community amenities	(21,386)	(5.70%)	Timing	Container Deposit Scheme expenditure is over anticipated year to date budget.
Transport	110,378	6.07%	Timing	Streets, Roads, Bridges and Depot Maintenance is under year to date budget overall due to timing.
Other property and services	32,526	22.49%	▲ Timing	Plant op costs have been corrected and under YTD budget. Private works expense under anticipated budget.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	387,920	36.39%	▲ Timing	Part payment of Local and Regional Community Infrastructure Program Grant and Drought Communities Grant received before anticipated.
Proceeds from disposal of assets	103,138	0.00%	▲ Timing	Proceeds received for sale of Granite Rise blocks, sale of asset income higher than anticipated year to date budget
Payments for property, plant and equipment and infrastructure	1,160,655	34.89%	▲ Timing	Capital projects behind YTD budget due to timing.
<b>Financing activities</b>				
Transfer from reserves	1,289,011	0.00%	▲ Timing	Transfer of FAGS funding from reserve
Transfer to reserves	(165,609)	0.00%	▼ Timing	Transfer of 2nd Aged Care grant milestone payment



## Corrigin - Compliance Audit Return 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Natalie Manton
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Natalie Manton
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Natalie Manton
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Natalie Manton
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Natalie Manton



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	Committees have no delegated power	Natalie Manton
2	s5.16	Were all delegations to committees in writing?	N/A		Natalie Manton
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Natalie Manton
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Natalie Manton
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Delegations reviewed annually	Natalie Manton
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Natalie Manton
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Natalie Manton
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Natalie Manton
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Natalie Manton
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Delegations to CEO during COVID-19	Natalie Manton
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Natalie Manton
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Natalie Manton
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Natalie Manton

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Natalie Manton



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Natalie Manton
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Natalie Manton
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	Internal audit identified 2 employees failed to complete return. Breach investigated matter and notified DLGCI and CCC. Finalised	Natalie Manton
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	No	Internal audit identified 2 employees failed to complete return. Breach investigated matter and notified DLGCI and CCC. Finalised	Natalie Manton
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Natalie Manton
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Natalie Manton
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Natalie Manton
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Natalie Manton
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Natalie Manton
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Natalie Manton
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Natalie Manton



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Natalie Manton
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Natalie Manton
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Natalie Manton
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Natalie Manton
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Natalie Manton
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Natalie Manton
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Natalie Manton
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Natalie Manton
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Natalie Manton





<b>Disposal of Property</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Natalie Manton
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Natalie Manton

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A		Natalie Manton
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Natalie Manton
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Natalie Manton

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Natalie Manton
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegated powers	Natalie Manton
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	Auditor appointed by Office of Auditor General	Natalie Manton



No	Reference	Question	Response	Comments	Respondent
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Natalie Manton
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes		Natalie Manton
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Natalie Manton
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Natalie Manton
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Natalie Manton
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Natalie Manton
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	Determined by Office of Auditor General	Natalie Manton
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Natalie Manton



<b>Integrated Planning and Reporting</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 20/06/2017 Reviewed 18/06/2019	Natalie Manton
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	16/06/2020	Natalie Manton
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Natalie Manton

<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Natalie Manton
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Natalie Manton
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Natalie Manton
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Natalie Manton
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Natalie Manton
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Natalie Manton



<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Natalie Manton
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Natalie Manton
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Natalie Manton
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Nil complaints	Natalie Manton

<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	18/06/2019	Natalie Manton
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	18/06/2019	Natalie Manton
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Natalie Manton
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Natalie Manton
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	18/02/2020	Natalie Manton



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Natalie Manton
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Natalie Manton
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	17/03/2020	Natalie Manton
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Natalie Manton
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Natalie Manton

**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Natalie Manton
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Natalie Manton
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Natalie Manton
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Natalie Manton
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Natalie Manton



No	Reference	Question	Response	Comments	Respondent
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Natalie Manton
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Natalie Manton
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Tender register kept. Available on website March 2021	Natalie Manton
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Natalie Manton
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Natalie Manton
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Natalie Manton
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Natalie Manton
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Natalie Manton
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Natalie Manton
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Natalie Manton
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Natalie Manton
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	No		Natalie Manton



No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Natalie Manton
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Natalie Manton
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Natalie Manton
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Natalie Manton
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Natalie Manton
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Natalie Manton
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Natalie Manton

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Corrigin

\_\_\_\_\_  
Signed CEO, Corrigin

**SHIRE OF CORRIGIN  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31ST JANUARY 2021**

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

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SHIRE OF CORRIGIN  
STATEMENT OF BUDGET REVIEW  
(NATURE OR TYPE)  
FOR THE PERIOD ENDED 31ST JANUARY 2021

Note	Budget v Actual		Predicted		
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)
	\$	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	1,640,666	1,503,085	(137,581)		1,503,085 ▼
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	1,440,805	756,322	(28,068)		1,412,737 ▼
Fees and charges	4.1.1 651,506	487,785	114,640		766,146 ▲
Interest earnings	4.1.6 46,660	24,120	(8,140)		38,520 ▼
Other revenue	4.1.7 60,768	88,813	80,626		141,394 ▲
Profit on asset disposals	4.1.8 14,500	25,855	23,800		38,300 ▲
	2,214,239	1,382,894	182,858	0	2,397,097
<b>Expenditure from operating activities</b>					
Employee costs	4.2.1 (2,311,075)	(1,290,672)	(147,350)		(2,458,425) ▲
Materials and contracts	(1,678,726)	(408,565)	(180,151)		(1,858,877) ▲
Utility charges	4.2.3 (291,785)	(130,729)	(3,500)		(295,285) ▲
Depreciation on non-current assets	(2,622,965)	(1,887,397)	(512,339)		(3,135,304) ▲
Interest expenses	(72,294)	(36,418)	(1)		(72,295) ▲
Insurance expenses	(221,647)	(201,582)	22,568		(199,079) ▼
Other expenditure	4.2.6 (135,009)	(80,351)	(27,269)		(162,278) ▲
Loss on asset disposals	4.2.7 (78,739)	(7,155)	(90,727)		(169,466) ▲
	(7,412,240)	(4,042,868)	(938,769)	0	(8,351,009)
Non-cash amounts excluded from operating activities	2,745,636	1,868,698	572,363		3,317,999 ▲
<b>Amount attributable to operating activities</b>	(811,699)	711,809	(321,129)	0	(1,132,828)
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	4.3.1 2,437,989	1,119,513	1,267,229		3,705,218 ▲
Purchase land and buildings	(1,271,880)	(687,196)	(353,009)		(1,624,889) ▲
Purchase property, plant and equipment	(1,071,400)	(62,336)	(1,436)		(1,072,836) ▲
Purchase and construction of infrastructure-roads	(1,999,994)	(910,123)	(273,209)		(2,273,203) ▲
Purchase and construction of infrastructure-other	(1,015,358)	(202,502)	(115,310)		(1,130,668) ▲
Proceeds from disposal of assets	225,500	103,138	20,084		245,584 ▼
<b>Amount attributable to investing activities</b>	(2,695,143)	(639,506)	544,349	0	(2,150,794)
<b>FINANCING ACTIVITIES</b>					
Repayment of debentures	(82,261)	(40,659)	0		(82,261)
Transfers to cash backed reserves (restricted assets)	(442,610)	(165,609)	(346,552)		(789,162) ▲
Transfers from cash backed reserves (restricted assets)	1,410,680	1,289,011	123,332		1,534,012 ▲
<b>Amount attributable to financing activities</b>	885,809	1,082,743	(223,220)	0	662,589
<b>Budget deficiency before general rates</b>	(2,621,033)	1,155,046	(0)	0	(2,621,033)
<b>Estimated amount to be raised from general rates</b>	2,621,033	2,622,027	0	0	2,621,033
<b>Closing funding surplus(deficit)</b>	2 0	3,777,073	(0)	0	(0) ▼

SHIRE OF CORRIGIN  
STATEMENT OF BUDGET REVIEW  
(STATUTORY REPORTING PROGRAM)  
FOR THE PERIOD ENDED 31ST JANUARY 2021

Note	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
Net current assets at start of financial year surplus/(deficit)	1,640,666	1,503,085	(137,581)		1,503,085	▼
<b>Revenue from operating activities (excluding rates)</b>						
Governance	150	3,510	3,410		3,560	▲
General purpose funding	1,016,751	500,510	(53,046)		963,705	▼
Law, order, public safety	53,659	31,547	2,264		55,923	▲
Health	212,587	104,013	59,220		271,807	▲
Education and welfare	138,469	121,373	35,227		173,696	▲
Housing	137,066	76,565	4,030		141,096	▲
Community amenities	226,761	173,225	70,110		296,871	▲
Recreation and culture	62,500	37,076	877		63,377	▲
Transport	210,940	181,293	(14,000)		196,940	▼
Economic services	54,856	59,907	26,550		81,406	▲
Other property and services	100,500	93,876	48,216		148,716	▲
	2,214,239	1,382,894	182,858	0	2,397,097	
<b>Expenditure from operating activities</b>						
Governance	(799,192)	(353,165)	138		(799,054)	▼
General purpose funding	(75,790)	(24,110)	1,460		(74,330)	▼
Law, order, public safety	(205,583)	(82,189)	(7,522)		(213,105)	▲
Health	(606,388)	(323,504)	(21,014)		(627,402)	▲
Education and welfare	(338,432)	(211,219)	(50,992)		(389,424)	▲
Housing	(145,493)	(74,646)	(1,912)		(147,405)	▲
Community amenities	(562,724)	(327,363)	(58,593)		(621,317)	▲
Recreation and culture	(1,449,204)	(833,419)	(166,889)		(1,616,093)	▲
Transport	(2,729,001)	(1,564,554)	(386,505)		(3,115,506)	▲
Economic services	(347,818)	(199,815)	(87,826)		(435,644)	▲
Other property and services	(152,614)	(48,885)	(159,114)		(311,728)	▲
	(7,412,240)	(4,042,868)	(938,769)	0	(8,351,009)	
Non-cash amounts excluded from operating activities	2,745,636	1,868,698	572,363	0	3,317,999	▼
<b>Amount attributable to operating activities</b>	(811,699)	711,809	(321,129)	0	(1,132,828)	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	2,437,989	1,119,513	1,267,229		3,705,218	▼
Purchase land and buildings	(1,271,880)	(687,196)	(353,009)		(1,624,889)	▲
Purchase plant and equipment	(1,071,400)	(62,336)	(1,436)		(1,072,836)	▲
Purchase and construction of infrastructure - roads	(1,999,994)	(910,123)	(273,209)		(2,273,203)	▲
Purchase and construction of infrastructure - other	(1,015,358)	(202,502)	(115,310)		(1,130,668)	▲
Proceeds from disposal of assets	225,500	103,138	20,084		245,584	▼
<b>Amount attributable to investing activities</b>	(2,695,143)	(639,506)	544,349	0	(2,150,794)	
<b>FINANCING ACTIVITIES</b>						
Repayment of borrowings	(82,261)	(40,659)	0		(82,261)	
Transfers to cash backed reserves (restricted assets)	(442,610)	(165,609)	(346,552)		(789,162)	▲
Transfers from cash backed reserves (restricted assets)	1,410,680	1,289,011	123,332		1,534,012	▼
<b>Amount attributable to financing activities</b>	885,809	1,082,743	(223,220)	0	662,589	
<b>Budget deficiency before general rates</b>	(2,621,033)	1,155,047	(0)	0	(2,621,033)	
<b>Estimated amount to be raised from general rates</b>	2,621,033	2,622,027	0	0	2,621,033	
<b>Closing Funding Surplus(Deficit)</b>	2	0	3,777,073	(0)	0	(0)

**SHIRE OF CORRIGIN  
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31ST JANUARY 2021**

**1. BASIS OF PREPARATION**

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire of Corrigin controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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

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

**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.

**2020-21 ACTUAL BALANCES**

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

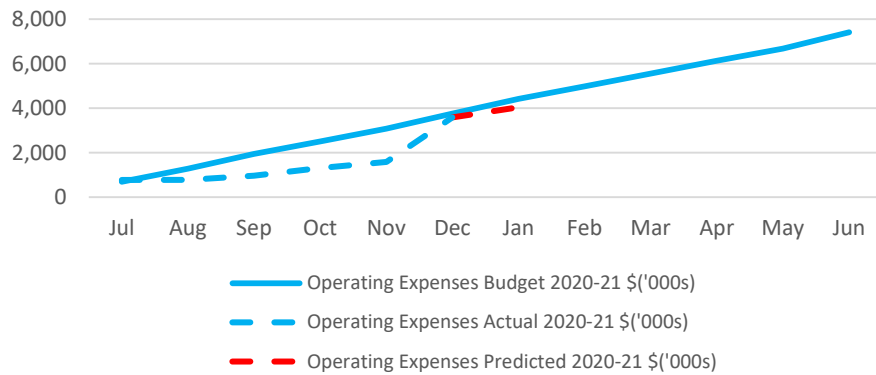
**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

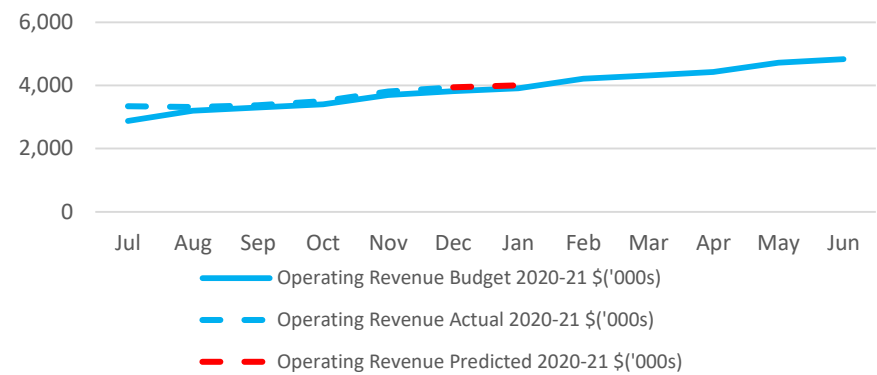
**SHIRE OF CORRIGIN**  
**SUMMARY GRAPHS - BUDGET REVIEW**  
**FOR THE PERIOD ENDED 31ST JANUARY 2021**

**2. SUMMARY GRAPHS - BUDGET REVIEW**

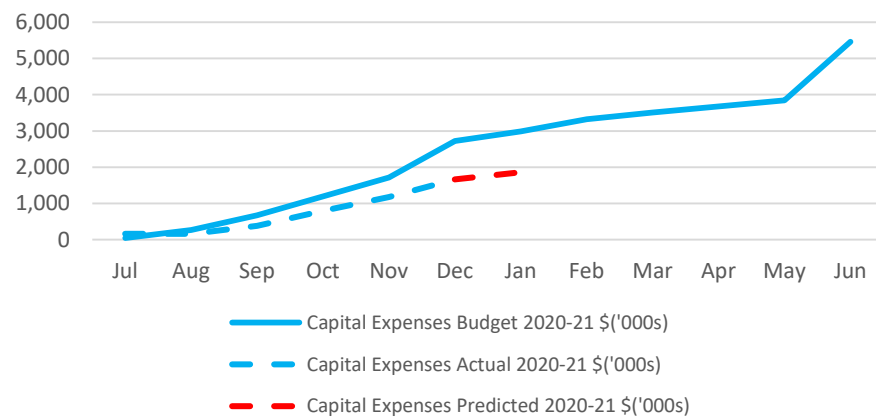
**Operating Expenses**



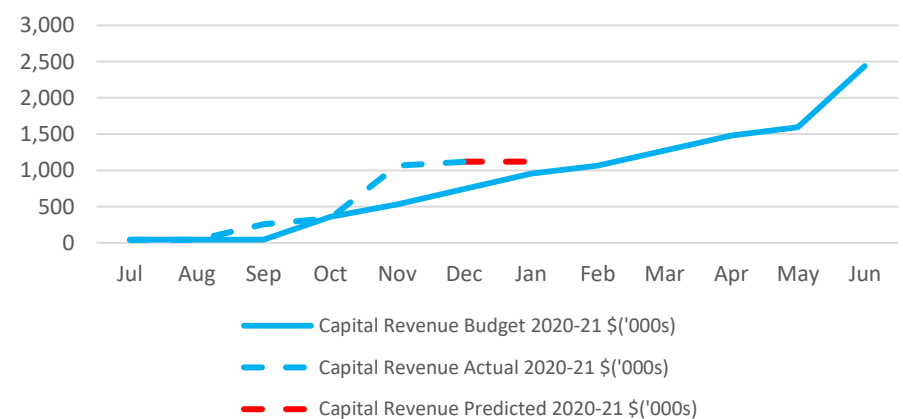
**Operating Revenue**



**Capital Expenditure**



**Capital Revenue**



This information is to be read in conjunction with the accompanying financial statements and notes.

