



Agenda Attachments

December 2022

- ATTACHMENT 7.1.1 - MINUTES – ORDINARY COUNCIL MEETING – 15 NOVEMBER 2022**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – NOVEMBER 2022**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS – OCTOBER 2022**
- ATTACHMENT 8.1.3 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDED 31 OCTOBER 2022**
- ATTACHMENT 8.2.1 - DEVELOPMENT APPLICATION – POULTNEY**
- ATTACHMENT 8.2.2 - DEVELOPMENT APPLICATION – JACOBS**
- ATTACHMENT 8.2.5 - BEST PRACTICE GOVERNANCE REVIEW BACKGROUND PAPER AND CONSULTATION PAPER MODEL OPTIONS**



MINUTES

ORDINARY COUNCIL MEETING
15 November 2022

UNCONFIRMED

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.02pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated and paid his respect to Elders past and present.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy Shire President

Cr. D L Hickey
Cr. S C Coppen
Cr. S L Jacobs
Cr. M B Dickinson
Cr. M A Weguelin
Cr. B Fare

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
K J Cale
K L Brown

Members of the Public

Bush Fire Risk Planning Coordinator
Bush Fire Risk Management Officer

B Parsons
T Francis
T Cook
B Halford

3. PUBLIC QUESTION TIME

NIL

4. MEMORIALS

The Shire has been advised that Val Robinson and Murray Ward have passed away since the last meeting.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Presentation from Brian Parsons and Ted Francis seeking Council's permission to install a plaque and photographs in the WA gazebo, representing displaced prisoners of war.

Cr Hickey thanked Mr B Parsons and Mr T Francis for their presentation.
Mr B Parsons and T Francis left the room at 3.16pm.

6. DECLARATIONS OF INTEREST

- Cr Coppen declared a Proximity Interest in item 8.2.2 – Application to keep three dogs as she owns property with an adjoining fence to the applicant.
- Cr Coppen declared a Proximity Interest in item 8.2.3 – Caravan Park Lease as he owns a property adjacent to the Caravan Park.
- Cr Jacobs declared a Proximity Interest in item 8.3.3 – Request to upgrade roads to RAV 7 as she owns farmland that boundaries the Bruce Rock – Corrigin Road.
- Cr Hickey declared a Proximity Interest in item 8.3.3 – Request to upgrade Roads to RAV 7 as he owns property on the boundary road and has joining farm land.
- CEO N Manton declared a Proximity Interest in item 8.3.4 – Performance Based Standard Scheme Vehicle Access Approval as she owns land adjacent to Bullaring Pingelly Road.
- Cr Weguelin declared a Financial Interest in item 8.3.4 - Performance Based Standard Scheme Vehicle Access Approval as he is an employee of WA Kaolin.

7. CONFIRMATION OF MINUTES

7.1. PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1. ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 October 2022 (Attachment 7.1.1).

COUNCIL RESOLUTION

(121/2022) Moved: Cr Jacobs Seconded: Cr Coppen

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 October 2022 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1. EDNA STEVENSON TRUST COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 7 November 2022 (Attachment 7.2.1).

COUNCIL RESOLUTION

(122/2022) Moved: Cr Weguelin Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 7 November 2022 (Attachment 7.2.1) be confirmed as a true and correct record.

Carried 6/0

7.2.2. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held on Monday 7 November 2022 (Attachment 7.2.2).

COUNCIL RESOLUTION

(123/2022) Moved: Cr Seconded: Cr Dickinson

That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held on Monday 7 November 2022 (Attachment 7.2.2) be confirmed as a true and correct record.

Carried 6/0

UNCONFIRMED

COUNCIL RESOLUTION

(124/2022) Moved: Cr Dickinson Seconded: Cr Weguelin

That Council consider Item 8.2.4 Shire of Corrigin Risk Management Plan 2022-2027 of the printed agenda as the next item.

Carried 6/0

8.2.4.SHIRE OF CORRIGIN BUSHFIRE RISK MANAGEMENT PLAN 2022-2027

Applicant:	Shire of Corrigin
Date:	8/11/2022
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0023
Attachment Ref:	Attachment 8.2.4.1 – Draft Shire of Corrigin Bushfire Risk Management Plan 2022-2027 Attachment 8.2.4.2 – Letter of OBRM approval

SUMMARY

Council is asked to endorse the Shire of Corrigin Bushfire Risk Management Plan 2022-2027, which has been reviewed and supported by the Office of Bushfire Risk Management (OBRM).

BACKGROUND

The Shire of Corrigin Bushfire Risk Management Plan 2022-2027 has been developed in accordance with the requirement of the Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines), which is consistent with the policies of the State Emergency Management Committee.

In accordance with the requirements of the State Hazard Plan – Fire, local governments are required to prepare an integrated Bushfire Risk Management Plan (BRM Plan) to strategically document areas where there is potentially significant bushfire risk in the district and to enable the development of treatment strategies using a multi-agency approach to reduce identified bushfire risk.

The aim of the BRM Plan is to effectively manage bushfire risk to protect people, assets and property of local value in Shire of Corrigin. The objectives of the plan are to:

- guide and coordinate a multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, landowners and other agencies;
- ensure there is integration between landowners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable and that risk is managed at an acceptable level.

A draft BRM Plan has been completed outlining a strategy to reduce bushfire related risk across all land tenures within the district. A copy of the draft plan prepared for Council's consideration, as supported by OBRM is provided at Attachment 8.2.4.1.

COMMENT

The OBRM formally advised on 17 October 2022 that the Shire of Corrigin BRM Plan meets the standards of the Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan.

At the end of each financial year the Shire of Corrigin will be required to prepare and submit a report to the OBRM detailing progress against the BRM Plan.

Approval of the BRM Plan is a commitment by the Shire of Corrigin to work with landowners and managers to address fire risk within the community. The approval of the BRM Plan by the Shire of Corrigin council satisfies their endorsement obligations under the State Hazard Plan – Fire.

STATUTORY ENVIRONMENT

Emergency Management Act 2005 s20(4)
State Hazard Plan Clause 2.2.8

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2024 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.5	Support emergency services planning, risk mitigation, response and recovery	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response
		1.5.2	Scenario planning and training

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(125/2022) Moved: Cr Dickinson Seconded: Cr Fare

That Council endorse the Shire of Corrigin Bushfire Risk Management Plan 2022-2027 as provided in Attachment 8.2.4.1.

Carried 6/0

Cr Hickey thanked Ty Cook and Blake Halford for their attendance and they left the room at 3.25pm and did not return.

8. MATTERS REQUIRING A COUNCIL DECISION

8.1. CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1. ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	1/11/2022
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – October 2022

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 monthly 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 October 2022 are provided as Attachment 8.1.1 – Accounts for Payment – October 2022.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$55,750.20.

Bank Account	Payment type	Reference	Amount	Total
Municipal	EFT	7965 - 18030, 18033 - 18059	\$562,448.70	
	Cheque	020784 - 020791	\$18,691.56	
	Direct Debit	October 2022	\$31,369.87	
	Payroll	October 2022	\$158,098.44	\$770,608.57
Trust	EFT	18031 - 18032	\$44.55	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$44.55
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	October 2022	\$43,111.70	\$43,111.70
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Total Payments for the Month of October 2022				\$813,764.82

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 8.1.1 – Accounts for Payment – October 2022, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in Report
Municipal, Trust, ES Trust and Licensing	EFT	EFT17964	EFT17965
Municipal	Cheque	020783	020784
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

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(126/2022) Moved: Cr Jacobs Seconded: Cr Fare

That Council reviews the list of accounts paid and acknowledges that payments totalling \$813,764.82 have been made during the month of October 2022.

Carried 6/0

8.1.2.ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	26/10/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 August 2022 to 28 September 2022

BACKGROUND

This information is provided to Council monthly 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 that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that 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 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan (LTFP) to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(127/2022) Moved: Cr Weguelin Seconded: Cr Coopen

That Council endorse credit card payments for the period 30 August 2022 to 28 September 2022 for \$1,298.20 in accordance with Attachment 2.1.2

Carried 6/0

UNCONFIRMED

8.1.3.MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	08/11/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 October 2022

SUMMARY

This report provides Council with the monthly financial reports for the month ending 31 October 2022.

BACKGROUND

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

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

COMMENT

October closed with \$767,775 in the Municipal bank account and \$2,439,668 in short term investment.

Rate payments are coming in steadily with \$2,577,349 being collected as of 31 October 2022. This equates to 85.4% of outstanding rates compared to 82.1% at the same time last year.

Further information on the October financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council with adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(128/2022) Moved: Cr Jacobs Seconded: Cr Fare

That Council:

Accept the Statement of Financial Activity for the month ending 31 October 2022 as presented, along with notes of any material variances.

Carried 6/0

UNCONFIRMED

8.2. GOVERNANCE AND COMPLIANCE

8.2.1. CUSTOMER SERVICE CHARTER REVIEW

Applicant:	Shire of Corrigin
Date:	26/10/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	CUS.0010
Attachment Ref:	Attachment 8.2.1 – Draft Customer Service Charter – Review 2022

SUMMARY

This report seeks Council's endorsement for the reviewed Customer Service Charter.

BACKGROUND

Customer service is an integral aspect of every local government function. It is important that the expectation of the level of service the Shire will provide is clearly communicated to community members and officers.

A Charter sets the standard for the community's experience with the services provided by the Shire of Corrigin.

COMMENT

The current Customer Service Charter (Charter) was reviewed and endorsed by Council at the Ordinary Meeting of Council on 16 November 2021.

The Charter has been reviewed to ensure that it continues to provide a realistic agreed level of service and framework for which all community interactions will conform.

The Charter will continue to have a positive impact on the Shire of Corrigin's future consultation outcomes and image within the community.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2	Communication to the workforce and community is consistent	4.2.2	Review and implementation of Councils Customer Service Charter.
		4.2.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (power/information on services etc.) to ensure a good standard of Customer Service.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes, and implementation

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(129/2022) Moved: Cr Jacobs Seconded: Cr Coppen

That Council endorse the reviewed Shire of Corrigin Customer Service Charter as provided in Attachment 8.2.1.

Carried 6/0

UNCONFIRMED

Cr Coppen declared a Proximity Interest in item 8.2.2 and 8.2.3 and left the room at 3.28pm.

8.2.2. APPLICATION TO KEEP THREE DOGS

Applicant:	C Stubbs and J Mahe
Date:	3/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	LE.0003
Attachment Ref:	NIL

SUMMARY

Council is requested to consider granting an exemption to allow three dogs at 20 Centenary Avenue, Corrigin.

BACKGROUND

An application has been received from Courtney Stubbs and Jordan Mahe for an exemption as per section 26 of the *Dog Act 1976* to keep three dogs at their property at 20 Centenary Avenue Corrigin.