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2020	ACTUAL 01 July 2020	BUDGET 01 July 2020	BUDGET 30 June 2021	ACTUAL 31 January 2021
<b>Adjustments to operating activities</b>				\$	\$
Less: Profit on asset disposals	(63,621)	(63,621)	(63,621)	(14,500)	(25,855)
Less: Movement in liabilities associated with restricted cash	(7,976)	(7,976)	(7,976)	58,432	0
Less: Movement in deferred pensioner rebate	(5,747)	(5,747)	(5,747)		
Less: Fair value adjustments to financial assets	(1,156)	(1,156)	(1,156)		
Add: Loss on asset disposals	3,745	3,745	3,745	78,739	7,155
Add: Depreciation on non-current assets	3,046,645	3,046,645	3,046,645	2,622,965	1,887,397
<b>Non-cash amounts excluded from operating activities</b>	<b>2,971,890</b>	<b>2,971,890</b>	<b>2,971,890</b>	<b>2,745,636</b>	<b>1,868,698</b>

(ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets

Less: Restricted cash	(3,521,979)	(3,521,979)	(3,521,979)	(2,553,908)	(2,398,577)
Less : Current assets not expected to be received at end of year	(60,000)	(80,000)	(60,000)	(60,000)	(80,000)
Add: Long term borrowings	82,261	82,260	82,261	82,261	41,602
Add: Provisions - employee				58,432	0
<b>Total adjustments to net current assets</b>	<b>(3,499,718)</b>	<b>(3,519,719)</b>	<b>(3,499,718)</b>	<b>(2,473,215)</b>	<b>(2,436,975)</b>

(iii) Composition of estimated net current assets

Current assets

Cash unrestricted	1,857,975	1,976,253	1,857,975	527,643	3,889,258
Cash restricted	3,640,258	3,521,979	3,640,258	2,553,908	2,398,577
Receivables - rates and rubbish	141,113	155,860	141,113	141,113	310,115
Receivables - other	301,608	236,037	301,608	311,608	34,002
Other current assets	0	0	0		68,353
Land Held for Resale					80,000
Inventories	145,990	168,256	145,990	145,990	76,160
	<b>6,086,944</b>	<b>6,058,385</b>	<b>6,086,944</b>	<b>3,680,262</b>	<b>6,856,464</b>

Less: current liabilities

Payables	(312,692)	(393,306)	(312,692)	(787,544)	(222,830)
Contract liabilities	(214,366)	(214,388)	(214,366)		
Lease liabilities					
Long term borrowings	(82,260)	(82,260)	(82,260)	(82,261)	(41,602)
Provisions	(337,242)	(345,627)	(337,242)	(337,242)	(345,627)
	<b>(946,560)</b>	<b>(1,035,581)</b>	<b>(946,560)</b>	<b>(1,207,047)</b>	<b>(610,059)</b>

Net current assets

	<b>5,140,384</b>	<b>5,022,804</b>	<b>5,140,384</b>	<b>2,473,215</b>	<b>6,246,405</b>
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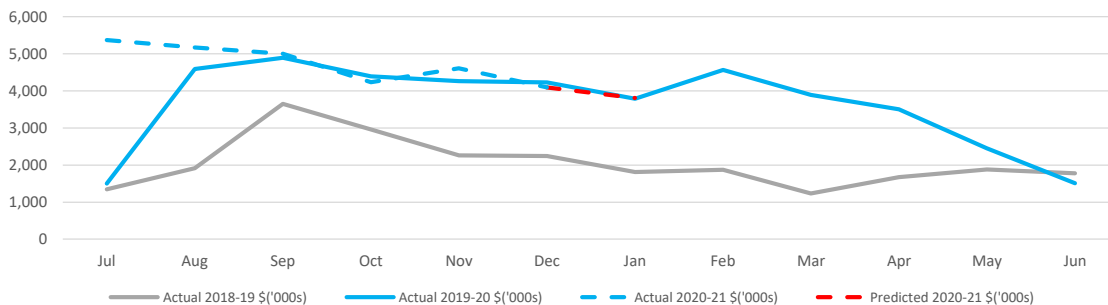
Less: Total adjustments to net current assets

	<b>(3,499,718)</b>	<b>(3,519,719)</b>	<b>(3,499,718)</b>	<b>(2,473,215)</b>	<b>(2,436,975)</b>
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Closing funding surplus / (deficit)

	<b>1,640,666</b>	<b>1,503,085</b>	<b>1,640,666</b>	<b>0</b>	<b>3,809,431</b>
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Liquidity Over the Year



3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities.

**TRADE AND OTHER RECEIVABLES**

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.

**INVENTORIES**

**General**

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.

**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 Shire of Corrigin's operational cycle. In the case of liabilities where the Shire of Corrigin 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 sale where it is held as non-current based on the Shire of Corrigin's intentions to release for sale.

**CONTRACT ASSETS**

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

**LOANS AND RECEIVABLES**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire of Corrigin prior to the end of the financial year that are unpaid and arise when the Shire of Corrigin becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Corrigin are recognised as a liability until such time as the Shire of Corrigin satisfies its obligations under the agreement.

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

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

The Shire of Corrigin's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Corrigin's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**PROVISIONS**

Provisions are recognised when the Shire of Corrigin has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**SHIRE OF CORRIGIN**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**FOR THE PERIOD ENDED 31ST JANUARY 2021**

**4. PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 FEES AND CHARGES</b>		
Fees and charges are tracking well and expected to result in \$114,640 more as at year end. This is due to receiving more income than expected, mainly in the Regional Tip and Public Utilities areas, and an increase in the budget is necessary.	114,640	
<b>4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Federal Assistance Grant Scheme funding has been adjusted to reflect actual funding allocated to the Shire.	(28,068)	
<b>4.1.6 INTEREST EARNINGS</b>		
Interest earned on Reserves. At the time of adopting the budget is was calculated at an average interest rate at the time.	(8,140)	
<b>4.1.7 OTHER REVENUE</b>		
The budget has been increased to reflect income from Workers Compensation reimbursements and commission earnings from the Containers for Change facility.	80,626	
<b>4.1.8 PROFIT ON ASSET DISPOSAL</b>		
Increased to reflect the sale of the blocks at Granite Rise	23,800	
	Predicted Variances Carried Forward	182,858
	Predicted Variances Brought Forward	182,858
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 EMPLOYEE COSTS</b>		
This increase in budget is allow for the Workers Compensation payments, expense is offset by reimbursement from insurer. Also allows for an increase in salaries.	(97,350)	
<b>4.2.2 MATERIAL AND CONTRACTS</b>		
Materials and contracts has been increased due to over expenditure in some areas however other areas are under expended. The budget for those areas has been left as is allowing for any unexpected expenditure. There has been some unexpected building maintenance such as switchboard replacements, air conditioner replacements and fencing and installing crossovers. This area is not expected to exceed the allocated budget.	(180,151)	
<b>4.2.3 UTILITY CHARGES</b>		
No material variance.	(3,500)	
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
Depreciation has been captured to include the asset additions at 30 June 2020 which at the time of adopting the budget wasn't available to include in the depreciation calculations. This has a non cash affect on the budget.	(512,339)	
<b>4.2.5 INTEREST EXPENSES</b>		
No material variance	(1)	
<b>4.2.6 INSURANCE EXPENSES</b>		
Reduction of some insurance expenses to reflect actual premiums.	22,568	
<b>4.2.7 OTHER EXPENDITURE</b>		
Budget increased to allow for the cost of selling Granite Rise blocks and Containers for Change refunds (offset by reimbursements)	(27,269)	
<b>4.2.8 LOSS ON ASSET DISPOSAL</b>		
Loss has increased due to the change in graders the Shire are going to trade in this financial year.	(90,727)	
	Predicted Variances Carried Forward	(705,911)
		0

SHIRE OF CORRIGIN  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 31ST JANUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(705,911)	0
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Increased to reflect Local Community Infrastructure and Roads Program funding for Phase 1 & 2 and income for the Aged Housing Project that wasn't budgeted for as revenue due to receiving in advance.	1,267,229	
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
Proceeds from disposal of assets increased to reflect sale of Granite Rise blocks and reduction in proceeds from grader trade.	20,084	
Predicted Variances Carried Forward	581,402	0
Predicted Variances Brought Forward	581,402	0
<b>4.4 CAPITAL EXPENSES</b>		
<b>4.4.2 LAND AND BUILDINGS</b>		
Addition of Town Hall and Roads Board projects funded by the Local Community Infrastructure and Roads Program. Containers for Change project was \$45,000 over budget.	(353,009)	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
No material variance	(1,436)	
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
Addition of Wheatbelt Secondary Freight Network projects and adjust for overspend on Corrigin Quairading road project.	(273,209)	
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
Reflection of increase to pool repairs adopted during the year, addition of standpipe controller and small reduction from Niche Wall project.	(115,310)	
Predicted Variances Carried Forward	(161,562)	0
Predicted Variances Brought Forward	(161,562)	0
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Due to unbudgeted grant funding to offset projects a surplus has been recognised. Surplus funds have been distributed into reserves.	(396,552)	
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Increased to reflect transfer of second Aged Housing grant payment that wasn't expected at time of preparing the annual budget	123,332	
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
At the time of adopting the budget the opening funding was a close calculation to what was expected. At the adoption of the 2019/20 Annual Report the actual opening surplus was correctly calculated, this adjustment is required to ensure accuracy of Councils accounts.	(137,581)	
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS) &amp; DEPRECIATION</b>		
Please see 4.1.8, 4.2.8 and 4.2.4 above for explanation of the change in net Profit (Loss) and depreciation. See Note 3 for full calculations.	572,363	
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>0</b>	<b>0</b>



SHIRE OF CORRIGIN  
 NOTES TO THE BUDGET REVIEW REPORT  
 FOR THE PERIOD ENDED 31ST JANUARY 2021

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
	<b>Budget Adoption</b>		Opening Surplus(Deficit)	\$	\$	\$	\$	
							1,640,666	
72600	Reallocation of Transfer to Swimming Pool Reserve to Capital Project	#153/2020	Non Cash Item	(100,000)			1,640,666	
13783	Reallocation of Water Sustainability Capital Project Funding to Swimming Pool Capital Project	#153/2020	Non Cash Item	(70,000)			1,640,666	
11293	Increase of funds available to Filter Upgrade at Swimming Pool	#153/2020	Non Cash Item	170,000			1,640,666	
7780	Reallocate Drought Communities Program Wellness Centre project funds	#167/2020	Non Cash Item	(250,000)			1,640,666	
13282	Allocate Drought Communities Program funds to Caravan Park Ablution project	#167/2020	Non Cash Item	250,000			1,640,666	
13282	Reallocate capital municipal funds Caravan Park Ablution project	#167/2020	Non Cash Item	(250,000)			1,640,666	
7780	Allocate capital municipal funds to Wellness Centre project	#167/2020	Non Cash Item	250,000			1,640,666	
<b>Amended Budget Cash Position as per Council Resolution</b>				0	0	0	1,640,666	

## DISPOSAL OF ASSETS

FOR THE PERIOD ENDED 31 JANUARY 2021

Asset description	Budget				YTD Actual				Amended Budget			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Land and Buildings</b>												
<b>Community Amenities</b>												
2 Price Retreat Granite Rise			0	0	25,000	37,673	12,673	0	25,000	37,673	12,673	0
5 Abe Way Granite Rise			0	0	30,000	43,182	13,182	0	30,000	43,182	13,182	0
3 Lindsay Rise, Granite Rise			0	0	0	0	0	0	25,000	36,945	11,945	0
<b>Plant and equipment</b>												
<b>Law, order, public safety</b>												
Central BFB Fire Truck	48,193	0	0	(48,193)	0	0	0	0	48,193	0	0	(48,193)
<b>Health</b>												
4CR Holden Acadia	33,184	25,000	0	(8,184)	0	0	0	0	33,184	25,000	0	(8,184)
<b>Transport</b>												
CR11 Caterpillar 12M Grader	136,000	150,000	14,000	0	0	0	0	0	0	0	0	0
CR6 2009 Volvo G930 Grader	0	0	0	0	0	0	0	0	139,263	50,000	0	(89,263)
CR3038 1988 Mower Trailer	0	500	500	0	0	0	0	0	0	500	500	0
Traffic Controllers	0	0	0	0	6,000	1,110	0	(4,890)	6,000	1,110	0	(4,890)
<b>Other property and services</b>												
1CR Mazda Asaki	46,671	30,000	0	(16,671)	0	0	0	0	46,671	30,000	0	(16,671)
CR123 Holden Colorado	25,691	20,000	0	(5,691)	23,439	21,174	0	(2,265)	23,439	21,174	0	(2,265)
	<b>289,739</b>	<b>225,500</b>	<b>14,500</b>	<b>(78,739)</b>	<b>84,439</b>	<b>103,138</b>	<b>25,855</b>	<b>(7,155)</b>	<b>376,750</b>	<b>245,584</b>	<b>38,300</b>	<b>(169,466)</b>

<b>BUDGET REVIEW</b>	<b>20,084</b>	<b>23,800</b>	<b>(90,727)</b>
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Reserve name	Interest				Transfers In Budget Transfers			Transfers Out Budget Transfers			YTD Closing Balance	Budget Closing Balance	Budget Review Closing Balance
	Opening Balance	YTD Interest Earned	Budget Interest Earned	Budget Review Interest Earned	YTD Transfers In (+)	In (+)	Budget Review Transfers In (+)	YTD Transfers Out (-)	Out (-)	Budget Review Transfers Out (-)			
Reserves Cash Backed - Long Service Leave Reserve	\$ 154,938	\$ 777	\$ 1,395	\$ 1,151	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 155,715	\$ 171,333	\$ 171,089
Reserves Cash Backed - Community Bus Reserve	45,765	-	412	0	-	-	-	(45,765)	-	(45,765)	0	46,177	0
Reserves Cash Backed - Staff Housing Reserve	314,921	1,579	2,835	2,340	-	20,000	30,000	-	-	-	316,500	337,756	347,261
Reserves Cash Backed - Office Equipment Reserve	6,560	33	59	49	-	10,000	15,000	-	-	-	6,593	16,619	21,609
Reserves Cash Backed - Plant Replacement Reserve	1,025,872	5,373	9,230	7,963	45,765	50,000	195,765	-	(25,000)	(25,000)	1,077,010	1,060,102	1,204,600
Reserves Cash Backed - Swimming Pool Reserve	30,882	155	278	229	-	100,000	150,000	-	-	-	31,037	131,160	181,111
Reserves Cash Backed - Roadworks Reserve	265,566	1,331	2,391	1,973	-	30,000	30,000	-	-	-	266,897	297,957	297,539
Reserves Cash Backed - Land Subdivision Reserve	53,420	268	481	397	-	-	-	-	-	-	53,688	53,901	53,817
Reserves Cash Backed - Townscape Reserve	2,717	14	24	20	-	10,000	10,000	-	-	-	2,731	12,741	12,737
Reserves Cash Backed - Medical Reserve	4,834	24	44	36	-	10,000	20,000	-	-	-	4,858	14,878	24,870
Reserves Cash Backed - LGCHP Long Term Maintenance Reserve	4,008	20	36	30	-	10,000	10,000	-	-	-	4,028	14,044	14,038
Reserves Cash Backed - Rockview Land Reserve	5,881	29	53	44	-	1,000	1,000	-	-	-	5,910	6,934	6,925
Reserves Cash Backed - Financial Assistance Grant	1,028,266	592	169	592	-	-	-	(1,028,858)	(1,028,435)	(1,028,858)	0	0	0
Reserves Cash Backed - Senior Citz Units	150,330	361	388	466	107,143	-	107,143	(214,389)	(137,245)	(214,389)	43,445	13,473	43,550
Reserves Cash Backed - Town Hall Reserve	99,087	497	892	736	-	10,000	10,000	-	-	-	99,584	109,979	109,823
Reserves Cash Backed - Recreation & Events Centre Reserve	275,311	1,380	2,479	2,046	-	150,000	146,369	-	(220,000)	(220,000)	276,691	207,790	203,726
Reserves Cash Backed - Bending Tip Reserve **	53,620	269	444	398	-	5,000	30,415	-	-	-	53,889	59,064	84,433
Reserves Cash Backed - Grants And Contributions Reserve	0	-	0	0	-	0	0	-	-	-	0	0	0
	<b>3,521,978</b>	<b>12,702</b>	<b>21,610</b>	<b>18,470</b>	<b>152,908</b>	<b>421,000</b>	<b>770,692</b>	<b>(1,289,011)</b>	<b>(1,410,680)</b>	<b>(1,534,012)</b>	<b>2,398,577</b>	<b>2,553,908</b>	<b>2,777,128</b>

\*\* Note the Bending Tip Reserve transfer is made up of the annual \$5,000 contribution plus the Shire of Corrigin surplus that is held in trust currently and the expected 20/21 surplus. Funds held in trust will now be distributed to each Council to manage in their own accounts rather than held in Corrigin Trust Account. Shire of Corrigin will going forward transfer their portion into reserves.

**BORROWINGS**

FOR THE PERIOD ENDED 31 JANUARY 2021

Information on borrowings Particulars	Loan No.	1 July 2020	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>								
Recreation and Events Centre	102	1,578,353	40,659	82,261	1,537,694	1,496,092	36,618	72,293
<b>B/Fwd Balance</b>		1,578,353	40,659	82,261	1,537,694	1,496,092	36,618	72,293
Current borrowings		82,261			41,602			
Non-current borrowings		1,496,092			1,496,092			
		1,578,353			1,537,694			

	20/21 Budget	YTD Actual	Budget Amendment	20/21 Budget Review	Comment
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose Funding</b>					
Grants Commission Grant Received - General Purpose	606,505	283,441	(39,623)	566,882	
Grants Commission Grant Received- Roads	316,720	154,719	(7,283)	309,437	
<b>Law, Order &amp; Public Safety</b>					
DFES Grant Income	43,159	23,910	3,864	47,023	
<b>Health</b>					
Scheme Income	185,749	33,459	1,070	186,819	
<b>Education &amp; Welfare</b>					
CRC Funding Income	106,237	74,658	0	106,237	
Resource Centre Grant Funding	2,000	680	0	2,000	
Resource Centre Grant Funding	0	5,045	10,391	10,391	Supporting Apprentices and Trainees Retention Subsidy
Resource Centre Grant Funding	0	882	882	882	\$200 Adult Learners Week, \$500 Video Conferencing Grant, \$182 Mias Local Heros Grant
Resource Centre Wage Offset Income	0	704	704	704	CRC Coordinator Conference Subsidy
<b>Recreation &amp; Culture</b>					
Bikeweek Grant Income	500	0	(500)	0	Bikeweek grant not successful
Other Cultural Income	6,855	5,745	145	7,000	Thank a Volunteer not successful, Park Party Contributions
War Memorial Funding Income	4,940	4,940	0	4,940	
Library Funding Income	0	0	2,282	2,282	State Library Digital Inclusion Grant
<b>Transport</b>					
Main Roads Direct Grant	168,140	168,140		168,140	
<b>Operating grants, subsidies and contributions Total</b>	<b>1,440,805</b>	<b>756,322</b>	<b>(28,068)</b>	<b>1,412,737</b>	
<b>Non-operating grants, subsidies and contributions</b>					
<b>Law Order &amp; Public Safety</b>					
FESA Grant Income	450,000	0		450,000	New Fire Truck
<b>Health</b>					
Medical Centre Funding Income	250,000	0	(250,000)	0	Upgrade to Wellness Centre & Surgery Roof - Drought Relief Funding
<b>Education and Welfare</b>					
Aged Housing Project	185,714	214,388	214,388	400,102	Aged Housing Units
<b>Recreation and Culture</b>					
LCIRP Town Hall and Roads Board Refurbishment	0	0	324,115	324,115	Local Communities Infrastructure and Road Program 2nd Round
Swimming Pool Upgrade Funding Income	25,000	68,182	43,182	68,182	Filter Repairs - Drought Relief Funding
<b>Transport</b>					
Regional Road Group	365,000	152,583		365,000	
Roads to Recovery	435,275	82,409		435,275	
WANDRAA	0	0		0	
Federal Blackspot	0	0		0	
MRWA Blackspot	0	0		0	
Commodity Route	0	0		0	
Regional Bicycle Network Funding	2,000	1,000		2,000	\$2,000 funding in 20/21 & \$42,168 in 21/22 - Rotary Park
Miscellaneous Income - Streets Roads Bridges	0	214,587	703,576	703,576	LCIRP - Bendering Road, WSPN
<b>Economic Services</b>					
Tourism & Area Promotion Grant Funding	0	0	5,150	5,150	Wheatbelt NRM Grant - Gorge Rock Signage
Tourism & Area Promotion Grant Funding	500,000	386,364	250,000	750,000	Upgrade to Rotary Park and Caravan Park Ablutions - Drought Relief Funding
PUBLIC UTILITIES FUNDING INCOME	225,000	0	(23,182)	201,818	Water Storage, balance of pool funding - Drought Funding, \$20k Standpipe controller LCIRP
<b>Non-operating grants, subsidies and contributions Total</b>	<b>2,437,989</b>	<b>1,119,513</b>	<b>1,267,229</b>	<b>3,705,218</b>	
<b>Grand Total</b>	<b>3,878,794</b>	<b>1,875,835</b>	<b>1,239,161</b>	<b>5,117,955</b>	

**Capital & Project Expenditure by Class Budget Review for the period ending 31 January 2021**

**By Class**

**Land And Buildings**

	TOTAL ACQUISITION	19/20 CARRY OVER PROJECTS	MUNI	RESERVES			FAGS	MAIN ROADS	RRG	R2R	LRCIP	REGIONAL GRANTS	Other	TOTAL FUNDING
				PLANT	Pool	CREC								
Aged Housing	610,200	214,388	210,202								185,610		610,200	
Caravan Park	300,000		50,000									250,000	300,000	
Doctor Surgery	50,000		50,000										50,000	
Wellness Centre	200,000	200,000	0										200,000	
Container Deposit Scheme	30,000		30,000										30,000	
Town Hall	81,680	60,851	20,829										81,680	
Town Hall	0	0	0										0	
Roads Board	0	0	0										0	
<b>Total</b>	<b>1,271,880</b>	<b>475,239</b>	<b>361,031</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>185,610</b>	<b>250,000</b>	<b>1,271,880</b>	

**Property, Plant & Equipment**

CEO Vehicle	50,000		20,000									30,000	50,000
ROE EHO	35,000		10,000									25,000	35,000
MWS	40,000		20,000									20,000	40,000
Grader	450,000		280,000	20,000								150,000	450,000
Fire Truck	450,000		0									450,000	450,000
Small Plant & Equipment	5,500		0	5,000								500	5,500
Small Plant & Equipment	20,000		20,000										20,000
RAMM	5,900		5,900										5,900
Small Plant & Equipment	15,000		15,000										15,000
<b>Total</b>	<b>1,071,400</b>	<b>0</b>	<b>370,900</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>675,500</b>	<b>1,071,400</b>

**Infrastructure - Roads**

Bilbarin East Road	104,740		0				104,740						104,740
Babakin Corrigin Road	63,400		0				63,400						63,400
Bullaring Pingelly Road	352,866		0						352,866				352,866
Babakin Corrigin Road	107,329		24,920						82,409				107,329
Corrigin Naremben Road	35,191		9,007					26,184					35,191
Babakin Corrigin Road	78,000		26,000					52,000					78,000
Corrigin Quairading Road	454,855	17,229	151,619					286,007					454,855
Bendering Road	522,281		166,565			158,486						197,230	522,281
Bendering Road	274,862		0									274,862	274,862
Bendering Road	3,570		3,570										3,570
Malcolm Street	2,900		2,900										2,900
Rabbit Proof Fence Road	0		0										0
Rabbit Proof Fence Road	0		0										0
Rabbit Proof Fence Road	0		0										0
<b>Total</b>	<b>1,999,994</b>	<b>17,229</b>	<b>384,581</b>	<b>0</b>	<b>0</b>	<b>158,486</b>	<b>168,140</b>	<b>364,191</b>	<b>435,275</b>	<b>472,092</b>	<b>0</b>	<b>0</b>	<b>1,999,994</b>

**Infrastructure - Other**

Footpath	31,358		31,358										31,358
Footpath	4,000		4,000										4,000
Rotary Park	500,000		0									500,000	500,000
Water Facilities	167,000		0									167,000	167,000
Standpipe	8,000		0									8,000	8,000
Standpipe	0		0									0	0
Main Town Oval	220,000		0			220,000							220,000
Swimming Pool	175,000		0	100,000								75,000	175,000
Niche Wall	10,000		10,000										10,000
<b>Total</b>	<b>1,115,358</b>	<b>0</b>	<b>45,358</b>	<b>0</b>	<b>100,000</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750,000</b>	<b>1,115,358</b>

<b>5,458,632</b>	<b>492,468</b>	<b>1,161,870</b>	<b>25,000</b>	<b>100,000</b>	<b>220,000</b>	<b>158,486</b>	<b>168,140</b>	<b>364,191</b>	<b>435,275</b>	<b>472,092</b>	<b>185,610</b>	<b>1,675,500</b>	<b>5,458,632</b>
	492,468			345,000				1,783,794				1,675,500	4,296,762
	C/F Surplus			Reserves				Grants				1,161,870	5,458,632

19/20 CARRY OVER PROJECTS	MUNI	RESERVES			FAGS	MAIN ROADS	RRG	R2R	LRCIP	REGIONAL GRANTS	Other	TOTAL FUNDING
		PLANT	CREC									
214,388	210,202								185,610		610,200	
	50,000									250,000	300,000	
	50,000										50,000	
200,000	0										200,000	
	75,000										75,000	
60,851	3,838										64,689	
0	0							50,000			50,000	
0	489							274,511			275,000	
<b>475,239</b>	<b>389,529</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>324,511</b>	<b>185,610</b>	<b>250,000</b>	<b>1,624,889</b>	

	20,000										30,000	50,000
	10,000										25,000	35,000
	22,537										20,000	42,537
	380,000	20,000							50,000		0	450,000
	0										450,000	450,000
	0	5,000									500	5,500
	20,000											20,000
	5,339											5,339
	14,460											14,460
<b>0</b>	<b>472,336</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>525,500</b>	<b>1,072,836</b>

	0						104,740					104,740
	0						63,400					63,400
	0								352,866			352,866
	24,920								82,409			107,329
	9,007							26,184				35,191
	26,813							52,000				78,813
	175,997							286,007				479,233
	166,565					158,486					197,230	522,281
	0										274,862	274,862
	3,570											3,570
	2,900											2,900
	2,954										41,359	44,313
	8,500										118,999	127,499
	5,080										71,126	76,206
<b>17,229</b>	<b>426,306</b>	<b>0</b>	<b>0</b>	<b>158,486</b>	<b>168,140</b>	<b>364,191</b>	<b>435,275</b>	<b>472,092</b>	<b>0</b>	<b>231,484</b>	<b>2,273,203</b>	

	31,358											31,358
	4,000											4,000
	0										500,000	500,000
	0										167,000	167,000
	0										8,000	8,000
	0										0	0
	0					220,000						220,000
	94,371										75,000	169,371
	5,310											5,310
<b>0</b>	<b>141,868</b>	<b>0</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>748,800</b>

<b>492,468</b>	<b>1,430,039</b>	<b>25,000</b>	<b>220,000</b>	<b>158,486</b>	<b>168,140</b>	<b>364,191</b>	<b>435,275</b>	<b>816,603</b>	<b>235,610</b>	<b>1,755,784</b>	<b>6,101,596</b>
492,468											
C/F Surplus				Reserves				Grants			1,430,039