The application is for one female Cavalier King Charles Spaniel and two Kelpie X dogs, each over the age of one as follows:

	Breed	Age	Sex	Microchipped	Sterilised	Registered
1.	Cavalier King Charles Spaniel	8	F	Yes	Yes	Yes
2.	Kelpie X Black and White	1	F	Yes	Yes	Yes
3.	Kelpie X Tan	1	M	Yes	Yes	Yes

The property is 930m² and there is sufficient area at the rear of the property to keep three dogs.

There are no dogs in the neighbouring properties as shown in the diagram below.



COMMENT

The dogs are registered with the Shire of Corrigin and are microchipped and sterilised.

The applicants have demonstrated an understanding of their responsibilities as pet owners and have obtained permission from the property owner.

There have been no complaints from neighbours and the applicants are aware of the need to keep the dogs from causing a nuisance to neighbours.

It is recommended that the application is supported subject to the condition that it applies only to the dogs specified in the application.

STATUTORY ENVIRONMENT

Dog Act 1976 s 26(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption –

- a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and*
- b) cannot authorise the keeping in or at those premises of –*
 - more than 6 dogs that have reached 3 months of age, or*
 - a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and*
- c) may be revoked or varied at any time.*

Shire of Corrigin Dogs Local Law 2021 Part 3 section 3.2 Limitation on the number of dogs
(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—

- (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
- (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

UNCONFERMED

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(130/2022) Moved: Cr Weguelin Seconded: Cr Jacobs

That Council approves an exemption to section 26 (3) of the Dog Act 1976 to allow Courtney Stubbs and Jordan Mahe to keep three dogs at 20 Centenary Avenue, Corrigin subject to the following conditions:

The exemption applies only to:

- *Bonnie Cavalier King Charles Spaniel registration number L0207*
- *Molly Kelpie X registration number L0205*
- *Ollie Kelpie X registration number L0206*

Carried 5/0

UNCONFIRMED

8.2.3.CARAVAN PARK LEASE

Applicant:	Shire of Corrigin
Date:	2/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0065
Attachment Ref:	Attachment 8.2.3 - Letter – Purchase of Corrigin Caravan Park

SUMMARY

Council is asked to consider the request to surrender the existing lease for the Corrigin Caravan Park and enter into a new lease agreement with Rick Button and Rhys Walsh.

BACKGROUND

Council entered into a lease agreement with Trevor and Mareese Dyer in 2020 for the Corrigin Caravan Park and the couple have operated the facility for the past 2 years.

The current lease agreement commenced in 2020 for a period of three years with an option for a further three years.

The lessee has provided notice in writing to the CEO that they wish to surrender the lease before the expiry of the first term of the agreement (September 2023) and have sold their interest in the caravan park business to R Button and R Walsh. The prospective lessee has written to the shire expressing an interest in entering into a lease with the Shire of Corrigin for the management of the caravan park on a similar basis to the existing lease. The correspondence includes a request for the agreement term to be extended to five years.

The caravan park land and ablution block are owned by the Shire of Corrigin on a freehold basis. The current lessee owns the office, camp kitchen and other minor infrastructure in the park.

COMMENT

A new ablution and amenities building was installed at the caravan park in 2021 which slightly increased the market value and market rental value of the property.

The potential new lessee has been notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before a new lease agreement can be signed.

The lease agreement provides Council with an opportunity to focus on regional tourism and encourage the new lessee to participate in local, regional and state tourism organisations to benefit the Corrigin economy.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is

- the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed disposition —*
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) any other disposition that is excluded by regulations from the application of this section.*

*Local Government (Functions and General) Regulations
30. Dispositions of property excluded from Act s. 3.58*

*Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Income from the lease of the Corrigin Caravan Park is included in the draft 2022/23 budget.

The current lease stipulates that the costs associated with the new lease agreement are to be paid by the current lessee.

The cost of an independent market valuation to enable the Shire of Corrigin to comply with the disposal of property requirements of the Local Government Act 1995 is approximately \$2,400.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.1	Identify and prioritise strategies in the Economic and Tourism Development Strategy and incorporate into LTFP and annual budgets
		2.1.5	Support local business development initiatives where possible

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(131/2022) Moved: Cr Wegelin Seconded: Cr Dickinson

That Council authorise the Chief Executive enter to into a new lease of Corrigin Caravan Park to Rick Button and Rhys Walsh subject to the following conditions:

- i. Deed of Surrender being signed by the current lessee.*
- ii. a new lease agreement for the Corrigin Caravan Park be prepared for an initial term of three years with an option for an additional five year period from the date the lease.*
- iii. That the annual Lease rental amount for the Corrigin Caravan Park to be determined by the independent valuation, inclusive of GST outgoings, and indexed annually to CPI.*
- iv. All the costs of the preparation of the lease are to be met by the lessee.*
- v. In accordance with section 3.58 of the Local Government Act 1995 authorises the Chief Executive Officer to give local public notice of its intention to dispose of the Corrigin Caravan Park by way of a lease agreement and consider submissions.*
- vi. Authorise the Chief Executive Officer to execute the lease documents on behalf of the Shire of Corrigin.*

Carried by Absolute Majority 5/0

Cr Coppen re-entered the room at 3.35pm.

8.2.5. DEVELOPMENT APPLICATION – PROPOSED NEW ‘COMMUNITY PURPOSE’ FACILITY

Applicant:	1922 & You Incorporated
Landowner:	As above
Location:	Lot 33 (No.33) Walton Street, Corrigin
Date:	8/11/2022
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	Nil
File Ref:	PA15-2022
Attachment Ref:	Attachment 8.2.5 - Application for Development Approval

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by 1922 & You Incorporated (Landowner) to develop and use Lot 33 (No.33) Walton Street, Corrigin for ‘community purposes’.

BACKGROUND

1922 & You Incorporated (Landowner) have submitted a development application requesting Council’s approval to develop and use Lot 33 (No.33) Walton Street, Corrigin for community purposes.

Under the terms of the application received the existing building on the property and its immediate surrounds are proposed to be upgraded to create a not-for-profit ‘community purpose’ facility designed to accommodate a wide variety of activities including a playgroup, youth hub, senior citizens centre, community meeting place and civic hall.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 8.2.5.

Lot 33 is located centrally in the Corrigin townsite in a designated commercial precinct and comprises a total area of approximately 1,012m².

The subject land has direct frontage and access to Walton Street along its western boundary and Jose Street along its southern boundary, both of which are sealed and drained local roads under the care, control and management of the Shire. It also has direct frontage and access to an unsealed public right-of-way along its rear boundary to the east.

The property is flat throughout its entire area and contains an existing stone and steel clad building in its western half comprising a total floor area of approximately 230m² which is surrounded by a compacted gravel hardstand area for vehicle, pedestrian access and parking purposes. The eastern half of the property is currently vacant and has not been developed and used for any specific purpose/s.

The subject land has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone or the Department of Water and Environmental Regulation as being flood prone.

Whilst the existing building on the land was originally constructed in the early 1900’s (i.e. the former RSL Anzac Memorial Hall) and is identified in the Shire’s Municipal Heritage Inventory as a ‘Grade B’ place of considerable cultural heritage significance, it is not included in the Shire’s Heritage List or the State Register of Heritage Places and is not therefore subject to any mandatory heritage controls.

Immediately adjoining and other nearby land uses are broadly described as follows:

- North: The Corrigin Police Station with low density residential development (i.e. single houses) beyond;
- South: The Corrigin Post Office, Telstra telephone exchange and associated telecommunications infrastructure with a mix of commercial and low density residential development (i.e. single houses) beyond;
- East: A public right-of-way with low density residential development (i.e. single houses) beyond; and
- West: The Walton Street road reserve with a number of developed and undeveloped Crown reserves for parkland, recreation, community, parking and railway purposes beyond.



Location & Lot Configuration Plan (Source: Landgate)

COMMENT

Lot 33 is classified 'Commercial' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS 2).

Council's stated objectives for the development of any land classified 'Commercial' zone are as follows:

- i) *To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/ restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;*
- ii) *To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;*
- iii) *To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday*

life of the community it services; and

- iv) *To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.*

The proposed development falls within the use class 'community purpose' which is defined in Part 6 of LPS2 as '*premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit*'.

Despite the use class 'community purpose' being defined in LPS2, it is not expressly listed in the Zoning Table and must therefore be considered and determined in accordance with clause 18(4) of LPS2. As such, Council must determine whether the proposed use of Lot 33 for community purposes:

- a) is consistent with the objectives of the 'Commercial' zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
- b) may be consistent with the objectives of the 'Commercial' zone and advise the application for public comment for a minimum required period of fourteen (14) days; or
- c) is not consistent with the objectives of the 'Commercial' zone and is therefore not permitted in this zone.

Having regard for:

- i) the proposed building modification and restoration works which have been professionally designed, are highly respectful of the building's cultural heritage significance and compatible with the existing streetscape in terms of scale, height, design, building materials, location and visual facade appearance;
- ii) the compatibility of the proposed use of the land and building thereon with other existing uses in the Corrigin town centre area and the significant social benefits it is likely to have for the local community; and
- iii) the ability to accommodate vehicle and pedestrian movements in safe and convenient manner using existing off-site facilities due to the limited amount of on-site parking available,

it is contended the proposal is consistent with the objectives of the land's current 'Commercial' zoning classification and may therefore be permitted subject to any valid conditions considered appropriate in the circumstances.

Despite the above conclusion, given the proposed development comprises a use not specifically listed in the Zoning Table of LPS2 and cannot reasonably be determined as falling within any other use class referred to in the Zoning Table, the application is defined in Part 1 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as a 'complex application'.

Clauses 64(1) and 64(6) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* require all complex applications to be advertised for public comment for a minimum required period of 28 days irrespective of the requirements of clauses 18(4)(a) and (b) of LPS2 outlined previously above.

Council should note the application was advertised for public comment in accordance with the specific requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* with no submissions received at the conclusion of advertising.

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

- The general aims and objectives of LPS2 including those specific to all land classified 'Commercial' zone;
- Land capability and suitability;
- Land use compatibility;
- Lot boundary setbacks;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- Landscaping;
- Vehicle and pedestrian access;
- The provision of key essential services including power, water and effluent disposal;
- Advertising signage; and
- Flood, stormwater drainage and bushfire risk management.

Notwithstanding the above conclusion, Council should note a very limited amount of parking is proposed to be provided on-site, all of which will accommodate the needs of staff and service vehicles only. People visiting the proposed 'community purpose' facility will therefore be reliant upon the existing on-street parking available in the immediate locality which is significant and has the ability to accommodate the majority of demand likely to be generated, even during major events when parking demand could be expected to peak. As such, the on-site parking shortfall is unlikely to have any significant negative impacts, a conclusion reinforced by the fact no submissions were received during the mandatory public advertising process which included correspondence to all immediately adjoining and other nearby landowners inviting their feedback / comment.

In light of the above findings it is concluded the proposal for Lot 33 is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

PUBLIC CONSULTATION

As previously mentioned above, the application was advertised for public comment in accordance with the specific requirements of Clauses 64(1) and 64(6) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days. This process included publication of notices on the Shire's website and monthly newsletter, public display of the application at the Shire

Administration Centre and correspondence to all immediately adjoining and other nearby landowners inviting their feedback / comment.