**Shire of Corrigin**  
**Budget Review**  
**Chart of Operating Accounts for the period ended 31 January 2021**

Program	COA	Description	20/21 Budget	YTD Actual	Amended Budget		
General Purpose Funding	Operating Income	03106 Income - Gross Rental Value (GRV)	422,988	422,989	422,988		
		03107 Income - Pastoral & Rural (UV)	2,198,045	2,198,045	2,198,045		
		03111 Interim Rates Income	0	994	0		
		03113 Legal Fees Income	10,000	0	10,000		
		03114 Ex-Gratia Rates Income	33,116	33,116	33,116		
		03115 Penalty Interest Raised On Rates - Income	10,000	6,611	10,000		
		03118 Instalment Interest Income	4,600	2,429	4,600		
		03119 Rates Administration Fee Income	2,000	3,690	4,000		
		03120 Pens Deferred Rates Interest Income	450	63	450		
		03121 Account Enquiry Fees Income	1,750	1,425	1,750		
		03201 Grants Commission Grant Received - General Purpose	606,505	283,441	566,882		
		03202 Grants Commission Grant Received- Local Roads	316,720	154,719	309,437		
		03205 Interest On Investments Income	10,000	2,315	5,000		
		03206 Interest on Investments - Reserves Income	21,610	12,701	18,470		
				<b>3,637,784</b>	<b>3,122,537</b>	<b>3,584,738</b>	
		Operating Expenditure	03100 Expense - Admin Allocated - Rates		(39,890)	(21,231)	(39,890)
				03101 Rates Postage & Stationery Expense	(2,500)	(940)	(940)
				03102 Valuation Expenses	(15,000)	(595)	(15,000)
				03103 Title Searches Expenses	(200)	(205)	(300)
				03104 Legal Fees Expenses	(18,000)	(1,050)	(18,000)
03105 Rates Bad Debts Expenses	(200)			(89)	(200)		
		<b>(75,790)</b>	<b>(24,111)</b>	<b>(74,330)</b>			
<b>TOTAL GENERAL PURPOSE FUNDING</b>			<b>3,561,994</b>	<b>3,098,426</b>	<b>3,510,408</b>		
Governance	Operating Income	04151 Reimbursements Income	100	3,510	3,510		
		04153 Shire Shirts Income	50	0	50		
			<b>150</b>	<b>3,510</b>	<b>3,560</b>		
Operating Expenditure	04100 Admin Allocated - Members		(499,851)	(270,714)	(499,851)		
		04101 Members Sitting Fees Paid	(28,734)	(14,267)	(28,734)		
		04102 President's Allowance paid	(7,500)	(3,750)	(7,500)		
		04103 Deputy President's Allowance paid	(1,875)	(938)	(1,875)		
		04104 Members Travelling Expenses paid	(4,500)	(189)	(4,500)		
		04105 Members Conference Expenses	(5,500)	(473)	(5,500)		
		04106 Training Expenses of Members Expense	(10,000)	(4,959)	(10,000)		
		04107 Council Election Expenses	(5,000)	0	(5,000)		
		04108 Members Refreshments & Receptions Expense	(26,000)	(10,807)	(26,000)		
		04109 Maintenance - Council Chambers Expense	(4,057)	(2,699)	(3,736)		
		04110 Members - Insurance Expense	(4,447)	(4,447)	(4,447)		
		04111 Members - Subscriptions, Donations Expense	(51,000)	(28,303)	(51,000)		
		04113 Members - Printing & Stationery Expense	(500)	(114)	(500)		
		04114 Gifts Expense	(2,000)	(180)	(2,000)		
		04115 Members Shirts Expense	(400)	0	(400)		
		04117 Depreciation - Inf. Other Members	(828)	(595)	(1,011)		
		04118 Members - Consultancy Fees	(55,000)	(4,200)	(55,000)		
		04120 Professional Photo Expenditure	(1,500)	0	(1,500)		
		04121 Members ICT Allowance Expense	(7,000)	(3,500)	(7,000)		
		04122 Other Legal Expense	(7,000)	(160)	(7,000)		
		04123 Members - IT Expense	(8,500)	0	(8,500)		
		04200 Audit Fees Expense	(58,000)	(2,200)	(58,000)		
		04201 Advertising - Public Notices Expense	(10,000)	(669)	(10,000)		
		<b>(799,192)</b>	<b>(353,165)</b>	<b>(799,054)</b>			
<b>TOTAL GOVERNANCE</b>			<b>(799,042)</b>	<b>(349,655)</b>	<b>(795,494)</b>		
Law, Order & Public Safety	Operating Income	05112 FESA Grant Income	493,159	23,910	497,023		
		05113 FESA Admin Fee Income	4,000	4,000	4,000		
		05116 Fines & Penalties - Bush Fire Act 1954	1,000	364	500		
		05202 Dog Registration Fees Income	3,000	2,419	3,000		
		05203 Fines and Penalties - Animal Control Income	800	194	300		
		05204 Animal Control - Misc Income	100	0	100		
		05207 Cat Registration Income	700	416	700		
		05312 Motor Vehicle Impound Fees	900	245	300		
				<b>503,659</b>	<b>31,547</b>	<b>505,923</b>	
		Operating Expenditure	05100 Admin Allocated - Fire Prevention		(8,079)	(4,300)	(8,079)
				05101 Purchase of Equipment Expense	(3,000)	(6,464)	(3,000)
				05102 Equipment Maintenance Expense	(500)	(29)	(500)
				05103 Vehicle Maintenance Expense	(40,000)	(25,738)	(40,000)
05104 Land / Building Maintenance Expense	(9,773)			(8,926)	(16,153)		
05105 Protective Clothing Expense	(4,800)			(3,119)	(4,800)		
05106 Utilities and Rates Expense	(2,500)			(464)	(2,500)		
05107 Other Expenses	(37,600)			(1,370)	(37,600)		
05108 Insurance Expense	(19,292)			(20,434)	(20,434)		
05111 Loss on Sale of Assets - Fire Prevention	(48,193)			0	(48,193)		
05200 Dog Control Expenses	(1,150)			(12)	(1,150)		
05201 Ranger Services Expenses	(8,500)			(2,890)	(8,500)		
05205 Admin Allocation - Animal Control	(11,547)			(6,146)	(11,547)		
05206 Cat Control Expense	(250)			0	(250)		
05350 Emergency Call Out Expenses	(10,000)			(2,298)	(10,000)		
05354 LEMC Expenditure	(200)			0	(200)		
05355 Road Safety Program Expense	(200)	0	(200)				
		<b>(205,583)</b>	<b>(82,189)</b>	<b>(213,105)</b>			
<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY</b>			<b>298,076</b>	<b>(50,642)</b>	<b>292,818</b>		
Health	Operating Income	07450 Scheme Income	185,749	33,459	186,819		
		07452 Food Premises annual registration Income	1,750	1,732	1,750		
		07602 Offensive Trades Income	298	298	298		
		07750 Rental -Wellness Centre Income	6,240	3,273	6,240		
		07752 Other Health Reimbursements Income	1,500	0	1,500		
		07753 Medical Centre Funding Income	250,000	0	0		
		07754 Trading in Public Places Income	50	100	200		
		07850 Bending Tip Income	17,000	65,151	75,000		
				<b>462,587</b>	<b>104,013</b>	<b>271,807</b>	
		Operating Expenditure	07151 Infant Health Clinic Expenditure		(10,999)	(11,807)	(13,914)
07152 Family Day Care Expenditure	(800)			0	0		
07400 Admin & Inspection Wages - Health	(120,857)			(69,472)	(120,857)		

07401	Admin & Inspection Superannuation	(17,234)	(9,205)	(17,234)
07402	Admin & Inspection FBT Expense	(15,000)	(2,458)	(15,000)
07403	Admin & Inspection Uniform Expenses	(780)	(295)	(780)
07404	Conference / Training Expenses - Health Expense	(2,500)	(345)	(2,500)
07405	Admin & Inspection Telephone Subsidy Expenses	(1,300)	(1,547)	(2,970)
07406	Admin & Inspection Rental Subsidy Expenses	0	0	0
07407	Admin & Inspection Subscriptions Expenses	(1,100)	(212)	(1,100)
07408	Admin & Inspection Analytical Expenses	(1,000)	(501)	(1,000)
07409	Admin & Inspection Insurance Expenses	(4,914)	(4,416)	(4,416)
07410	Admin & Inspection Advertising Expenses	(1,000)	0	(1,000)
07411	Admin & Inspections Housing Allocation	(7,329)	(6,197)	(7,329)
07412	EHO Vehicle Operating Expenses	(20,000)	(10,760)	(20,000)
07414	Loss on Sale of Asset - Admin & Inspection	(8,184)	0	(8,184)
07415	Other Admin Expenses - Health Admin	(3,500)	(238)	(3,719)
07416	Admin Allocation - Admin & Inspections	(20,776)	(11,058)	(20,776)
07417	Admin & Inspections Office Equipment	(6,000)	(4,775)	(6,000)
07700	Doctor Surgery Maintenance Expenses	(46,112)	(21,919)	(48,989)
07701	Medical Support Services Expenses	(184,600)	(103,100)	(184,600)
07702	Doctor Vehicle Operating Expenses	(7,500)	(7,524)	(7,500)
07703	Dental Surgery & Residence Expenses	(38,534)	(18,490)	(45,013)
07707	Admin Allocation - Other Health	(14,281)	(7,601)	(14,281)
07709	Housing Allocation - Doctor	(17,991)	(14,537)	(17,991)
07710	Other Health Expenses	(37,000)	(8,111)	(44,500)
07712	Wellness Centre Maintenance Expenses	(5,971)	(2,396)	(6,623)
07713	Housing Allocation - Dentist	(1,127)	(6,539)	(1,127)
07800	Bending Tip Expenditure	(10,000)	0	(10,000)
		(606,388)	(323,504)	(627,402)
<b>TOTAL HEALTH</b>		<b>(143,801)</b>	<b>(219,491)</b>	<b>(355,595)</b>
Education & Welfare	Operating Income			
08250	Resource Centre Membership Income	500	359	500
08251	Resource Centre Computer / Internet Use Income	500	256	500
08252	Resource Centre Secretarial Services Income	2,000	1,111	2,000
08253	Resource Centre Office Support Income	5,000	4,538	5,500
08254	Resource Centre Equipment Hire Income	1,000	230	1,000
08255	Resource Centre Room Hire Income	5,000	991	2,600
08256	Resource Centre Phone Book Sales Income	3,000	853	1,000
08257	Resource Centre Exam Supervision Income	700	0	700
08258	CRC Community Workshops and Events income	500	1,939	2,500
08259	Resource Centre Training/Course Income	5,000	25,314	30,000
08260	Resource Centre Information Books Income	200	0	200
08261	Resource Centre Movie Club Income	300	145	300
08262	CRC Funding Income	106,237	74,658	106,237
08263	CRC Grant Funding Income	2,000	7,316	13,273
08277	Wage Offset Income	0	704	704
08351	Families & Children Misc Incomes	6,532	2,809	6,532
08410	Capital Grant - Aged Housing Project	185,714	214,388	400,102
08450	Misc Aged & Disabled - Senior Citizens Income	0	150	150
		324,183	335,761	573,798
	Operating Expenditure			
08200	Admin Allocated - Other Education	(12,624)	(6,719)	(12,624)
08201	Resource Centre Wages Expenses	(134,694)	(70,877)	(148,394)
08202	Resource Centre Super Expenses	(19,271)	(10,765)	(19,271)
08203	Resource Centre Uniforms Expenses	(1,200)	0	(1,200)
08204	Resource Centre Training & Development Expenses	(5,000)	(1,447)	(5,000)
08205	Resource Centre Telephone Expenses	(2,500)	(1,021)	(2,500)
08206	Resource Centre Power Expenses	(5,500)	(1,779)	(5,500)
08207	Resource Centre Equipment Expenses	(33,295)	(17,473)	(33,995)
08208	Resource Centre Office Supplies Expenses	(1,000)	(673)	(1,500)
08209	Resource Centre Postage Expenses	(400)	(105)	(400)
08210	Resource Centre Maintenance Expenses	(3,900)	(2,800)	(5,900)
08211	Resource Centre Insurance Expenses	(3,959)	(3,449)	(3,449)
08212	Resource Centre Course Expenditure	(7,500)	(25,351)	(32,500)
08213	Resource Centre Information Books Expenses	(250)	0	(250)
08214	Resource Centre Movie Nights Expenses	(250)	(383)	(250)
08215	Resource Centre Phone Books Expenses	(250)	(135)	(250)
08216	Resource Centre Miscellaneous Expenses	(2,150)	(2,950)	(2,150)
08217	Resource Centre Grant Expenditure - Non Operating	(1,000)	(3,115)	(3,500)
08220	Resource Centre Room Booking Expenditure	(1,100)	(211)	(1,100)
08300	Admin Allocated - Care of Families & Children	(6,528)	(3,475)	(6,528)
08301	Building Maintenance - Giggle Pots/Playgroup Expenses	(14,969)	(7,083)	(16,480)
08305	Infant Health Building Mtce Expenses	0	(84)	0
08400	Senior Citizens Facilities Expenses	(69,462)	(46,198)	(75,053)
08404	Admin Allocation - Aged & Disabled	(6,528)	(3,475)	(6,528)
08406	Other Senior Program Expenditure	(1,000)	0	(1,000)
08602	Admin Allocation - Other Welfare	(3,101)	(1,651)	(3,101)
08604	Outreach Programs Expenditure	(1,000)	0	(1,000)
		(338,432)	(211,219)	(389,424)
<b>TOTAL EDUCATION &amp; WELFARE</b>		<b>(14,249)</b>	<b>124,542</b>	<b>184,374</b>
Housing	Operating Income			
09151	Rental - 25 Seimons Ave Income	8,580	4,950	8,580
09152	Rental - 2 Spanney Street	2,600	1,600	2,600
09154	Rental 23 McAndrew Street	3,718	2,288	3,718
09155	1 Spanney Street Income	3,718	2,145	3,718
09156	10 Lawton Way Income	3,718	2,145	3,718
09157	Rental - 36 Camm St Income	1,430	880	1,430
09158	Rental 15 McAndrew Street	3,718	0	3,718
09250	Rental - LGCHP Units - 23 Seimons Ave Income	14,924	8,874	14,924
09251	Rental - LGCHP Units - 36 Jose Street Income	13,520	9,350	17,550
09252	Rental - GROH Income	63,180	32,709	63,180
09253	Other Housing Rental Income	17,160	11,385	17,160
09254	Other Housing Reimbursements Income	800	239	800
		137,066	76,565	141,096
	Operating Expenditure			
09100	Admin Allocated - Staff Housing	(17,710)	(9,426)	(17,710)
09101	3 Janes Drive Expense	(11,498)	(7,578)	(12,027)
09102	36 Camm Street Expenses	(13,710)	(9,377)	(15,177)
09103	25 Seimons Ave Expense	(9,707)	(6,539)	(10,154)
09104	1 Spanney Street Expenses	(12,247)	(7,209)	(12,792)
09105	23A McAndrew Expenses	(12,931)	(4,838)	(15,288)
09106	2 Spanney Steet Expenditure	(14,045)	(6,177)	(16,402)
09107	32 Camm Street Expenses	0	(1,278)	0
09108	Rockview Residence Expenses	(11,271)	(923)	(11,238)
09109	Staff House Costs Allocated to Works	56,878	34,703	80,172
09111	10 Lawton Way Expense	(11,047)	(7,419)	(11,592)
09113	15 McAndrew Avenue Expenses	(10,673)	(5,182)	(11,181)
09201	LGCHP Units - 23 Seimons Ave Expenses	(13,762)	(7,659)	(14,265)



		09202 LGCHP Units - 36 Jose Street Expenses	(15,354)	(9,116)	(17,943)
		09203 11 Courboles Cres Expenses	(22,791)	(14,537)	(24,008)
		09204 GROH - 14 Courboles Crescent Expense	(10,573)	(6,801)	(11,084)
		09205 GROH- 15 McAndrew Ave Expenses	0	(1,304)	0
		09206 GROH- 51 Goyder Street Expenses	(10,477)	(6,600)	(10,985)
		09208 Depreciation - Other Housing	(1,128)	(775)	(1,316)
		09209 Admin Allocation - Other Housing	(10,865)	(13,361)	(20,865)
		09210 Other Housing Costs Allocated to Works	17,991	22,114	17,991
		09211 32 Camm Street Expense	(10,574)	(5,363)	(11,542)
			(145,493)	(74,646)	(147,405)
					0
		<b>TOTAL HOUSING</b>	<b>(8,427)</b>	<b>1,919</b>	<b>(6,309)</b>
Community Amenities	Operating Income	10150 Refuse Removal Income	205,661	119,450	205,721
		10156 Tip Fees Income	4,300	4,042	4,800
		10157 Container Deposit Scheme Refund Reimbursement	0	2,442	7,000
		10158 Container Deposit Scheme Commission Revenue	0	8,205	20,000
		10350 Septic Tank Fees Income	800	472	800
		10650 Town Planning & Regional Development Income	3,000	2,207	3,000
		10651 Proceeds on Sale of Assets - Granite Rise Land Sale	0	32,858	0
		10652 Profit on Sale of Asset - Granite Rise Land Sale	0	25,855	37,800
		10750 Cemetery Fees & Charges Income (exc Grant of Right)	5,500	6,804	8,750
		10751 Plaques Reimbursement Income	1,500	731	1,500
		10752 Cropping Land Income	1,000	0	1,000
		10753 Community Bus Hire Fees	5,000	2,062	5,000
		10756 Cemetery Fees - Grant of Right of Burial Income (GST Exempt)	0	955	1,500
			226,761	206,083	296,871
	Operating Expenditure	10100 Admin Allocated - Sanitation - Household Refuse	(18,200)	(9,687)	(18,200)
		10101 Domestic Refuse Collection Expense	(57,616)	(32,594)	(57,616)
		10102 Recycling Expense	(66,501)	(28,765)	(66,501)
		10103 Transfer Station/Regional Waste Expense	(70,974)	(33,978)	(70,974)
		10104 Corrigin Tip Maintenance Expenses	(89,792)	(52,551)	(91,929)
		10105 Green Waste Dump Maintenance Expenses	(7,500)	(1,799)	(7,500)
		10106 Bullaring Tip Maintenance Expense	(2,300)	(1,995)	(2,300)
		10110 Container Deposit Scheme Maintenance Expense	(20,478)	(27,365)	(51,916)
		10111 Container Deposit Scheme Refund Expenditure	0	(2,286)	(7,000)
		10200 Industrial/Commercial Refuse Charges Expense	(18,473)	0	(18,473)
		10201 Street Bins Expense	(16,550)	(12,555)	(16,550)
		10203 Depreciation - Sanitation Other	0	0	0
		10204 Admin Allocation - Sanitation Other	(16,041)	(8,538)	(16,041)
		10600 TP & R Planning Consultant Expense	(21,000)	(12,289)	(21,000)
		10602 Town Planning Advertising Expense	(1,000)	0	(1,000)
		10603 Survey, Mapping and Legal Expense	(2,500)	0	(2,500)
		10607 Admin Allocation - TP & Regional Development	(11,998)	(6,387)	(11,998)
		14810 Granite Rise Operating Expenses	(8,500)	(10,574)	(20,500)
		10700 Public Conveniences Expense	(74,140)	(51,422)	(77,351)
		10704 Corrigin Cemetery Expense	(13,632)	(6,674)	(14,567)
		10705 Grave Digging Expense	(10,250)	(7,473)	(11,250)
		10706 Cemeteries Plaques Expense	(1,500)	(1,273)	(1,500)
		10708 Depreciation - Other Communities Amenities	(1,630)	(1,179)	(2,502)
		10709 Admin Allocation - Other Community Amenities	(20,147)	(10,723)	(20,147)
		10710 Community Bus Expenses	(12,000)	(7,257)	(12,000)
			(562,724)	(327,363)	(621,317)
		<b>TOTAL COMMUNITY AMENITIES</b>	<b>(335,963)</b>	<b>(121,280)</b>	<b>(324,446)</b>
Recreation & Culture	Operating Income	11150 Hall Hire Income	2,000	593	1,000
		11152 Public Halls and Civic Centres Grant Funding	0	0	324,115
		11250 Pool Admissions Income	25,000	20,275	25,000
		11252 Swimming Pool Upgrade Funding Income	25,000	68,182	68,182
		11350 Sporting Clubs Levies Income	10,580	227	10,580
		11351 CREC Pavillion Income	5,000	3,448	5,000
		11352 Oval Fees & Charges Income	4,500	909	4,500
		11353 PA System Hire Income	100	0	100
		11354 Bikeweek Grant Income	500	0	0
		11359 Other Recreation Misc Income	2,500	750	2,500
		11366 War Memorial Funding Income	4,940	4,940	4,940
		11450 Misc Television & Broadcasting Income	25	25	25
		11550 Lost Books Income	100	0	0
		11551 Library Funding Income	0	0	2,282
		11651 Other Culture Income	7,255	5,909	7,450
			87,500	105,258	455,674
	Operating Expenditure	11100 Admin Allocated - Halls & Civic Centres	(28,019)	(14,913)	(28,019)
		11101 Corrigin Town Hall Expense	(98,240)	(97,377)	(151,319)
		11102 Bilbarin Hall Expense	(19,198)	(10,019)	(21,993)
		11103 Bullaring Hall Expense	(26,838)	(21,127)	(43,457)
		11104 Bulyee Hall Expense	(13,035)	(3,147)	(15,292)
		11105 CWA Hall Expense	(9,815)	(7,201)	(12,484)
		11106 Old Road Board Expense	(10,493)	(7,605)	(13,375)
		11107 Depreciation - Halls & Civic Centres	(3,967)	(3,213)	(5,454)
		11200 Swimming Pool Wages	(106,014)	(66,363)	(106,014)
		11201 Swimming Pool Superannuation	(14,342)	(7,682)	(14,342)
		11202 Swimming Pool Maintenance Expense	(95,785)	(68,028)	(105,785)
		11203 Swimming Pool Insurance Expense	(12,081)	(10,507)	(10,507)
		11204 Depreciation - Swimming Pool	(163,350)	(109,657)	(188,505)
		11205 Housing Allocation	(8,529)	(5,064)	(9,074)
		11206 Admin Allocation - Swimming Pool	(20,268)	(10,788)	(20,268)
		11207 Swimming Pool Recruitment Costs	(500)	0	(500)
		11300 Main Oval Expense	(139,034)	(49,032)	(143,333)
		11301 Rose Garden Expense	(8,040)	(10,813)	(14,140)
		11302 Apex Park Expense	(9,388)	(2,927)	(9,955)
		11303 Adventure Park Playground Expense	(26,969)	(17,169)	(29,403)
		11304 Bullaring Gardens Expense	(1,200)	0	(1,200)
		11305 CWA Gardens Expense	(5,610)	(1,934)	(5,643)
		11308 Miss B's Park Expense	(33,184)	(9,573)	(34,596)
		11309 Gorge Rock Expense	(24,044)	(1,166)	(24,480)
		11310 CREC Operating Expense	(232,353)	(137,228)	(240,206)
		11311 Skate Park Expense	(3,280)	(2,043)	(4,029)
		11312 Shire Office Gardens Expense	(13,830)	(5,938)	(13,830)
		11313 Rotary Park Expense	(25,349)	(9,249)	(27,072)
		11314 Bowling Club Expense	(160)	(164)	(160)
		11315 Golf Club Expense	(1,425)	(760)	(1,500)
		11316 Tennis Club Expense	(44,700)	(34,517)	(57,638)
		11318 War Memorial Expense	(18,743)	(1,190)	(18,827)
		11320 Loan Interest Other Recreation Expense	(72,292)	(36,418)	(72,293)
		11321 Depreciation - Other Recreation	(22,921)	(16,597)	(28,177)
		11323 Netball / Basketball Courts Expenses	(11,285)	(8,526)	(14,445)

		11324 Town Dam & Retic	(46,707)	(19,894)	(50,576)
		11325 Admin Allocation - Other Recreation & Sport	(19,960)	(10,624)	(19,960)
		11328 Other Recreation Programs Expenditure	(3,000)	(2,777)	(3,000)
		11329 Bikeweek grant expenditure	(500)	0	(500)
		11332 Architect & Project Consultant Fees	(4,000)	0	(4,000)
		11335 Other Recreation Community Donations / Contributions	(1,000)	0	(1,000)
		11501 Library Maintenance Expenditure	(4,500)	(489)	(4,500)
		11502 Depreciation - Libraries	(413)	(266)	(451)
		11504 Admin Allocation - Library	(19,287)	(911)	(19,287)
		11601 Regional Arts & Crafts Expenses	(800)	(432)	(748)
		11605 Admin Allocation - Other Culture	(4,355)	(2,318)	(4,355)
		11606 Other Culture Programs Expenditure	(17,900)	(7,776)	(17,900)
		11607 Corrigin Agricultural Society Donation Expense	(2,500)	0	(2,500)
			(1,449,204)	(833,419)	(1,616,093)
<b>TOTAL RECREATION &amp; CULTURE</b>			<b>(1,361,704)</b>	<b>(728,161)</b>	<b>(1,160,419)</b>
Transport	Operating Income	12250 Grant - Regional Road Group Income	365,000	152,583	365,000
		12251 Grant - Roads to Recovery Income	435,275	82,409	435,275
		12253 Direct Grants Income	168,140	168,140	168,140
		12254 Misc Income, Streets Roads Etc	3,000	216,965	706,576
		12257 Regional Bicycle Network Funding	2,000	1,000	2,000
		12305 Profit on Sale of Assets	14,500	0	500
		12550 Licencing Commission Income	25,000	10,688	25,000
		12551 TransWA Commission Income	300	88	300
			1,013,215	631,873	1,702,791
	Operating Expenditure	10202 Tidy Town Competition Expense	(1,000)	0	(1,000)
		12200 Admin Allocated - Streets Roads	(28,967)	(15,417)	(28,967)
		12201 Drainage Works Expense	(2,000)	(90)	(2,100)
		12202 Verge Clearing Expense	(54,200)	(2,797)	(54,200)
		12203 Road Maintenance Expense	(690,382)	(238,826)	(690,382)
		12204 Laneway Maintenance Expense	(2,000)	0	(2,000)
		12205 Street Numbering Expense	(1,000)	0	(1,000)
		12206 Footpath Crossovers Expense	(6,000)	(11,271)	(15,000)
		12207 Street Lighting Expense	(50,000)	(20,428)	(50,000)
		12208 Street Cleaning Expense	(10,500)	(3,306)	(11,500)
		12209 Street Trees & Watering Expense	(42,000)	(16,074)	(42,100)
		12210 Street Traffic Signs Expense	(14,100)	(13,254)	(15,900)
		12211 Town Maintenance Expense	(155,640)	(111,618)	(155,640)
		12212 Townscape Improvements Expense	(67,500)	(48,067)	(88,500)
		12213 Depreciation - Streets Roads	(1,365,929)	(955,751)	(1,622,555)
		12214 Road Side Spraying	(9,000)	(20,013)	(25,000)
		12216 Consultancy Services / Contributions Expense - Road Mtc	(54,500)	(430)	(54,500)
		12300 Admin Allocation - Road Plant Purchases	(8,390)	(4,466)	(8,390)
		12302 Loss of Sale of Assets - Plant Purchases	0	(4,890)	(94,153)
		12501 Admin Allocation - Traffic Control	(110,574)	(58,852)	(110,574)
		12600 Airstrip Maintenance Expense	(55,320)	(39,004)	(42,046)
			(2,729,001)	(1,564,554)	(3,115,506)
<b>TOTAL TRANSPORT</b>			<b>(1,715,786)</b>	<b>(932,681)</b>	<b>(1,412,715)</b>
Economic Services	Operating Income	13150 Drum Muster Income	1,000	1,557	2,000
		13153 Optus Lease Income	1,586	0	1,586
		13154 Misc Income Rural Services	0	(121)	0
		13156 Old Railway Building Rental Income	2,000	701	2,000
		13250 Caravan & Camping Income	5,200	4,226	5,200
		13251 Dog Cemetery Burial Fee Income	1,500	1,436	2,000
		13252 Reimbursements - Tourism Income	12,500	8,194	17,650
		13255 Centenary Income	150	182	200
		13256 Tourism & Area Promotion Grant Funding	500,000	386,364	750,000
		13350 Building Permits Income	4,000	3,110	4,000
		13351 Building Lic Levy Commissions Income	100	75	100
		13352 CTF Commissions Income	20	15	20
		13353 Demolition License Income	100	0	100
		13450 Sheep Sale Commissions Income	6,000	4,450	6,000
		13852 Other Economic Service Income	700	0	700
		13750 Standpipe Fees & Charges Income	20,000	36,083	45,000
		13751 Public Utilities Funding Income	225,000	0	201,818
			779,856	446,270	1,038,374
	Operating Expenditure	13100 Admin Allocated - Rural Services	(9,415)	(5,011)	(9,415)
		13104 Reserve Management Expense	(16,370)	(48)	(16,370)
		13106 Drum Muster Expenses	(2,500)	(1,557)	(2,500)
		13107 Old Railway Building Expense	(9,876)	(4,869)	(11,032)
		13108 Windmill Building Expense	(8,130)	(7,946)	(21,005)
		13109 Central Agcare Donation Expense	(2,000)	(2,000)	(2,000)
		13112 Groundwater Management Expense	(11,800)	(2,050)	(11,800)
		13122 Depreciation - Rural Services	(3,174)	(2,592)	(2,279)
		13200 Admin Allocation - Tourism & Area Promotion	(23,901)	(17,402)	(23,901)
		13201 Caravan Parks Expense	(33,550)	(12,091)	(38,326)
		13202 Area Promotion Expense	(8,442)	(6,124)	(8,797)
		13203 Information Bay Expense	(1,000)	0	(1,000)
		13204 Tourist Museum Expense	(29,756)	(17,633)	(33,541)
		13205 Dog Cemetery Expense	(11,200)	(8,998)	(14,700)
		13206 Depreciation - Tourism & Area Promotion	(1,295)	(839)	(1,424)
		13208 Roe Tourism Expenditure	0	(17,916)	(29,050)
		13279 Misc Op Expenditure Tourism & Area Promotion	(500)	0	(500)
		13301 Admin Allocation - Building Control	(23,660)	(12,593)	(23,660)
		13302 Building Consultancy Services	(5,000)	(1,113)	(5,000)
		13400 Maintenance - Saleyards Expense	(13,833)	(20,329)	(34,679)
		13401 Depreciation - Saleyards	(15,953)	0	(2,601)
		13402 Admin Allocation - Saleyards	(466)	(248)	(466)
		13603 Admin Allocation - Economic Development	(14,261)	(7,590)	(14,261)
		13604 Land Development Expense	(1,250)	0	(1,250)
		13605 Economic Development Consultancy Expense	(5,000)	0	(5,000)
		13700 Standpipes Expense	(65,108)	(32,159)	(89,786)
		13701 Bullaring Water Tank	(2,274)	(1,600)	(1,465)
		13702 Admin Allocation - Public Utilities Services	(7,217)	(3,841)	(7,217)
		13704 Depreciation - Public Utilities	0	(1,434)	(1,732)
		13800 Screening Plant Expense	0	(715)	0
		13807 Admin Allocation - Other Economic Services	(20,887)	(11,117)	(20,887)
			(347,819)	(199,815)	(435,645)
<b>TOTAL ECONOMIC SERVICES</b>			<b>432,037</b>	<b>246,456</b>	<b>602,729</b>
Other Property & Services	Operating Income	14154 Private Works Charges Income	55,000	28,248	55,000
		14250 Workers Compensation Reimbursements Income	5,000	44,069	50,000
		14252 Misc Income Public Works Overheads	3,500	0	3,500