FINANCIAL IMPLICATIONS

All administrative costs associated with processing the application are provided for in Council’s annual budget and have been offset by the development application fee paid by the applicant/landowner.

All costs associated with the proposed development will be met by the applicant/landowner.

It is significant to note should the applicant/landowner be aggrieved by Council’s final decision in this matter they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is generally consistent with the following elements of the *Shire of Corrigin Strategic Community Plan 2021-2031* and *Corporate Business Plan 2021-2025*:

Objective: Social

An effectively serviced, inclusive and resilient community.

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to improve the sense of place and access to opportunities for young people.	1.1.1	Develop a Youth Action Plan
		1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them
1.3	Support and help facilitate community events and inclusive initiatives	1.3.1	Collaborate with the CRC and local groups to deliver community events and initiatives that are diverse and inclusive to local needs
		1.3.2	Together with local stakeholders identify and brand Corrigin’s arts and culture identity.

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.2	Coordinated planning and promotion of the visitor and tourist experience.	2.2.4	Promote and support local events with emphases on events that deliver increased visitation.

Objective: Environment

An attractive natural and built environment for the benefit of current and future generations.

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles.	3.2.5	Forward plan with key stakeholders for the enhancement of the CBD.
		3.2.6	Implement plans for the enhancement of the CBD as well as the townscape aesthetics.

Objective: Governance and Leadership

Strong governance and leadership.

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(132/2022) Moved: Cr Dickinson Seconded: Cr Jacobs

1. That Council resolve, pursuant to clause 18(4)b) of the Shire of Corrigin Local Planning Scheme No.2, that the proposed development of a 'community purpose' facility on Lot 33 (No.33) Walton Street, Corrigin is consistent with the objectives of the land's current 'Commercial' zoning classification and may therefore be permitted; and
2. **APPROVE** the development application submitted by 1922 & You Incorporated (Landowner) to develop and use Lot 33 (No.33) Walton Street, Corrigin for 'community purposes' subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of the local government having first being sought and obtained.

4. All storm water shall be directed away from the existing building and proposed additions thereto and managed and disposed to the specifications and satisfaction of the local government's Chief Executive Officer in consultation with the local government's Manager Works and Services.
5. A detailed landscaping plan shall be prepared and submitted to the local government's Chief Executive Officer for consideration and determination prior to any new landscaping works being undertaken on the land.
6. Any new advertising signage proposed to be installed shall comply with the specific requirements of Schedule 1 of the Shire of Corrigin Local Planning Scheme No.2 unless otherwise approved by the local government following receipt of a formal development application.
7. Any floodlights / security lights proposed to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.
8. All litter generated by the proposed use shall be placed in suitable capacity rubbish receptacles and secured so that it does not blow onto neighbouring areas. The stockpiling of any waste or rubbish on the land is not permitted. All waste or rubbish shall be removed and disposed from the land on a regular basis at a suitably licensed waste disposal facility.
9. The land and building thereon shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the local government's Chief Executive Officer.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, demolition and a building permit applications will need to be submitted to and approved by the local government's Building Surveyor prior to the commencement of any demolition, building construction or earthworks on the land. To confirm the local government's specific requirements in this regard please contact Mr Peter Hulme on 0402 232 264 or peter.hulme@kalamunda.wa.gov.au.
4. The proposed new building works the subject of this approval are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the local government with the required building permit application.
5. No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted on Sundays or Public Holidays.
6. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - i) Health (Public Buildings) Regulations 1992;
 - ii) Food Act 2008 and the Australia New Zealand Food Standards Code Chapter 3.2.3 – Food Premises and Equipment;

- iii) *Shire of Corrigin Health Local Law 2016;*
 - iv) *Shire of Corrigin Animals, Environment and Nuisance Local Law 2016; and*
 - v) *Liquor Control Act 1988 if liquor is to be sold and supplied at any event.*
7. *The applicant/landowner is required to prepare and submit an Application to Construct, Extend or Alter a Public Building and then apply to have the buildings approved for use under the Health (Public Buildings) Regulations 1992.*
 8. *All asbestos containing materials need to be removed from the site and disposed of by a licensed person in accordance with the Health (Asbestos) Regulations 1992 and the Code of Practice For The Management And Control Of Asbestos In Workplaces [NOHSC: 2018 (2005)].*
 9. *Any kitchen within the building must comply with the requirements of the Australia New Zealand Food Standards Code. Plans of the kitchen must be submitted to the local government's Environmental Health Officer for assessment to ensure the premises complies with Food Safety Standard 3.2.3.*
 10. *The noise generated by any activities on-site including machinery, motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
 11. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
 12. *If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the local government's determination.*

Carried 6/0

UNCONSIDERED

8.2.6. RESIGNATION OF CR CLAIRE STEELE

Applicant:	Shire of Corrigin
Date:	9/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0049
Attachment Ref:	NIL

SUMMARY

Council is asked to consider submitting a request to the Electoral Commissions for a decision to be made to postpone the election of a new Councillor until the Ordinary Local Government Elections to be held in October 2023.

BACKGROUND

Cr Claire Steele advised the Chief Executive Officer on 28 October 2022 that her property in Corrigin had sold and therefore she considered she was ineligible to retain her position as a Councillor as she was no longer an elector in the district.

The Chief Executive Officer informed the Department of Local Government, Sports and Cultural Industries (DLGSC).

If the office of an elected council member, mayor or president becomes vacant due to the death or resignation of a member, or another reason listed in the Act, an extraordinary election must be held within four months of the vacancy occurring.

The filling of extraordinary vacancies that occur after the third Saturday in January and up until the third Saturday in July in an election year can be deferred if approved by the Electoral Commissioner under the Act.

Section 4.17 part 3 and 4(a) of the *Local Government Act 1995* provides for cases in which vacant offices may remain unfilled until the next ordinary election with the approval of the Electoral Commissioner.

COMMENT

The legislation indicates that it may be possible to allow the councillor position to remain vacant until the next ordinary election to be held in October 2023. Allowing the vacancy to remain unfilled would save the Shire of Corrigin significant costs of holding an extraordinary election.

The Corrigin community has experienced an extremely challenging year with two large bush fires in February, floods in July combined with the COVID pandemic. Holding an extra ordinary election during the busy harvest period and Christmas, New Year break and January holidays is likely to make it difficult to obtain nominations for the vacancy and result in a significantly reduced voter turnout. Holding an extra ordinary election would not be feasible until February 2023.

Given that there are currently six out of the seven positions filled and all current Councillors attend meetings regularly the risks associated with leaving the position vacant until October 2023 appear to be low.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.32. How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

- (a) dies; or*
- (b) resigns from the office; or*
- (c) does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office; or*
- (d) advises or accepts under section 2.27 that he or she is disqualified, or is declared to be disqualified by the State Administrative Tribunal acting on an application under section 2.27; or*
- (da) is disqualified by an order under section 5.113, 5.117 or 5.119 from holding office as a member of a council; or (db) is dismissed under section 8.15L or 8.25(2); or*
- (e) becomes the holder of any office or position in the employment of the local government; or*
- (f) having been elected to an office of councillor, is elected by the electors to the office of mayor or president of the council.*

4.8. Extraordinary elections

- (1) If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.*
- (2) An election is also to be held under this section if section 4.7 or 4.58 so requires.*
- (3) An election under this section is called an extraordinary election.*

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
 - (b) advise the CEO of the day fixed.*

4.16. Postponement of elections to allow consolidation

- (1) This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.*
- (2) If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.*
- (3) In the case of a member's office becoming vacant under section 2.32 by resignation, if —*
 - (a) the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and*
 - (b) the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.*

- (4) If a member's office becomes vacant under section 2.32 —
- (a) after the third Saturday in January in an election year; but
 - (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

4.17. Cases in which vacant offices can remain unfilled

(1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

(2) If a member's office becomes vacant under section 2.32 —

(a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

(3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* Absolute majority required.

(4A) Subsection (3) applies —

(a) if —

- (i) the office is for a district that has no wards, and
 - (ii) at least 80% of the number of offices of members of the council in the district are still filled; or
- (b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of administering an extraordinary election including advertising and staff time is estimated to be \$5,000 to \$10,000 and this amount has not been included in the 2022/23 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(133/2022) Moved: Cr Jacobs Seconded: Cr Weguelin

That Council:

1. Note the resignation of Cr Claire Steele from her position as a councillor effective as of 15 November 2022 following the sale of her property in Corrigin and
2. Resolve, subject to sections 4.17 (3), 4.17 (4) and 4.17 (4A) of the Local Government Act 1995, to apply to the Electoral Commissioner for permission to allow the vacancy to be unfilled until the Local Government Elections to be held in October 2023.

Carried by Absolute Majority 6/0

UNCONFIRMED

8.3. WORKS AND SERVICES

8.3.1. NOTICE OF INTENT TO DRAIN LOT 134 SIXTY EIGHT GATE ROAD

Applicant:	AJ Szczecinski
Date:	09/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	A127
Attachment Ref:	Attachment 8.3.1 – Notice of Intent to Drain - Szczecinski

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 134 Sixty Eight Gate Road.

BACKGROUND

The Deputy Commission of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct a 2.1 kilometre drain to discharge water into an existing drain on the 60 hectare property. The earthworks are to be completed by the owner of the land.

The specific details of proposed works are included in Attachment 8.3.1.

COMMENT

Neighbours have been consulted and have confirmed they have no objection to the proposal.

The proposed drain is to be constructed on existing salt affected land.

The drain will direct water through the culvert under the Sixty Eight Gate Road and culvert at SLK 6.317 will need to be cleaned and maintained to prevent damage to the road.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Soil and Land Conservation Act 1945

Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(134/2022) Moved: Cr Coppen Seconded: Cr Weguelin

That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 17/ Sixty Eight Gate Road.

Carried 6/0

UNCONFIRMED

8.3.2. NOTICE OF INTENT TO DRAIN LOT 11771 CORRIGIN KONDININ ROAD

Applicant:	Grylls Farming K R & Sons
Date:	09/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	A2269
Attachment Ref:	Attachment 8.3.2 - Notice of Intent to Drain - Grylls

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 11771 Corrigin Kondinin Road.

BACKGROUND

The Deputy Commissioner of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct a 1.5 kilometre drain to discharge water into an existing drain on the 180 hectare property. The earthworks are to be completed by the owner of the land.

The specific details of proposed works are included in Attachment 8.3.2.

COMMENT

Neighbours have been consulted and have confirmed they have no objection to the proposal.

The proposed drain is to be constructed on existing salt affected land.

The drain will direct water through the culvert under the Corrigin Kondinin Road near the parking bay located South of the Bending Road intersection.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Soil and Land Conservation Act 1945

Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(135/2022) Moved: Cr Weguelin Seconded: Cr Jacobs

That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 11771 Corrigin Kondinin Road.

Carried 6/0

UNCONFIRMED

CEO N Manton declared a Proximity Interest in item 8.3.3 point one of the resolution.