	14350 Diesel Fuel Rebate Income	32,000	14,361	32,000
	14351 Reimbursements Other Income	500	1,063	1,216
	14551 Uniform reimbursement - Admin Income	500	0	500
	14553 Other Income	4,000	6,134	6,500
		<u>100,500</u>	<u>93,876</u>	<u>148,716</u>
Operating Expenditure	14102 Private Works Expense	(63,000)	(19,014)	(63,000)
	14103 Admin Allocation - Private Works	(41,162)	(21,832)	(41,162)
	14200 Admin Allocation - Public Works Overheads	(82,043)	(43,666)	(82,043)
	14201 Works & Services Admin Wages	(122,481)	(70,237)	(122,481)
	14202 Works Admin Super	(17,687)	(9,670)	(17,687)
	14203 Works Supervisors Vehicle Expenses	(15,000)	(7,488)	(15,000)
	14204 Works Supervisors Office Expense	(17,818)	(13,788)	(19,999)
	14205 Superannuation - Outside Staff Expense	(134,452)	(76,202)	(134,452)
	14206 Sick & Compassionate Leave - Outside Staff Expense	(41,336)	(16,305)	(41,336)
	14207 Annual Leave, Public Holidays - Outside Staff Expense	(143,845)	(70,421)	(143,845)
	14208 Recruitment Costs - Outside Staff Expense	(2,500)	(231)	(2,500)
	14209 Industry / Other Allowance - Outside Staff Expense	(3,080)	(1,693)	(3,080)
	14210 Workers Compensation - Outside Staff Expense	0	(46,270)	(50,000)
	14211 FBT - Outside Staff Expense	(18,608)	(3,161)	(18,608)
	14212 Protective Clothing Expense	(5,100)	(28)	(5,100)
	14213 Training Expense - Outside Staff	(28,530)	(8,682)	(28,530)
	14214 Hearing / Eye Test Expense	(3,000)	0	(3,000)
	14215 Fit for Work Expense	(3,000)	(2,570)	(20,750)
	14216 Insurance - Works Expense	(40,666)	(35,623)	(35,623)
	14217 Depot Maintenance Expense	(81,319)	(47,200)	(90,529)
	14218 Building Office Expenses Expense	(1,200)	(312)	(1,200)
	14219 Expendable Stores/Tools - Works Expense	(6,000)	(1,888)	(6,000)
	14220 Expendable Stores/Tools - Building Expense	(1,500)	(499)	(1,500)
	14221 Expendable Stores/Tools - Plant Expense	(9,000)	(10,406)	(9,000)
	14222 Occ Health & Safety Expense	(25,500)	(4,090)	(25,500)
	14223 Housing Allocation Expense	(28,448)	(12,325)	(32,780)
	14224 Overheads Allocated to Works	911,378	505,012	911,378
	14225 Depreciation - Public Works Overheads	0	(198)	0
	14226 Loss on Sale of Assets - Public Works Overheads	(5,691)	(2,265)	(2,265)
	14227 Works Utility Vehicle Expense	(30,000)	(20,312)	(30,000)
	14229 Long Service Leave Works Expense	0	(500)	0
	14231 Small Plant Purchases <\$2000 Expenditure	(5,000)	(3,225)	(5,000)
	14232 Public Works Overheads Plant Allocation	(10,000)	(6,628)	(10,000)
	14233 Consulting Services	(2,000)	0	(2,000)
	14234 Works Administration	(35,074)	(33,256)	(45,074)
	14301 Insurance - Plant Expense	(39,959)	(35,125)	(35,125)
	14302 Fuel & Oils Expense	(170,000)	(80,564)	(170,000)
	14303 Tyres and Tubes Expense	(40,000)	(9,644)	(40,000)
	14304 Parts & Repairs Expense	(192,948)	(88,658)	(192,948)
	14305 Internal Repair Wages Expense	(29,000)	(11,427)	(29,000)
	14306 Licences - Plant Expense	(12,500)	(11,159)	(12,500)
	14308 Depreciaton - PLant	(237,220)	(203,813)	(266,684)
	14309 Plant Operation Costs Allocated to Works	467,763	369,971	467,763
	14310 Plant Depreciation Costs Allocated to Works	237,220	117,841	237,220
	14311 Admin Allocation - Plant Operation Costs	(18,804)	(10,083)	(18,804)
	14500 Admin Wages	(656,330)	(346,432)	(656,330)
	14501 Admin Superannuation	(90,943)	(43,283)	(90,943)
	14502 Fringe Benefits Tax - Admin Expense	(25,000)	(3,161)	(25,000)
	14503 Recruitment Expenses - Admin Expense	(3,000)	0	(3,000)
	14504 Admin Executive Personal Development Expense	(5,000)	0	(5,000)
	14505 Training Expenses - Admin Expense	(20,000)	(6,756)	(20,000)
	14506 Conference Expenses - Admin Expense	(10,000)	(3,176)	(10,000)
	14507 Staff Uniform - Admin Expense	(4,770)	(1,606)	(4,770)
	14508 Administration Office Maintenance Expense	(90,150)	(57,242)	(102,854)
	14509 Insurance - Admin Expense	(29,296)	(26,310)	(26,310)
	14510 Telecommunications - Admin Expense	(8,000)	(5,902)	(8,000)
	14511 Legal Expenses Administration Expense	(15,000)	(29,413)	(45,000)
	14512 Bank Fees Expense	(20,000)	(14,339)	(20,000)
	14513 Printing & Stationery - Admin Expense	(10,000)	(6,776)	(10,200)
	14514 Records Management Expense	(5,000)	(123)	(5,200)
	14515 Postage Admin Expense	(3,200)	(801)	(3,200)
	14516 Computer Expense	(55,000)	(45,837)	(55,000)
	14517 Computer Hardware Expense	(46,000)	(16,683)	(46,000)
	14518 Bad Debts - Sundry Expense	(1,000)	0	(1,000)
	14519 Admin Subscriptions Expense	(5,000)	(3,509)	(7,000)
	14520 CEO Vehicle Operating Expense	(13,000)	(8,507)	(19,000)
	14521 DCEO Vehicle Operating Expense	(10,000)	(9,831)	(10,000)
	14522 Housing Allocation - Admin	(11,445)	(4,577)	(13,442)
	14524 Loss on Sale of Asset - Admin	(16,671)	0	(16,671)
	14525 Administration Costs Allocated	1,199,805	638,585	1,199,802
	14527 Valuation Services Expense	(6,000)	0	(6,000)
	14529 Admin Consultancy Services	(28,500)	(2,625)	(28,500)
	14530 Administration Refreshments & Receptions Expense	(6,000)	(618)	(6,000)
	14581 Software System Purchases	(10,000)	(1,695)	(10,000)
	14602 Gross Salaries & Wages	(2,198,848)	(1,311,286)	(2,198,848)
	14603 Less Sal & Wages Alloc to Works	2,198,848	1,311,286	2,198,848
	14700 Unclassified Misc Expenditure	0	(635)	635
		<u>(152,610)</u>	<u>(48,885)</u>	<u>(311,727)</u>
	<b>TOTAL OTHER PROPERTY &amp; SERVICES</b>	<b>(52,110)</b>	<b>44,991</b>	<b>(163,011)</b>
	<b>GRAND TOTAL - OPERATING ACCOUNTS</b>	<b>(138,976)</b>	<b>1,114,424</b>	<b>372,339</b>
	<b>Total Operating Income</b>	<b>7,273,261</b>	<b>5,157,293</b>	<b>8,723,348</b>
	<b>Total Operating Expenditure</b>	<b>(7,412,237)</b>	<b>(4,042,869)</b>	<b>(8,351,009)</b>
		<b>(138,976)</b>	<b>1,114,424</b>	<b>372,339</b>



## **Adopted Standards for CEO Recruitment, Performance and Termination**

Schedule 2 — Model standards for CEO recruitment, performance and termination  
Local Government Act 1995 S5.39A and Local Government (Administration) Regulations 1996 R18FA

### **1. Citation**

These are the Shire of Corrigin Standards for CEO Recruitment, Performance and Termination.

### **2. Terms used**

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**CEO** means the local government's Chief Executive Officer;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the [insert name of local government];

**selection criteria** means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## **Division 2 — Standards for recruitment of CEOs**

### **3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### **4. Application of Division**

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### **5. Determination of selection criteria and approval of job description form**

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

### **6. Advertising requirements**

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

### **7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

(1) In this clause —

***independent person*** means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government);  
and
- (b) at least 1 independent person.

## **9. Recommendation by selection panel**

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### **12. Variations to proposed terms of contract of employment**

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

#### **13. Recruitment to be undertaken on expiry of certain CEO contracts**

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

(1) The local government and the CEO must agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

#### **17. Carrying out a performance review**

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

#### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address

and manage those issues.



## **Division 4 — Standards for termination of employment of CEOs**

### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### **21. General principles applying to any termination**

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

### **22. Additional principles applying to termination for performance-related reasons**

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's

performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO;

and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

### **24. Notice of termination of employment**

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

A copy of these Standards is to be placed on the local government's official website in accordance with section 5.39B(6) of the Local Government Act 1995.

**LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES**

**CEO Standards Explanatory Notes**

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i>  <b>Section 22 –</b>                      Sections <b>5.39A</b>, <b>5.39B</b> &amp; <b>5.39C</b>.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect <b>Section 22</b> of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p><b>5.39A</b> - Model standards for CEO recruitment, performance and termination.  <b>5.39B</b> - Adoption of Model Standards  <b>5.39C</b> - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
<b>1</b>	<b>Citation</b>	This provision sets out the citation title of the instrument.
<b>2</b>	<b>Commencement</b>	These regulations come into effect as follows – <ul style="list-style-type: none"> <li>• Regulations 1 &amp; 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021);</li> <li>• The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).</li> </ul>
<b>3</b>	<b>Regulations amended</b>	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p><b>Regulation 18A amended</b></p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p><b>Regulation 18C and 18D deleted</b></p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government’s duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government’s official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	<b>Regulation</b>	<b>Explanation</b>
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
<b>6</b>	<b>Regulations 18FA to 18FC inserted</b>	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.

	<b>Regulation</b>	<b>Explanation</b>
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO’s employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
<b>7</b>	<b>Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination</b>	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	<b>Division 1 – Preliminary provisions</b>	

	<b>Regulation</b>	<b>Explanation</b>
<b>1.</b>	<b>Citation</b>	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
<b>2.</b>	<b>Terms used</b>	<p>This clause defines <i>Act, additional performance criteria, applicant, contract of employment, contractual performance criteria, job description form, local government, selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
<b>Division 2 – Standards for recruitment of CEO's</b>		
<b>3.</b>	<b>Overview of Division</b>	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
<b>4.</b>	<b>Application of Division</b>	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	<p><b>Determination of selection criteria and approval of job description form</b></p>	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	<p><b>Advertising requirements</b></p>	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed. Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	<b>Regulation</b>	<b>Explanation</b>
<b>7.</b>	<b>Job description form to be made available by local government</b>	<p>Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.</p>
<b>8.</b>	<b>Establishment of selection panel for employment of CEO</b>	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> <li>• a councillor;</li> <li>• a human resources consultant; or</li> <li>• an employee of the local government;</li> </ul> <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
<b>9.</b>	<b>Recommendation by selection panel</b>	<p>It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO</p>



	<b>Regulation</b>	<b>Explanation</b>
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
<b>10.</b>	<b>Application of clause 5 where new process carried out</b>	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	<b>Regulation</b>	<b>Explanation</b>
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	<b>Offer of employment in position of CEO</b>	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	<b>Variations to proposed terms of contract of employment</b>	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	<b>Recruitment to be undertaken on expiry of certain CEO contracts</b>	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	<b>Regulation</b>	<b>Explanation</b>
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
<b>14.</b>	<b>Confidentiality of information</b>	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	<b>Regulation</b>	<b>Explanation</b>
	<b>Division 3 – Standards for review of performance of CEOs</b>	
<b>15.</b>	<b>Overview of Division</b>	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
<b>16.</b>	<b>Performance review process to be agreed between local government and CEO</b>	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
<b>17.</b>	<b>Carrying out a performance review</b>	Clause 17 deals with how a review of a CEO's performance must be carried out.

	<b>Regulation</b>	<b>Explanation</b>
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	<b>Endorsement of performance review by local government</b>	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	<b>CEO to be notified of results of performance review</b>	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	<b>Division 4 – Standards for termination of employment of CEO's</b>	
20.	<b>Overview of Division</b>	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	<b>General principles applying to any termination</b>	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ul style="list-style-type: none"> <li>a) being informed of their rights, entitlements and responsibilities;</li> <li>b) notification of any allegations against the CEO;</li> <li>c) being given a reasonable opportunity to respond to the allegations;</li> <li>d) and genuinely considering any response provided by the CEO to the allegations.</li> </ul>
22.	<p><b>Additional principles applying to termination for performance-related reasons</b></p>	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> <li>• previously identified any issues with the CEO's performance as part of the performance review process;</li> <li>• informed the CEO of the performance issues;</li> <li>• given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues;</li> <li>• determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and</li> <li>• 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.</li> </ul>
23.	<p><b>Decision to terminate</b></p>	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	<b>Regulation</b>	<b>Explanation</b>
<b>24.</b>	<b>Notice of termination of employment</b>	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.



Department of  
Local Government, Sport  
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# **Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination**

***Local Government (Administration) Amendment  
Regulations 2021***

**February 2021**



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## Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

# Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

## Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

### Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

## **Recruitment and Selection Standard cont.**

**S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.

**S1.9** The council has endorsed by absolute majority the final appointment.

**S1.10** The council has approved the employment contract by absolute majority.

**S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

## **Guidelines**

### **Recruitment and selection process**

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

## **Advertising**

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

## **Selection panel and independent person**

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

### **Independent human resources consultant**

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

### **Council's responsibilities**

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

### **Creating Diversity**

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview



questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

## **Due Diligence**

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

## **Selection**

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

## **Employment contract**

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
  - the value of one year's remuneration under the contract; or
  - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

## **Appointment**

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### **Confidentiality**

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

### **CEO induction**

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### **Performance Review Standards**

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

#### **Employment contract and performance agreement**

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

## **Performance Criteria**

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

### **Independent consultant**

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

### **Assessing performance**

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

### **Addressing performance issues**

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,



performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

### **Confidentiality**

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

## Part 3 – Termination

### Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

#### Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

### Guidelines

#### Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

## **Opportunity to improve and mediation**

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

## **Termination report**

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

## **Confidentiality**

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

## **Disclaimer**

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).