Cr Jacobs and Cr Hickey declared Proximity Interests in item 8.3.3 point three of the resolution.

8.3.3.REQUEST TO UPGRADE ROADS TO RAV 7

Applicant:	Shire of Corrigin
Date:	3/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO owns property on Bullaring Pingelly Road
File Ref:	TT.0001
Attachment Ref:	NIL

SUMMARY

Council is requested to consider the request from Main Roads WA for Bullaring Pingelly Road, Yealering Kulin Road and Bruce Rock Road 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 received applications from Terra Donna Ptd Ltd and Schilling Holdings requesting an upgrade of roads in the Shire of Corrigin RAV Network 5 to 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.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Request Network	Access Support (Yes or No)	School Bus Route (Yes or No)
404003	Bullaring Rd	0.00 - Corrigin Shire Boundary	17.70 - Bullaring townsite	RAV 5 88.5t	RAV 7 108.5t	No	Yes
404010	Yealering - Kulin Rd	0.00 - Shire Boundary	11.79 - Rabbit Proof Fence Rd (SLK 27.58)	RAV 5 88.5t	108.5t	Yes	Yes
404016	Corrigin Bruce Rock Rd	Nornakin East Rd (SLK 13.22)	Corrigin Bruce Rock Rd (SLK 23.23)	Tandem Drive Network 6	Tandem Drive Network 7	No	No

Main Road has also requested that sections of the road in the Shire of Kulin and Bruce Rock be upgraded to RAV 7 for consistency with neighbouring shire.

COMMENT

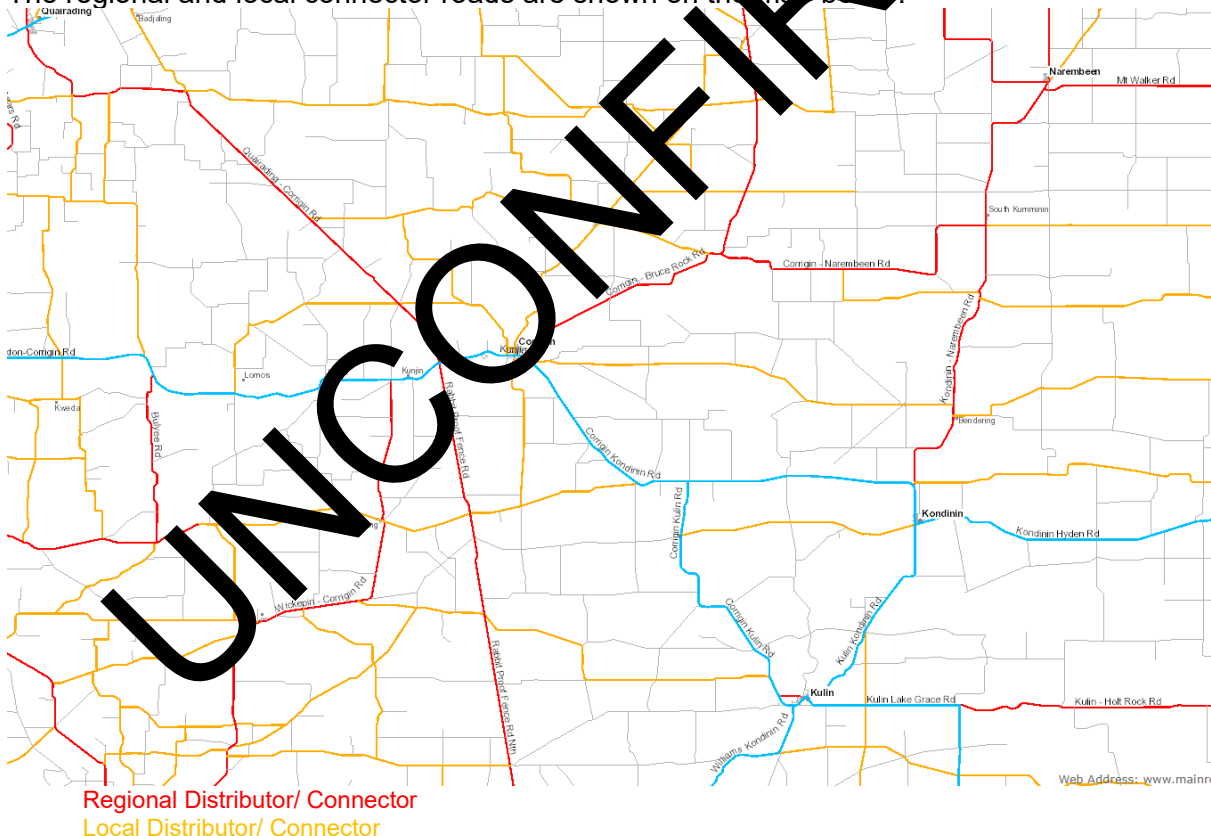
Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life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

The 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.

Council has 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 local connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- **Limited Local Roads** - Generally unsealed and servicing farms with an 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:



In April 2020 Council resolved not to support future applications for RAV 7 on 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](#)

Main Roads WA have provided a flyer highlighting the benefits of larger heavy vehicle combinations. The publication notes that there is often a misconception that larger heavy vehicle combinations result in increased wear to the road infrastructure. Restricted Access Vehicles (RAV), such as a road trains, not only provide productivity benefits for the transport operator, a RAV reduces the number of trips required for a specific transport task, which consequently reduces carbon emissions, traffic congestion, crash risk exposure, heavy vehicle noise and pavement wear.

The Corrigin Bruce Rock Road is a Regional Distributor and is included in the 10 Year Road Program to be progressively upgraded over time with Regional Road Group funding. One of the bridges on the road was damaged by the fire in February 2022.

The Bullaring Pingelly Road and Yealering Kulin Road and are classified as local distributor roads in the Road Hierarchy, Maintenance and Renewal Policy. The section of the Bullaring Pingelly Road from the Shire boundary to Lomos South Road has recently been stabilised and the pavement is 8m wide so would be suitable for RAV 7. Adjoining sections of this road from the intersection of Lomos South Road east to Bullaring townsite are 3.6m road with wide shoulders. Some crests on this road reduce the safety for road users.

The Yealering Kulin Road is approximately 2 kilometres of unsealed gravel road in fair condition.

STATUTORY ENVIRONMENT

Road Traffic (Vehicles) Regulations 2014

Road Traffic (Vehicles) Act 2012

Road Traffic (Administration) Act 2008

Road Traffic (Administration) Regulations 2014

Road Traffic Code 2000

Land Administration Act 1997 (Sec 55) Local Government Act 1995

Main Roads Act 1930

POLICY IMPLICATIONS

11.3 Road Hierarchy, Maintenance and Renewal Policy

11.8 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 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1	Safe, efficient and well maintained road and footpath infrastructure	3.1.2	Update, review and achievement of the Road Asset Management Plan including network hierarchy and service levels

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(136/2022) Moved: Cr Jacobs Seconded: Cr Weguelin
That Council

1. *not support the request for the Bullaring Pingelly Road from the Shire of Corrigin boundary to the intersection of Wickepin Corrigin Road to be upgraded to RAV 7 based on the poor condition of sections of the road, narrow bitumen seal and the lack of connectivity to adjacent roads with the same classification.*

Carried 6/0

COUNCIL RESOLUTION

(137/2022) Moved: Cr Weguelin Seconded: Cr Jacobs

2. *support the request for the Yealering Kulin Road from Shire boundary to intersection of Rabbit Proof Fence Road to be upgraded to RAV 7 based on the road hierarchy for local distributors.*

Carried 6/0

Cr Hickey and Cr Jacobs left the room at 3.48pm due to having Proximity Interests in point three of the resolution.

Cr Coppen assumed the chair.

COUNCIL RESOLUTION

(138/2022) Moved: Cr Weguelin Seconded: Cr Fare

3. *support the request for the Corrigin Bruce Rock Road from Nornakin East Rd SLK 13.22 to SLK 23.23 to be upgraded to RAV 7 based on the road hierarchy for regional distributors, previously supported RAV upgrades following engineering certification of the two bridges on the road and support from neighboring shire.*

Carried 4/0

Cr Hickey and Cr Jacobs returned to the room at 3.49pm.

Cr Hickey resumed the chair.

Cr Weguelin declared a Financial Interest in item 8.3.4 and left the room at 3.50pm.

8.3.4.PERFORMANCE BASED STANDARD SCHEME VEHICLE ACCESS APPROVAL

Applicant:	Shire of Corrigin
Date:	8/11/2022
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 Performance Based Standard (PBS) Scheme access to roads in the Shire of Corrigin to be upgraded to AMMS Level 3 Mass.

BACKGROUND

Main Roads WA Heavy Vehicle Services (HVS) has received an application for a PBS Scheme Vehicle Access Approval, requesting AMMS Level 3 Mass. HVS are seeking support for the following roads to be added to the following networks / approved routes.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4040003	Bullaring Rd	LGA boundary (0.00)	Lomos South Rd (1.72)	Tandem Drive Network 5	PBS Tandem Drive Network 2B
4040169	Lomos South Rd	Bullaring Rd (0.00)	LGA boundary (6.97)	Tandem Drive Network 5	PBS Tandem Drive Network 2B
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4040003	Bullaring Rd	LGA boundary (0.00)	Lomos South Rd (1.72)	AMMS Level 1 89t + dolly	AMMS Level 3 100t
4040169	Lomos South Rd	Bullaring Rd (0.00)	LGA boundary (6.97)	AMMS Level 1 89t + dolly	AMMS Level 3 100t

Table 1 Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories

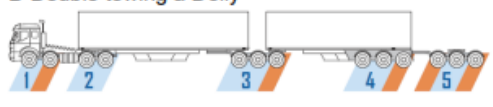
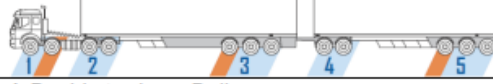
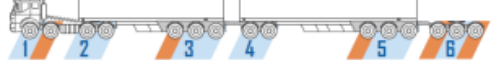
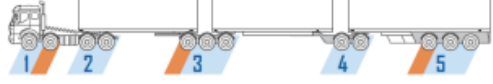

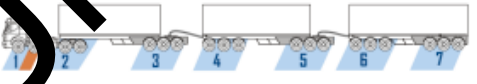

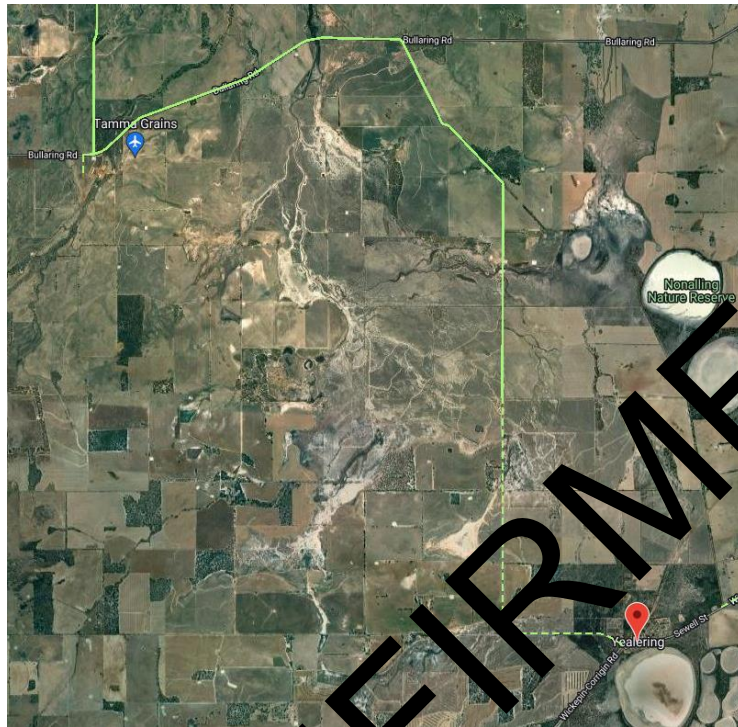
Category 5 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
5A	 B-Double towing a Dolly	27.5 m + dolly	Level 1	72 t + dolly	4 t	N5.1
			Level 2	74 t + dolly	6 t	N5.2
			Level 3	76.5 t + dolly	8 t	N5.3
5B	 A-Double (Prime Mover, Semi Trailer & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
5C	 A-Double towing a Dolly	27.5 m + dolly	Level 1	89 t + dolly	4 t	N5.1
			Level 2	91 t + dolly	6 t	N5.2
			Level 3	94 t + dolly	9 t	N5.3
5D	 B-Triple	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3

Table 2 Performance Based Standard Classifications

Tandem Drive and Tri Axle Trailer Combinations					
PBS Level	Vehicle Example	Max. Length	Max. Gross Mass	AMMS Level	Approved Network
Level 2		≤30.0 m	93.5t	Level 1	PBS 2B.1
			96.5t	Level 2	PBS 2B.2
			100.0t	Level 3	PBS 2B.3
Level 3		≤42.0 m	136.5t	Level 1	PBS 3B.1
			141.5t	Level 2	PBS 3B.2
			147.0t	Level 3	PBS 3B.3
Level 4		≤60.0 m	179.5t	Level 1	PBS 4B.1
			186.5t	Level 2	PBS 4B.2
			194.0t	Level 3	PBS 4B.3

The transport operator plans to travel to and from Tamma Grains via Milton Road, Bullaring Pingelly Road, Lomos South Road, Yealering Pingelly Road, Wickepin Corrigin Road, Williams Kondinin Road and Sparks Road to the WA Kaolin mine.



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.

[Orders/tandem-drive-prime-mover-trailer-combinations-restricted-access-vehicle-categories.pdf](#)

[PBS/wa-performance-based-standards-pbs-scheme-access-levels.pdf](#)

[AMMS accredited-mass-management-scheme-amms-tandem-drive-prime-mover-trailer-combinations-restricted-access-vehicle-categories.pdf](#)

[AMMS accredited-mass-management-scheme-amms-prime-mover-trailer-combinations-operating-conditions.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 WA 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 PBS 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.

The transport operator has indicated that they plan to run one full and one empty trailer. The weight of the full trailer would be approximately 30 tonnes. The Shire of Corrigin as the road owner will need to consider the axle loadings and associated impact on the road if both trailers were full.

The route was previously identified as a grain freight route and funding was received to upgrade sections of the road. Approximately 3km of the low lying section of the road has not been stabilised and is likely to fail with the additional weight from containers.

It is recommended that Council inform Main Roads Heavy Vehicle Services that the application for PBS 2B.3, is not supported for the following reasons:

- Anticipated damage to road surface from additional weight on axle groups
- Existing bitumen surface in low lying area will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 100 tonnes.

STATUTORY ENVIRONMENT

Road Traffic (Vehicles) Regulations 2014

Road Traffic (Vehicles) Act 2012

Road Traffic (Administration) Act 2008

Road Traffic (Administration) Regulations 2014

Road Traffic Code 2000

Land Administration Act 1997 (Sec 55) Local Government Act 1995

Main Roads Act 1930

POLICY IMPLICATIONS

11.3 Road Hierarchy, Maintenance and Renewal Policy

11.8 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 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1	Safe, efficient and well maintained road and footpath infrastructure	3.1.2	Update, review and achievement of the Road Asset Management Plan including network hierarchy and service levels

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(139/2022) Moved: Cr Jacobs Seconded: Cr Dickinson

That Council inform Main Roads Heavy Vehicle Services that the application for a Performance Based Standard (PBS) Scheme Vehicle Access Approval, requesting AMMS Level 3 Mass is not supported due to the condition on sections of existing bitumen surface which will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 100 tonnes.

Carried 5/0

Cr Weguelin re-entered the room at 4.01pm.

UNCONFIRMED

9. CHIEF EXECUTIVE OFFICER REPORT

10. PRESIDENT'S REPORT

The President attended a Wheatbelt Secondary Freight Group Meeting since the last meeting and reported the group is working hard and producing good work.

The District Recovery Coordination Group is meeting tomorrow to discuss Wheatbelt fire recovery.

The Zap Circus and the Rocky Horror Picture Show have been in town. Both productions were well attended and enjoyed by the community.

11. COUNCILLORS' QUESTIONS REPORTS, AND INFORMATION ITEMS

UNCONFIRMED

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

COUNCIL RESOLUTION

(140/2022) Moved: Cr Weguelin Seconded: Cr Coppen

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

Carried 6/0

12.1. CORRIGIN RECREATION CENTRE – SETTLEMENT AGREEMENT

Applicant:	Shire of Corrigin
Date:	15/11/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0075
Attachment Ref:	Confidential Attachment – Draft Settlement Deed

SUMMARY

Council is requested to consider entering into a Settlement Agreement in relation to the ongoing legal action to resolve the defects to the roof at the Corrigin Recreation and Events Centre (CREC).

BACKGROUND

The defects to the CREC roof panels and subsequent water leaks have been an ongoing issue since 2016.

The Shire of Corrigin participated in a Technical Working Group during October to attempt to resolve the outstanding issues and avoid further legal action.

Following from the Technical Working Group a Settlement Agreement, including agreed rectification works, was proposed and agreed in principle between the parties.

The Shire of Corrigin has been in regular communication with the builder regarding the outstanding rectification works and has sought legal advice on the matter.

COMMENT

The defective roof panels and water leaks at the CREC have been ongoing since the building was completed in 2015 and are subject to legal action.

The Council has been regularly briefed on the ongoing legal action and has strongly advocated for a resolution to the matter as soon as possible.

The Settlement Deed aims to clarify the arrangements for rectifying the outstanding defects with the building.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Legal fees associated with protecting the Shire of Corrigin’s right to have the defects with the CREC roof remedied.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
 Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(141/2022) Moved: Cr Weguelin Seconded: Cr Coppen

That Council authorise the CEO to execute the Settlement Deed as per the attached document between Perkins (WA) Pty Ltd T/A Perkins Builders, Askin (WA) Pty Ltd, Askin Pty Ltd and the Shire of Corrigin subject to minor amendment.

Carried 6/0

COUNCIL RESOLUTION

(142/2022) Moved: Cr Coppen Seconded: Cr Weguelin

That Council in accordance with Clause 15.10 of the Standing Orders re-open the meeting to the public.

Carried 6/0

13. INFORMATION BULLETIN

14. WALGA AND CENTRAL ZONE MOTIONS

15. NEXT MEETING

Ordinary Council Meeting on Tuesday 20 December 2022.

16. MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 4.13pm.

President: _____ Date: _____

UNCONFIRMED

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18138	17/11/2022	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR OCTOBER 2022	\$ 227.40	TRUST
EFT18139	17/11/2022	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR OCTOBER 2022	\$ 40.10	TRUST
20792	1/11/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 71.70	MUNI
20793	3/11/2022	SYNERGY	ELECTRICITY CHARGES	\$ 6,707.35	MUNI
20794	3/11/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 182.00	MUNI
20795	17/11/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 196.00	MUNI
20796	17/11/2022	SYNERGY	ELECTRICITY CHARGES	\$ 4,197.85	MUNI
20797	22/11/2022	SYNERGY	ELECTRICITY CHARGES	\$ 705.38	MUNI
20798	22/11/2022	WATER CORPORATION OF WA	WATER CHARGES	\$ 12,368.43	MUNI
20799	23/11/2022	SYNERGY	ELECTRICITY CHARGES	\$ 6,089.49	MUNI
EFT18060	03/11/2022	AC ELECTRICS WA	INVESTIGATE ELECTRICAL FAULT AT BOYD STREET PUMP	\$ 550.00	MUNI
EFT18061	03/11/2022	CONNELLY IMAGES	TOURIST SIGNS - ROTARY PARK, WALTON STREET	\$ 1,617.00	MUNI
EFT18062	03/11/2022	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 2,457.50	MUNI
EFT18063	03/11/2022	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 78.00	MUNI
EFT18064	03/11/2022	CORRIGIN SUPERMARKET AND LIQUOR (IGA & CELLARBRATIONS)	REFRESHMENTS AND CATERING SUPPLIES	\$ 258.50	MUNI
EFT18065	03/11/2022	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER, SIDE TIPPER TRAILERS	\$ 2,147.00	MUNI
EFT18066	03/11/2022	CSS CRANE HIRE PTY LTD	RELOCATION AND PLACEMENT OF ABLUTION BLOCK AT BULYEE HALL	\$ 1,893.32	MUNI
EFT18067	03/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	8 TONNES OF CEMENT	\$ 4,136.00	MUNI
EFT18068	03/11/2022	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIM - FLOOD	\$ 292.60	MUNI
EFT18069	03/11/2022	JUNE RICHARDS	CUSTOMER REFUND	\$ 95.00	MUNI
EFT18070	03/11/2022	KATHLEEN CELIA MADGEN	CUSTOMER REFUND	\$ 84.00	MUNI
EFT18071	03/11/2022	MCMILES INDUSTRIES PTY LTD	TOWN DAM OVERFLOW PIPE CONNECTION	\$ 1,300.00	MUNI
EFT18072	03/11/2022	NOURISHABLEY	SOUND BATH WORKSHOP AT RESOURCE CENTRE	\$ 290.00	MUNI
EFT18073	03/11/2022	REDFISH TECHNOLOGIES PTY LTD	INSTALLATION OF BENQ INTERACTIVE FLAT SCREEN IN CHAMBERS	\$ 28,725.05	MUNI
EFT18074	03/11/2022	SHIRE OF NAREMBEEN	REIMBURSEMENT FOR ROE ROC DINNER	\$ 1,035.51	MUNI
EFT18075	03/11/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 883.00	MUNI
EFT18076	03/11/2022	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 34.96	MUNI
EFT18077	03/11/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$ 627.00	MUNI
EFT18078	03/11/2022	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	ENTERPRISE AGREEMENT REVIEW AND NEGOTIATION - PHASE 3	\$ 2,451.50	MUNI
EFT18079	03/11/2022	WESTERN HYDRAULICS CORRIGIN	PLANT REPAIRS - TWO WAY TIPPER TRUCK	\$ 524.92	MUNI
EFT18080	03/11/2022	WREN OIL	WASTE OIL COLLECTION	\$ 16.50	MUNI
EFT18081	03/11/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT18082	17/11/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT18083	17/11/2022	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS FOR PUBLIC CONVENIENCES	\$ 4,558.38	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18084	17/11/2022	AC ELECTRICS WA	WIRING OF DONGA FOR GENERATOR AT CORRIGIN TIP	\$ 580.25	MUNI
EFT18085	17/11/2022	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	PLANT HIRE - SKID STEER LOADER	\$ 6,006.00	MUNI
EFT18086	17/11/2022	ARROW BRONZE	NICHE WALL PLAQUE	\$ 1,226.33	MUNI
EFT18087	17/11/2022	AUSTRALIA POST	POSTAGE CHARGES FOR OCTOBER 2022	\$ 454.38	MUNI
EFT18088	17/11/2022	AVON WASTE	5 WEEKS RUBBISH COLLECTION - OCTOBER 2022	\$ 22,659.16	MUNI
EFT18089	17/11/2022	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.95	MUNI
EFT18090	17/11/2022	BALLROOM FIT	BALLROOM DANCING WORKSHOP FOR SENIORS WEEK	\$ 500.00	MUNI
EFT18091	17/11/2022	BENARA NURSERIES	PLANTS FOR SHIRE STREETScape AND GARDENS	\$ 1,161.95	MUNI
EFT18092	17/11/2022	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, DEPOT	\$ 656.17	MUNI
EFT18093	17/11/2022	BORAL CONSTRUCTION MATERIALS GROUP LTD	3,000 LITRES OF EMULSION	\$ 3,564.00	MUNI
EFT18094	17/11/2022	BRANDWORX	STAFF UNIFORM	\$ 335.34	MUNI
EFT18095	17/11/2022	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - PRIME MOVERS, TORO GROUNDMASTER	\$ 3,830.02	MUNI
EFT18096	17/11/2022	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	FREIGHT CHARGES	\$ 938.59	MUNI
EFT18097	17/11/2022	CHRISTINE HILL FOOD	REFRESHMENTS AND CATERING SUPPLIES	\$ 750.00	MUNI
EFT18098	17/11/2022	CLINIPATH PATHOLOGY	PRE-EMPLOYMENT DRUG SCREENINGS	\$ 348.48	MUNI
EFT18099	17/11/2022	COLGAN INDUSTRIES PTY LTD	TOWN HALL RESTORATION WORKS - INSTALL LIGHTS TO FACADE	\$ 10,560.00	MUNI
EFT18100	17/11/2022	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR OCTOBER 2022	\$ 1,313.70	MUNI
EFT18101	17/11/2022	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 39.98	MUNI
EFT18102	17/11/2022	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENTS	\$ 481.00	MUNI
EFT18103	17/11/2022	CORRIGIN NETBALL CLUB	BOND REFUND	\$ 900.00	MUNI
EFT18104	17/11/2022	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES	\$ 178.60	MUNI
EFT18105	17/11/2022	CORRIGIN OFFICE SUPPLIES	ARCHIVE BOXES, STATIONERY SUPPLIES	\$ 617.81	MUNI
EFT18106	17/11/2022	CORRIGIN PHARMACY	LENS CLEANERS FOR WORKS DEPOT	\$ 47.96	MUNI
EFT18107	17/11/2022	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 280.00	MUNI
EFT18108	17/11/2022	CORRIGIN SUPERMARKET AND LIQUOR (IGA & CELLARBRATIONS)	REFRESHMENTS AND CATERING SUPPLIES	\$ 34.00	MUNI
EFT18109	17/11/2022	CORRIGIN TYREPOWER	PLANT REPAIRS - LOADER	\$ 416.00	MUNI
EFT18110	17/11/2022	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (DMIRS)	BUILDING SERVICES LEVY FOR OCTOBER 2022	\$ 56.65	MUNI
EFT18111	17/11/2022	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR OCTOBER 2022	\$ 1,681.14	MUNI
EFT18112	17/11/2022	FORMBYS LAWYERS	PREPARATION OF AUCTION CONTRACT OF SALE - 10 GOYDER STREET	\$ 1,012.00	MUNI
EFT18113	17/11/2022	GANNAWAY BROS.	PLANT PARTS - GRADER	\$ 24.00	MUNI
EFT18114	17/11/2022	GINGERBREAD FOLK	GINGERBREAD HOUSE KITS FOR CHRISTMAS WORKSHOP	\$ 699.75	MUNI
EFT18115	17/11/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR OCTOBER 2022	\$ 2,976.70	MUNI
EFT18116	17/11/2022	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIM - FIRE	\$ 475.48	MUNI
EFT18117	17/11/2022	HAULMORE TRAILER RENTALS	PLANT HIRE - TANDEM DOLLY TRAILER	\$ 1,430.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18118	17/11/2022	HERSEY'S SAFETY PTY LTD	PICKETS FOR CORRIGIN-QUAIRADING ROAD	\$ 326.70	MUNI
EFT18119	17/11/2022	KAREN WILKINSON	STAFF REIMBURSEMENT	\$ 250.00	MUNI
EFT18120	17/11/2022	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 333.73	MUNI
EFT18121	17/11/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS CONFERENCE REGISTRATION - N MANTON	\$ 1,350.00	MUNI
EFT18122	17/11/2022	MCMILES INDUSTRIES PTY LTD	SUBMERSIBLE FRANKLIN PUMP AND MOTOR FOR TOWN BORE	\$ 4,972.00	MUNI
EFT18123	17/11/2022	METAL ARTWORK CREATIONS	STAFF NAME BADGES	\$ 29.70	MUNI
EFT18124	17/11/2022	NEU-TECH AUTO ELECTRICS	RETIC PUMP - 25 SEIMONS AVE, PRESSURE PUMP - BULYEE HALL	\$ 1,811.28	MUNI
EFT18125	17/11/2022	NUTRIEN AG SOLUTIONS LIMITED	3 BUNDLES OF FENCE DROPPERS	\$ 579.48	MUNI
EFT18126	17/11/2022	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 4,974.76	MUNI
EFT18127	17/11/2022	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROL SERVICES - CORRIGIN-QUAIRADING ROAD	\$ 10,623.05	MUNI
EFT18128	17/11/2022	SHERRIN RENTALS	PLANT HIRE - SMOOTH DRUM ROLLER, PADFOOT ROLLER	\$ 10,164.00	MUNI
EFT18129	17/11/2022	SIGMA CHEMICALS	SWIMMING POOL CHEMICALS	\$ 1,368.59	MUNI
EFT18130	17/11/2022	SOURCE MY PARTS PTY LTD	PLANT PARTS - CREW CAB TRUCK	\$ 147.81	MUNI
EFT18131	17/11/2022	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 4,215.75	MUNI
EFT18132	17/11/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 547.54	MUNI
EFT18133	17/11/2022	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 264.62	MUNI
EFT18134	17/11/2022	THOR EARTH PLANT HIRE	PLANT HIRE - WATER TRUCK	\$ 9,234.50	MUNI
EFT18135	17/11/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 75.08	MUNI
EFT18136	17/11/2022	TUDORBANK HOLDINGS PTY LTD	CEILING REPLACEMENT AT DENTAL RESIDENCE	\$ 21,685.00	MUNI
EFT18137	17/11/2022	WALLIS COMPUTER SOLUTIONS	OPTUS TETONIKA INTERNET SERVICE - OCTOBER 2022	\$ 187.00	MUNI
EFT18140	22/11/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 1,325.41	MUNI
EFT18141	23/11/2022	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR OCTOBER 2022	\$ 5,846.00	MUNI
EFT18142	23/11/2022	CRAIG BRIAN FULWOOD	LOTTO WINNINGS FOR 2022	\$ 73.10	MUNI
EFT18143	23/11/2022	DEPT OF FIRE & EMERGENCY SERVICES	2022 / 2023 ESL SECOND QUARTER CONTRIBUTION	\$ 23,864.80	MUNI
EFT18144	23/11/2022	EMMA ELAINE SHAW	LOTTO WINNINGS FOR 2022	\$ 32.70	MUNI
EFT18145	23/11/2022	GERALDINE ELIZBAETH SMITH	STAFF REIMBURSEMENT	\$ 250.00	MUNI
EFT18146	23/11/2022	HEATHER VICTORIA TALBOT	LOTTO WINNINGS FOR 2022	\$ 96.30	MUNI
EFT18147	23/11/2022	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 60.00	MUNI
EFT18148	23/11/2022	LAUREN PITMAN	STAFF REIMBURSEMENT	\$ 180.00	MUNI
EFT18149	23/11/2022	MATTHEW HOBBS	LOTTO WINNINGS FOR 2022	\$ 73.30	MUNI
EFT18150	23/11/2022	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 250.00	MUNI
EFT18151	23/11/2022	RACHEL BAIRSTOW	LOTTO WINNINGS FOR 2022	\$ 96.30	MUNI
EFT18152	23/11/2022	TANYA LUDLOW	STAFF REIMBURSEMENT	\$ 250.00	MUNI
EFT18153	23/11/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 691.35	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18154	25/11/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 107.25	MUNI
EFT18155	25/11/2022	CLAIRE STEELE	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,566.66	MUNI
EFT18156	25/11/2022	CONNELLY IMAGES	SERVICE AND MAINTENANCE SCHEDULE BOARD FOR WORKS DEPOT	\$ 374.00	MUNI
EFT18157	25/11/2022	GANNAWAY BROS.	ANGLE IRON FOR WORKS DEPOT	\$ 80.00	MUNI
EFT18158	25/11/2022	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$ 1,255.73	MUNI
EFT18159	25/11/2022	HUTTON AND NORTHEY SALES	PLANT PARTS - WATER TRUCK	\$ 21.30	MUNI
EFT18160	25/11/2022	PRECISION LASER SYSTEMS	LEICA RUGBY LASER CLX700 WITH TRIPOD AND RECEIVER REMOTE	\$ 4,896.51	MUNI
EFT18161	25/11/2022	REINFORCED CONCRETE PIPES AUSTRALIA (WA) PTY LTD	CONCRETE PIPES FOR RABBIT PROOF FENCE ROAD	\$ 14,352.25	MUNI
EFT18162	25/11/2022	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 2,487.38	MUNI
EFT18163	25/11/2022	SAVANA ENVIRONMENTAL	REMOVE BURNST ASBESTOS FROM ROAD VERGE	\$ 880.00	MUNI
EFT18164	25/11/2022	SOPHIE JANE MUSIC	ENTERTAINMENT FOR 2022 CORRIGIN PARK PARTY	\$ 490.00	MUNI
EFT18165	25/11/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL, FIREBREAK INSPECTIONS	\$ 914.38	MUNI
EFT18166	29/11/2022	BGC QUARRIES	29 TONNES BLUE METAL AGGREGATE, 24 TONNES BLUE METAL DUST	\$ 2,825.03	MUNI
EFT18167	29/11/2022	CIRCUITWEST INC	ZAP CIRCUS ENTERTAINMENT	\$ 2,750.00	MUNI
EFT18168	29/11/2022	CORRIGIN DISTRICT HIGH SCHOOL	SCHOOL PRESENTATION NIGHT DONATION	\$ 40.00	MUNI
EFT18169	29/11/2022	CORRIGIN TYREPOWER	PLANT REPAIRS - TRI-AXLE LOW LOADER, HAULMORE DOLLY TRAILER	\$ 2,126.00	MUNI
EFT18170	29/11/2022	GLOBAL SPILL CONTROL PTY LTD	AEROSOL STORAGE CAGE FOR WORKS DEPOT	\$ 1,979.80	MUNI
EFT18171	29/11/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR OCTOBER 2022	\$ 36,681.59	MUNI
EFT18172	29/11/2022	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIM - FLOOD & FIRE	\$ 5,619.90	MUNI
EFT18173	29/11/2022	IRIS CONSULTING GROUP PTY LTD	STAFF TRAINING - RECORDS MANAGEMENT, KEYWORDS FOR LG	\$ 1,507.00	MUNI
EFT18174	29/11/2022	INSPIRED DEVELOPMENT SOLUTIONS	STAFF TRAINING - RESILIENCE WORKSHOP	\$ 5,159.00	MUNI
EFT18175	29/11/2022	KEVREK (AUSTRALIA) PTY LTD	PLANT PARTS - TWO WAY TIPPER TRUCK, CREW CAB TRUCK	\$ 609.01	MUNI
EFT18176	29/11/2022	LAWN DOCTOR - TURF SOLUTIONS	VERTI DRAIN MAIN OVAL AND HOCKEY FIELD	\$ 4,990.00	MUNI
EFT18177	29/11/2022	MOORE AUSTRALIA W A PTY LTD	STAFF TRAINING - 2022 NUTS AND BOLTS WORKSHOP	\$ 1,045.00	MUNI
EFT18178	29/11/2022	NARROGIN CARPETS & CURTAINS	REPAIRS TO SQUASH COURT FLOOR	\$ 2,365.00	MUNI
EFT18179	29/11/2022	NATURE PLAY SOLUTIONS PTY LTD	PROGRESS PAYMENT - ROTARY PARK UPGRADE	\$ 137,033.12	MUNI
EFT18180	29/11/2022	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - ROLLER, SQUIRREL, CREW CAB TRUCKS	\$ 970.05	MUNI
EFT18181	29/11/2022	REAC SYSTEMS	SERVICING OF POOL HEATER AND AIRCON SYSTEM	\$ 1,333.20	MUNI
EFT18182	29/11/2022	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 4,974.76	MUNI
EFT18183	29/11/2022	S & J BOZANICH EARTHMOVING PTY LTD	PUSH UP 7,500 CUBIC METRES OF GRAVEL	\$ 12,000.00	MUNI
EFT18184	29/11/2022	SOURCE MY PARTS PTY LTD	PLANT PARTS - PRIME MOVER	\$ 136.47	MUNI
EFT18185	29/11/2022	TALIS CONSULTANTS PTY LTD	2021 / 2022 ROADS & OTHER INFRASTRUCTURE ASSET REVALUATION	\$ 8,140.00	MUNI
EFT18186	29/11/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 11.01	MUNI
EFT18187	29/11/2022	TREMAR CONTRACTING	OIL BUNKER ENCLOSURE FOR TIP, CONNECT DRAIN AT ROADS BOARD	\$ 9,420.40	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18188	29/11/2022	WESTERN HYDRAULICS CORRIGIN	PLANT REPAIRS - SIDE TIPPER TRAILER	\$ 801.92	MUNI
EFT18189	29/11/2022	WHEATBELT BUSINESS NETWORK	2022 / 2023 WBN MICRO-MEMBERSHIP	\$ 110.00	MUNI
EFT18190	29/11/2022	WITHERS AND ASSOCIATES	ASSISTANCE WITH PUBLIC HEALTH PLAN - FINAL STAGE	\$ 3,300.00	MUNI
EFT18191	29/11/2022	WORK HEALTH PROFESSIONALS	WORKCOVER WA APPROVED HEARING TESTS FOR NEW STAFF	\$ 2,139.50	MUNI
EFT18192	29/11/2022	WORLDWIDE EAST PERTH	CORRIGIN TOWN SITE MAPS	\$ 362.00	MUNI
DD14643.1	2/11/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 9,315.43	MUNI
DD14643.2	2/11/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 115.45	MUNI
DD14643.3	2/11/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 348.25	MUNI
DD14643.4	2/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 487.29	MUNI
DD14643.5	2/11/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 466.61	MUNI
DD14643.6	2/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,539.43	MUNI
DD14643.7	2/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,090.90	MUNI
DD14643.8	2/11/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 274.03	MUNI
DD14643.9	2/11/2022	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 59.08	MUNI
DD14662.1	1/11/2022	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD14675.1	16/11/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,938.53	MUNI
DD14675.2	16/11/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 115.45	MUNI
DD14675.3	16/11/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 350.79	MUNI
DD14675.4	16/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 487.29	MUNI
DD14675.5	16/11/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 458.58	MUNI
DD14675.6	16/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,539.43	MUNI
DD14675.7	16/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,097.37	MUNI
DD14675.8	16/11/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 274.03	MUNI
DD14675.9	16/11/2022	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 75.83	MUNI
DD14702.1	2/11/2022	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 8,693.06	MUNI
DD14715.1	30/11/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,807.33	MUNI
DD14715.2	30/11/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 115.45	MUNI
DD14715.3	30/11/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 249.22	MUNI
DD14715.4	30/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 487.29	MUNI
DD14715.5	30/11/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 152.06	MUNI
DD14715.6	30/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,539.43	MUNI
DD14715.7	30/11/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,090.90	MUNI
DD14715.8	30/11/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 282.65	MUNI
DD14715.9	30/11/2022	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 59.08	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF NOVEMBER 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD14638.1	1/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 128.95	LIC
DD14641.1	2/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,523.40	LIC
DD14648.1	3/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 791.20	LIC
DD14650.1	4/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,015.10	LIC
DD14652.1	8/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 888.10	LIC
DD14654.1	8/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,872.65	LIC
DD14656.1	9/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 336.30	LIC
DD14660.1	10/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,062.65	LIC
DD14664.1	11/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 7,494.05	LIC
DD14667.1	14/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,199.50	LIC
DD14670.1	15/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 898.95	LIC
DD14673.1	16/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 134.05	LIC
DD14681.1	17/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 396.55	LIC
DD14684.1	18/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,040.20	LIC
DD14686.1	21/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 37.00	LIC
DD14692.1	22/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,320.55	LIC
DD14696.1	23/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,727.60	LIC
DD14701.1	24/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 30.50	LIC
DD14706.1	25/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 431.80	LIC
DD14708.1	28/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,794.45	LIC
DD14711.1	29/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,066.55	LIC
DD14713.1	30/11/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,368.55	LIC
JNL	3/11/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 02/11/2022	\$ 67,116.26	MUNI
JNL	17/11/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 16/11/2022	\$ 72,437.06	MUNI