# Corrigin Hockey Club

PO Box 116, Corrigin, WA, 6375

Email: [corriginhockeyclub@hotmail.com](mailto:corriginhockeyclub@hotmail.com)

President: Nicole Connelly

Vice President: Krystal Bell

Secretary: Shannon Baker

Treasurer: Robyn Crombie

5<sup>th</sup> March 2021

Mrs Natalie Manton

CEO

Shire of Corrigin

CORRIGIN WA 6375

**RE: Hockey Field Lighting Project**

Dear Natalie,

I am writing to give you an update of the Corrigin Hockey Club's position on raising extra funds for the lighting project that the shire has secured grant funding from the CSRFF for.

Since the meeting with yourself and Mrs Heather Talbot of 2<sup>nd</sup> February 2021 where the monetary shortfall on the lighting project was discussed, the hockey club committee have met, and we have also been in touch with the committees suggested to request financial assistance to help raise our contribution to 1/3 of the project cost.

I am excited to inform you that with the \$52495 already committed by the hockey club that we have secured a financial contribution from the Corrigin Community Development Fund for \$20,000 and a \$5000 contribution from the Corrigin Ag Society which brings our total contribution to \$77495. Both committees have been extremely generous, and we are grateful for their contribution to help ensure this project goes ahead as scheduled.

<i>Project Costing</i>	<i>\$225,000 (includes 3% contingency)</i>
<i>CSRFF funding</i>	<i>\$ 75,000</i>
<i>Council funds</i>	<i>\$ 43,000</i>
<i>CHC funds</i>	<i><u>\$ 77,495</u></i>
<i>TOTAL funds available</i>	<i><u>\$195,495.</u></i>
<i>Shortfall</i>	<i>\$ 29,505</i>

The Corrigin Hockey Club would like council consideration to increase their (*Council*) contribution to meet the above shortfall to ensure this project goes ahead.

We would like to thank council for their time and effort that has gone into this project and for their contributions committed thus far.

If there are any further questions you need answered or would like us to present at the next council meeting please do not hesitate to contact me.

Kind regards,

Nicole Connelly

President

Corrigin Hockey Club

21/01/2021

Shire of Corrigin  
PO Box 221  
Corrigin, WA, 6375  
[eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au)

Dear Shire of Corrigin,

PLANNING APPLICATION - Job 2865 – Chadd Gardner – Lot 1 Kunjin Street, Corrigin, WA, 6375

Please find attached documents to submit for a Planning Permit application for the above property.

Project - Structural Steel Shed (24m x 12m x 4.9m).

288m<sup>2</sup> - Class 10

Final Value \$76,560.00 inc GST.

The shed will be general purpose.

Storm water will be directed by gutters and PVC pipe to an existing rain water tank.

Our Client will be paying the Planning fees so please advise Chadd of the amount and he will organise a Credit Card payment?

If you require any further information please do not hesitate to contact me on 08 9622 6622.

Kind Regards,

**Steph Laughton**

Customer Service Administrator



# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



### Owner Details

Name(s):	Chadd and Wendy Gardner		
ABN (if applicable):	31008412-629		
Mailing Address:	PO Box 63, Corrigin		Postcode: 6375
	Work Phone:	Fax:	
Home Phone:	Email:		melrose800@hotmail.com
Mobile Phone: 0409 879 041			
Contact Person for Correspondence:	Chadd and Wendy Gardner		
Signature:		Date:	01/02/2021
Signature:		Date:	01/02/2021
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):	Wheatbelt Steel		
Mailing Address:	98 Byfield Street, Northam, WA		Postcode: 6401
	Work Phone: 08 9622 6622	Fax: 08 9622 6600	
Home Phone:	Email:		stephanie.laughton@wbsgroup.com.au
Mobile Phone:			
Contact Person for Correspondence:	Stephanie Laughton		
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:		Date:	01/02/2021

### Property Details

Lot No:	1	Street No:		Location No:	
Diagram or Plan No:	17701	Certificate of Title Volume No:	1158	Folio:	300
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:	Kunjin Street		Suburb:	Corrigin	
Nearest street intersection:	Kunjin Street and Talbot 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 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 checked="" type="checkbox"/>	No	<input 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:		<p>Wishing to apply for an exemption to the setback requirements currently required. We would like to set the shed with a setback of 2metres from the rear fence (North) and 2metres from the side boundary fence on the west side. This will allow us to fully utilise the rear of our property.</p> <p>20 drought resistant native trees capable of growing to a height of at least 5 metres will be planted by winter 2022.</p>						
Description of exemption claimed (if relevant)								
Nature of any existing buildings and/or land use:		Domestic storage and personal hobby purpose only						
Approximate cost of proposed development:				\$	76,560.00			
Estimated time of completion:		March 2021						

Checklist of required materials	Attached?
<p>A plan or plans in a form approved by the local government showing the following —</p> <ul style="list-style-type: none"> <li>(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;</li> <li>(ii) the existing and proposed ground levels over the whole of the land the subject of the application;</li> <li>(iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;</li> <li>(iv) the structures and environmental features that are proposed to be removed;</li> <li>(v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;</li> <li>(vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;</li> <li>(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;</li> <li>(viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;</li> <li>(ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;</li> <li>(x) the nature and extent of any open space and landscaping proposed for the site;</li> </ul>	<input 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"/>

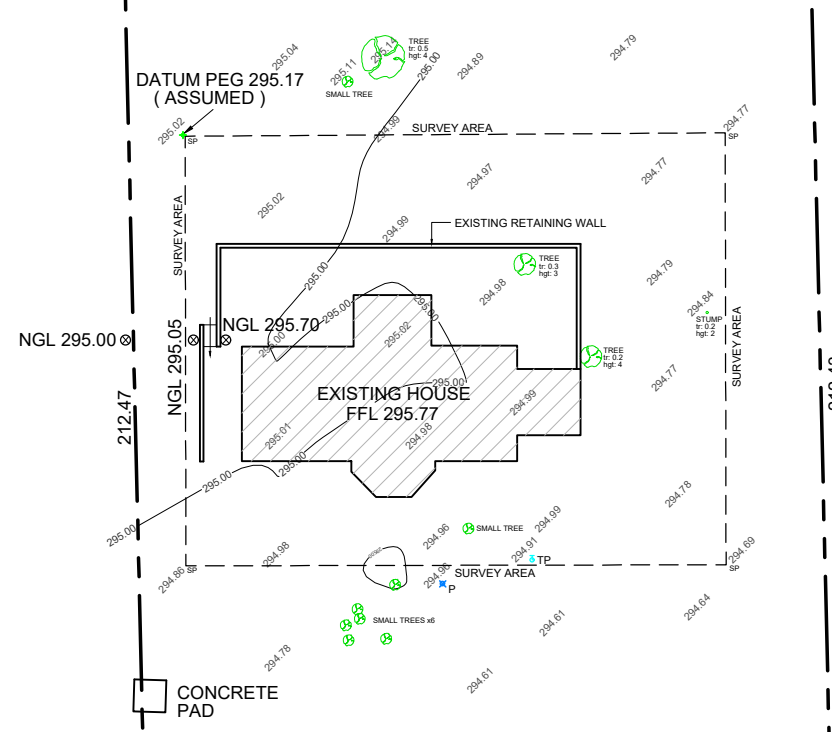
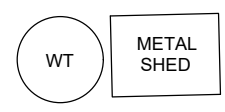
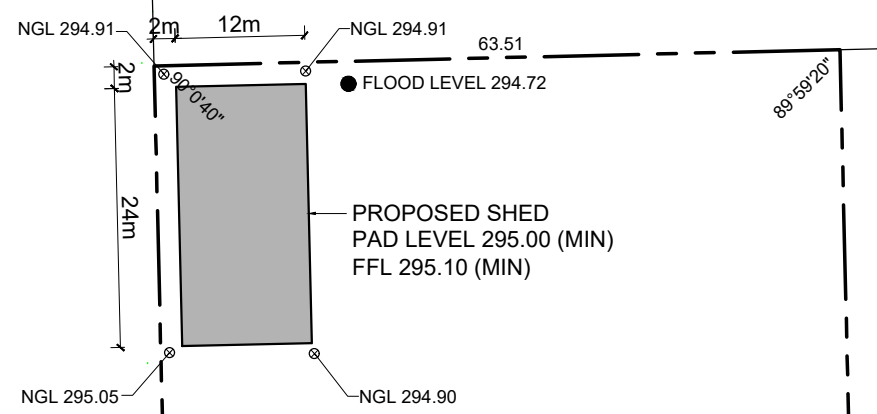
OFFICE USE ONLY																				
Application Fee:							File No.													
Fees Paid:			/			/						Application No.	P			/				
Received By:							Record No.													
Date Received			/			/	Receipt No.													



188  
1.3484ha

**GENERAL NOTES:**

1. NO RETAINING WALL REQUIRED. SLOPE PAD TO EXISTING GROUND LEVEL.
2. STORM WATER TO BE COLLECTED VIA GUTTERS & DOWN PIPES INTO EXISTING WATER TANK.



185  
2.0234ha

2  
1.3481ha

FLOOD LEVEL 294.71

TALBOT STREET

KUNJIN STREET  
BITUMEN

**SITE PLAN**  
SCALE 1:700

1800 800 909  
 1800 800 910  
 98 Byfield St Northam WA 6401  
 www.wheatbeltsteel.com.au

JOB DETAILS		PROJECT No.	2865	DATE	23/02/2021	DRAWING No.			INITIALS	DATE
CLIENT		CHADD GARDNER LOT 1 KUNJIN STREET, CORRIGIN, WA 6375			SP - 01				APRVD.	
DRAWING		SITE PLAN							CHKD.	
REVISIONS		REV No.	BY	DESCRIPTION	DATE					
01		RPR		MINOR REVISIONS	08/03/2021					
00		RPR		PLANNING APPROVAL	23/02/2021					
PRE CONSTRUCTION PROOFING										

THIS DRAWING IS THE PROPERTY OF WHEATBELT STEEL AND MUST NOT BE COPIED OR DISCLOSED TO THIRD PARTIES EXCEPT WITH WRITTEN PERMISSION OF WHEATBELT STEEL

# General Notes

Design Criteria - Non-Cyclonic Region A1, Terrain category 2.0, Importance 2 to AS 1170.2, AS 1170.1 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 1050mm using PST Test. Footings and Slabs have been designed using an allowable bearing pressure of 200kPa with an estimated ground movements up to 40mm.

Concrete: Footings 20MPa, 20agg, 80 slump, supplied and laid to As 3600 (SUPPLIED BY WBS)  
Door track (By Client)

Steel work:  
UB = 235 - 345 MPa  
SHS / RHS = 235 - 450 MPa  
PLATES = 235 - 345 MPa  
Purlins & Girts = 450 - 500 MPa  
Supplied and installed to AS 4100 and AS 4600.

Steelwork Treatment: HOT DIP GALVANISED

Welding: - All Welding to AS 1554 SP 6CFW or FSBW E48xx/W50xx electrodes/wires u.n.o., purlin and girts cleats to 6CFW.

Bolting:- Structural Bolts M16 & M20 Grd. 8.8s galvanised u.n.o., HD Bolts 4.6 Grade galv, purlin bolts Grd 4.6 ep. Cleats 6 thk Plates, min 2 bolts per connection. All bolts to have thread outside the connected bearing area.

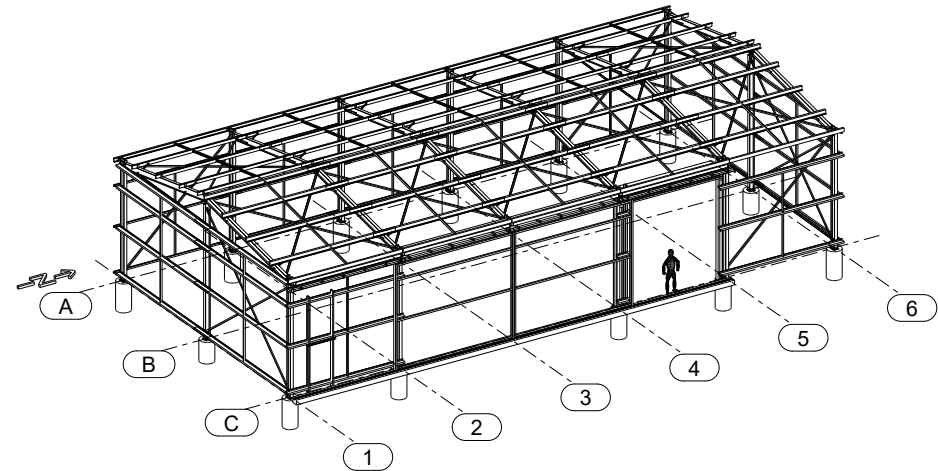
Cladding:- ZINCALUME (or equiv.) 0.42 BMT fixed as per manufactures specifications for non-cyclonic conditions u.n.o.  
Wall Cladding Finish = COLORBOND (WALLS CLASSIC CREAM)  
Roof Cladding Finish = COLORBOND (WOODLAND GREY)  
Gutter Type = STANDARD SQUARELINE  
Gutter Finish = COLORBOND (WOODLAND GREY GUTTER)  
Downpipe Finish = PVC STORMWATER PIPE

# STEEL SCHEDULE

C1	250UB26 COLUMN	
C2	200UB22 COLUMN	
R1	250UB26 RAFTER	
CSB1	250UB26 CLEAR SPAN BEAM	DEFLECTION = <u>20mm</u>
S1	150PFC ROLLER DOOR COLUMN	
BR1	50x2.5 CA DURAGAL BRACING	
FB	50x2.5 CA DURAGAL FLYBRACING	
FP1	C15012 FASCIA PURLIN	
P1	Z15012 PURLINS @ MAX 1200ctrs BRIDGE CENTRALLY	
G1	Z15012 GIRTS @ MAX 1700 ctrs BRIDGE CENTRALLY	
G2	Z15012 GIRTS @ MAX 1700 ctrs BRIDGE CENTRALLY	
G3	Z15012 GIRTS @ MAX 1700 ctrs BRIDGE CENTRALLY (SINGLE SPAN)	
G4	Z15012 GIRTS @ MAX (NO BRIDGING)	
G5	C15015 GIRTS	

F1	Ø600 x 1200 DEEP FILE FOOTING
F2	Ø600 x 900 DEEP FILE FOOTING

NOTE: ALL PURLINS AND GIRTS TO BE LAPPED 900mm (UNLESS OTHERWISE NOTED)