\$ 755,732.32

MUNICIPAL ACCOUNT PAYMENTS	\$ 724,906.17
TRUST ACCOUNT PAYMENTS	\$ 267.50
LICENSING ACCOUNT PAYMENTS	\$ 30,558.65
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 755,732.32




SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 SEPTEMBER 2022 TO 28 OCTOBER 2022

DATE	DETAILS	DESCRIPTION	AMOUNT	
CARD NUMBER 4557-XXXX-XXXX-4143				
5/10/2022	Crown Towers Perth	Accommodation for Cr Dickinson - WA Local Gov. Convention	\$ 814.87	
5/10/2022	Crown Towers Perth	Accommodation for Cr Jacobs - WA Local Gov. Convention	\$ 1,290.88	
5/10/2022	Crown Towers Perth	Accommodation for Cr Hickey - WA Local Gov. Convention	\$ 1,428.04	
11/12/2022	Corrigin Post Office	Farewell gift cards for C Fulwood, H Talbot and E Shaw	\$ 1,229.75	
			CREDIT CARD TOTAL	\$ 4,763.54
CARD NUMBER 4557-XXXX-XXXX-0935				
4/10/2022	Crown Towers Perth	Accommodation for Cr Weguelin - WA Local Gov. Convention	\$ 952.02	
13/10/2022	Officeworks	Cricut cutting mat for Community Resource Centre	\$ 55.45	
12/10/2022	Bunnings Armadale	Picture hanging set for Chambers, clothesline for 25 Seimons Ave	\$ 179.10	
17/10/2022	Premium Publishers	Corrigin & Roe Tourism advert in AGO Holiday Planner 2022	\$ 1,867.18	
21/10/2022	Bunnings Armadale	Picture hanging set for Chambers, padlock for 25 Seimons Ave	\$ 105.77	
			CREDIT CARD TOTAL	\$ 3,159.52
CARD NUMBER 4557-XXXX-XXXX-0918				
26/10/2022	Western Irrigation	Sprinklers for main oval	\$ 770.00	
			CREDIT CARD TOTAL	\$ 770.00
BILLING ACCOUNT			\$	-
TOTAL CREDIT CARD PAYMENTS			\$	8,693.06

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and card 4557-XXXX-XXXX-0918 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

 24/11/2022

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

 24/11/2022



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: 29 September 2022 to 28 October 2022
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
10 Oct 2022	\$814.87 ✓	Crown Perth Burswood	Accommodation for CE Dickinson - WA Local Government Convention				74773882280
11 Oct 2022	\$1,290.88 ✓	Crown Perth Burswood	Accommodation for CE Jacobs - WA Local Government Convention				74773882282
12 Oct 2022	\$1,428.04 ✓	Crown Towers Perth Burswood	Accommodation for CE Hickey - WA Local Government Convention				74773882283
12 Oct 2022	\$1,229.75 ✓	POST CORRIGIN LPO CO CORRIGIN	Farewell Gifts for C Fulwood, H Talbot + E Shaw				74813842284
Total for this period	\$4,763.54		Totals				

Employee declaration

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

Cardholder signature: _____

Date: 22/11/22

301/21/01/M01334/S004001/1008001



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: 29 September 2022 to 28 October 2022
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
10 Oct 2022	\$952.02 ✓	Crown Perth Burswood	Accommodation for Cr Weguelin - WA Local Government Convention				74773882282
17 Oct 2022	\$55.45 ✓	OFFICEWORKS BENTLEIGH EAS	Cricut cutting mat for CRC				74940522286
17 Oct 2022	\$179.10 ✓	BUNNINGS 368000 ARMADALE	Picture hanging line, hooks + tracks for chambers, clothing for 25 Seimons Ave				74940522286
19 Oct 2022	\$1,867.18 ✓	MAWARD PTY LTD NORTHBRIDGE	Shire + Pathways to Wave Rock Adverts in AGO Holiday Planner 2022				74940522290
24 Oct 2022	\$105.77 ✓	BUNNINGS 368000 ARMADALE	picture hanging line + hooks for chambers, padbolt for 25 Seimons Ave				74940522295
Total for this period	\$3,159.52		Totals				

Employee declaration

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

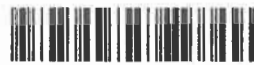
Cardholder signature:

vacancy

Date:

21.11.22

301/21/01/M01334/S004002/1008003



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: MR PHILIP JAMES BURGESS
Account No:
Statement Period: 29 September 2022 to 28 October 2022
Cardholder Limit: \$5,000

Transaction record for: MR PHILIP JAMES BURGESS

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 Oct 2022	\$770.00 ✓	WESTERN IRRIGATION PTY GREENWOOD	<i>sprinklers for main oval</i>				74940522299
Total for this period	\$770.00		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

Please Note:

1. Manager of Works and Services, Phil Burgess was on extended leave at the time of receiving the statement.
2. Receipt for the purchase was provided to finance at the time of the transaction.
3. Original document will be provided to Mr Burgess upon his return for signing.