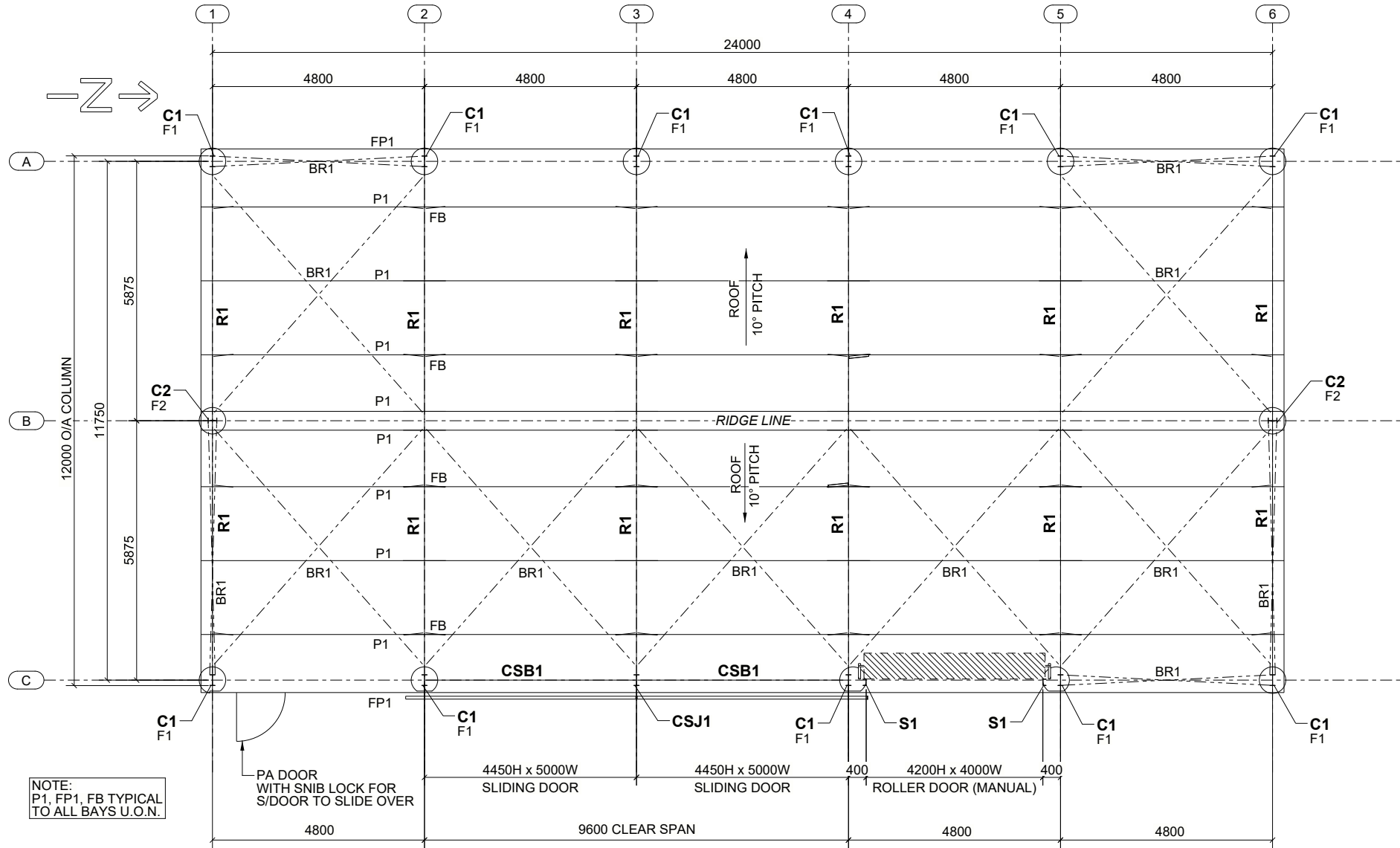
*Santiago Abueva, Jr.* SANTIAGO ABUEVA, JR.  
Civil/Structural Engineer  
FIEAust NER 299468

PROJECT: CHADD GARDNER LOT 1 KUNJIN STREET, CORRIGIN, WA 6375				
DRAWING TITLE: <b>GENERAL NOTES</b>				
MODELLED BY: AGT	DWG CREATED DATE: 08/12/2020	CHECKED BY: JS	DWG CHECKED DATE: 11/12/2020	SCALE: 1:200
JOB #: <b>2865</b>		DRAWING #: <b>ENG-01</b>		REV: <b>00</b>

GENERAL NOTES			
1.	ALL MATERIAL & FABRICATION TO COMPLY WITH AS4100 & AS4600.		
2.	FSBW TO MITRES U.N.O.		
3.	ALL WELDS TO BE 6mm CONT. FILLET WELDS U.N.O.		
4.	ALL WELDING TO CONFORM TO AS1554 SP 6CFW		
5.	ALL CLEATS TO BE ON CENTRELINE U.N.O.		

REV #	BY	DESCRIPTION	DATE
00	AGT	ISSUED FOR ENGINEERING	11.12.2020
REV #	BY	DESCRIPTION	DATE
REVISIONS			

1800 800 909  
1800 800 910  
98 Byfield St Northam WA 6401  
www.wheatbeltsteel.com.au



NOTE:  
P1, FP1, FB TYPICAL  
TO ALL BAYS U.O.N.

PA DOOR WITH SNIB LOCK FOR S/DOOR TO SLIDE OVER

4450H x 5000W SLIDING DOOR

4450H x 5000W SLIDING DOOR

400 4200H x 4000W ROLLER DOOR (MANUAL) 400

9600 CLEAR SPAN

*Santiago Abueva, Jr.* SANTIAGO ABUEVA, JR.  
Civil/Structural Engineer  
FIEAust NER 299468



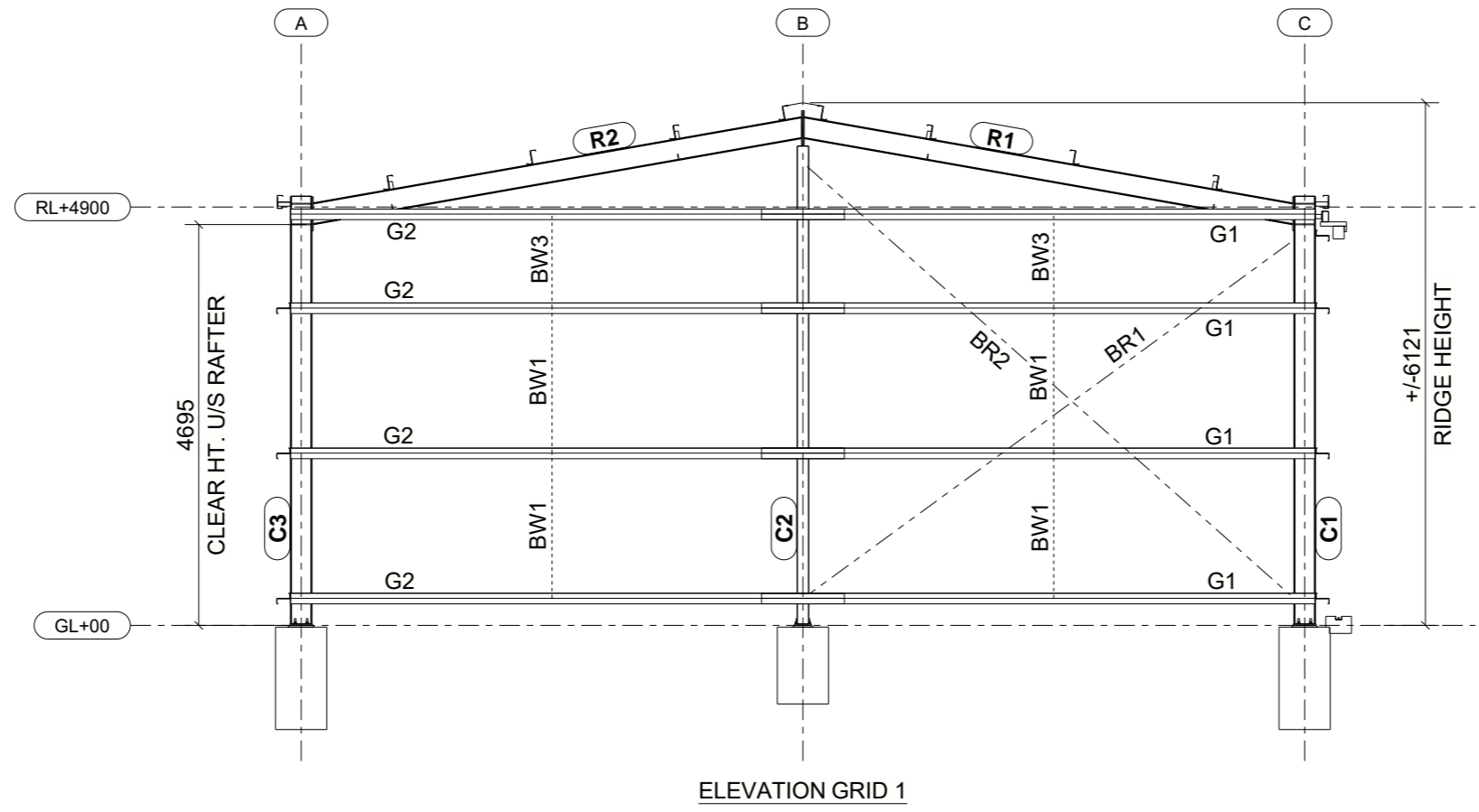
1800 800 909  
1800 800 910  
98 Byfield St Northam WA 6401  
www.wheatbeltsteel.com.au

REV #	BY	DESCRIPTION	DATE
00	AGT	ISSUED FOR ENGINEERING	11.12.2020
REVISIONS		DESCRIPTION	DATE

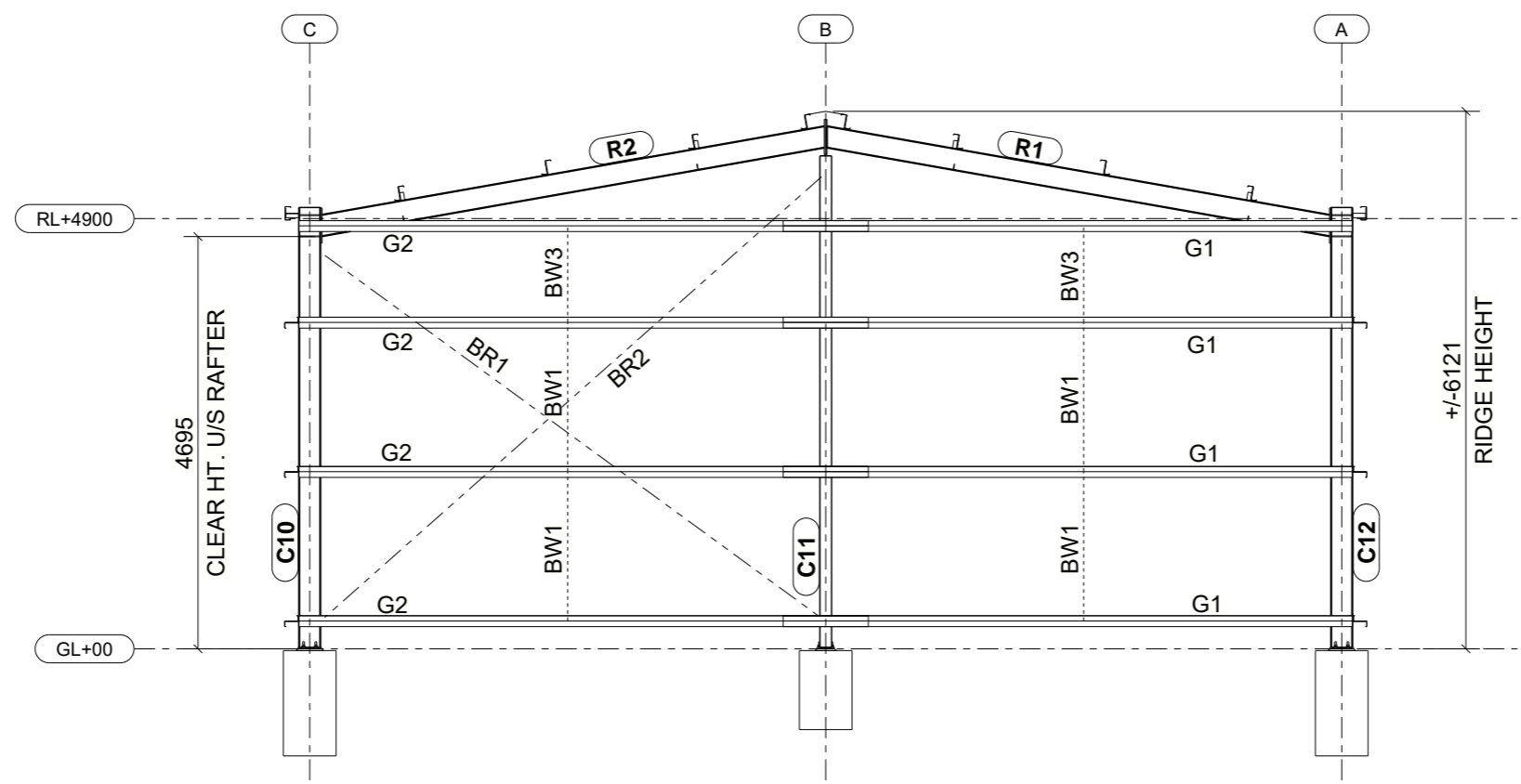
GENERAL NOTES

1. ALL MATERIAL & FABRICATION TO COMPLY WITH AS4100 & AS4600.
2. FSBW TO MITRES U.N.O.
3. ALL WELDS TO BE 6mm CONT. FILLET WELDS U.N.O
4. ALL WELDING TO CONFORM TO AS1554 SP 6CFW
5. ALL CLEATS TO BE ON CENTRELINE U.N.O.

PROJECT: CHADD GARDNER LOT 1 KUNJIN STREET, CORRIGIN, WA 6375			
DRAWING TITLE: <b>PLAN VIEW</b>			
MODELLED BY: AGT	DWG CREATED DATE: 08/12/2020	CHECKED BY: JS	DWG CHECKED DATE: 11/12/2020
JOB #: <b>2865</b>		DRAWING #: <b>ENG-02</b>	
		SCALE: 1:90	
		REV: <b>00</b>	



ELEVATION GRID 1



ELEVATION GRID 6



1800 800 909  
 1800 800 910  
 98 Byfield St Northam WA 6401  
 www.wheatbeltsteel.com.au

REV #	BY	DESCRIPTION	DATE
01	AGT	RIDGE HEIGHT ADDED	23.02.2021
00	AGT	ISSUED FOR FABRICATION	18.01.2021
REVISIONS			

- GENERAL NOTES**
1. ALL MATERIAL & FABRICATION TO COMPLY WITH AS4100 & AS4600.
  2. FSBW TO MITRES U.N.O.
  3. ALL WELDS TO BE 6mm CONT. FILLET WELDS U.N.O
  4. ALL WELDING TO CONFORM TO AS1554 SP 6CFW
  5. ALL CLEATS TO BE ON CENTRELINE U.N.O.

PROJECT: CHADD GARDNER LOT 1 KUNJIN STREET, CORRIGIN, WA 6375			
DRAWING TITLE: <b>ELEVATION VIEW sheet 1</b>			
MODELLED BY: AGT	DWG CREATED DATE: 14/01/2021	CHECKED BY: JS	DWG CHECKED DATE: 18/01/2021
JOB #: <b>2865</b>		DRAWING #: <b>GA-05</b>	
		SCALE: 1:80 - A3	
		REV: <b>01</b>	