301/21/01/M01334/S004003/008005



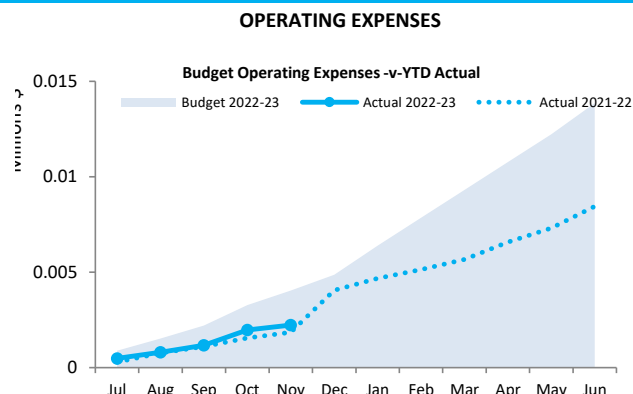
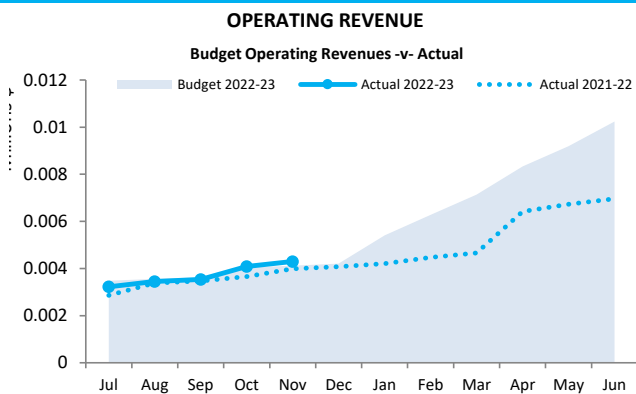
SHIRE OF CORRIGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2022

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

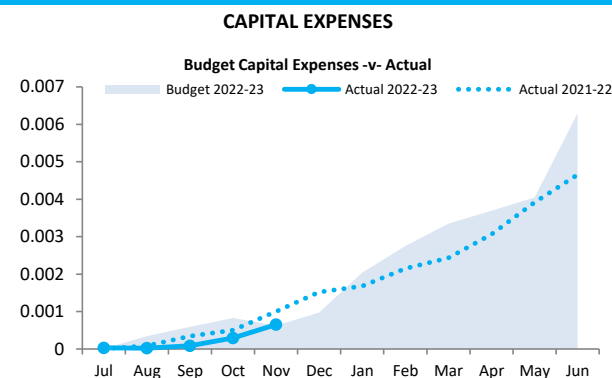
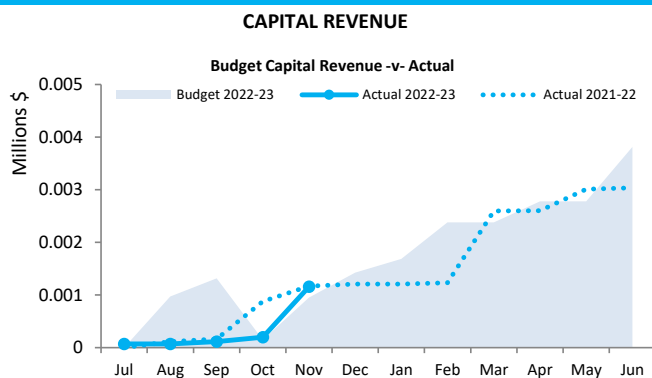
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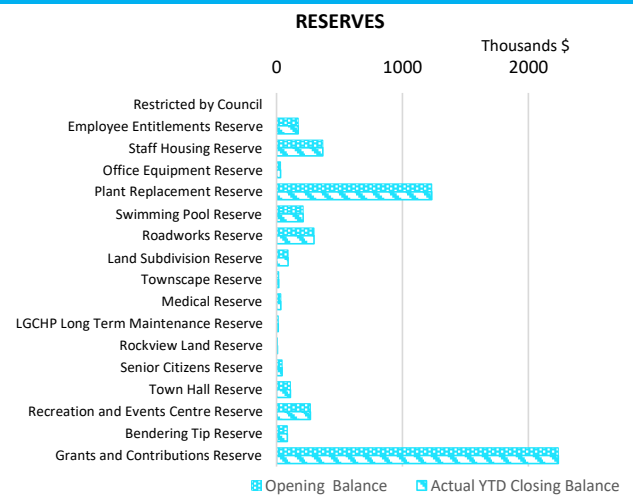
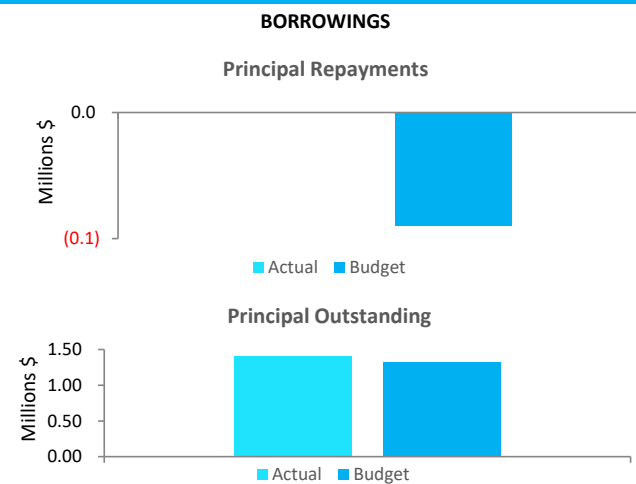
OPERATING ACTIVITIES



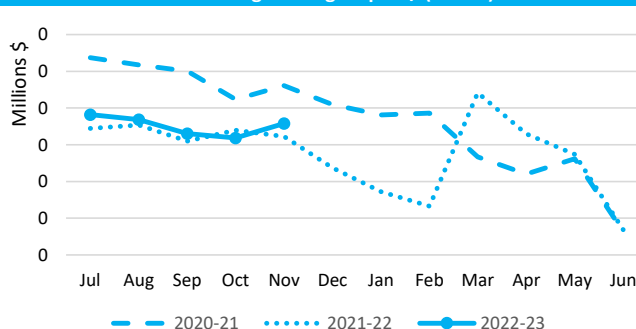
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.98 M	\$0.98 M	\$1.00 M	\$0.02 M
Closing	\$0.00 M	\$2.91 M	\$3.58 M	\$0.67 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.08 M	37.1%
Restricted Cash	\$5.22 M	62.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.03 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.36 M	88%
Trade Receivable	\$1.14 M	
Over 30 Days		13.4%
Over 90 Days		11.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.78 M	\$1.60 M	\$2.08 M	\$0.48 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$	% Variance
YTD Actual	\$2.87 M	
YTD Budget	\$2.88 M	(0.5%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$	% Variance
YTD Actual	\$0.56 M	
YTD Budget	\$0.79 M	(29.1%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$	% Variance
YTD Actual	\$0.30 M	
YTD Budget	\$0.31 M	(0.5%)

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)
(\$2.05 M)	\$0.33 M	\$0.50 M	\$0.18 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.43 M	(100.0%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$	% Spent
YTD Actual	\$0.65 M	
Adopted Budget	\$6.30 M	(89.6%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$	% Received
YTD Actual	\$1.16 M	
Adopted Budget	\$3.81 M	(69.7%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.41 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$5.22 M
Interest earned	\$0.00 M

Refer to Note 9 - 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 30 NOVEMBER 2022

NATURE OR TYPE DESCRIPTIONS

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. Excludes 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, and 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 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, reimbursements etc.

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

All costs associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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. Excluding Land.

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 30 NOVEMBER 2022**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	980,910	980,910	996,362	15,452	1.58%	
Revenue from operating activities							
Rates		2,839,634	2,839,634	2,824,403	(15,231)	(0.54%)	
Rates (excluding general rate)		42,773	42,773	42,773	0	0.00%	
Operating grants, subsidies and contributions	11	1,424,913	790,186	559,847	(230,339)	(29.15%)	▼
Fees and charges		727,129	306,036	304,607	(1,429)	(0.47%)	
Interest earnings		106,231	8,745	26,823	18,078	206.72%	▲
Other revenue		4,985,477	134,245	541,214	406,969	303.15%	▲
Profit on disposal of assets	6	112,282	0	0	0	0.00%	
		10,238,439	4,121,619	4,299,667	178,048	4.32%	
Expenditure from operating activities							
Employee costs		(2,502,157)	(1,045,775)	(973,609)	72,166	6.90%	
Materials and contracts		(6,126,557)	(1,036,025)	(840,794)	195,231	18.84%	▲
Utility charges		(265,020)	(114,035)	(81,868)	32,167	28.21%	▲
Depreciation on non-current assets		(3,624,516)	(1,510,000)	0	1,510,000	100.00%	▲
Interest expenses		(64,389)	0	0	0	0.00%	
Insurance expenses		(259,216)	(258,008)	(267,429)	(9,421)	(3.65%)	
Other expenditure		(170,109)	(68,910)	(65,081)	3,829	5.56%	
Loss on disposal of assets	6	(54,941)	0	0	0	0.00%	
		(13,066,905)	(4,032,753)	(2,228,781)	1,803,972	(44.73%)	
Non-cash amounts excluded from operating activities	1(a)	3,611,912	1,510,000	6,850	(1,503,150)	(99.55%)	▼
Amount attributable to operating activities		783,446	1,598,866	2,077,736	478,870	29.95%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	3,814,138	953,819	1,156,500	202,681	21.25%	▲
Proceeds from disposal of assets	6	428,501	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(6,295,523)	(625,925)	(652,425)	(26,500)	(4.23%)	
Amount attributable to investing activities		(2,052,884)	327,894	504,075	176,181	53.73%	
Financing Activities							
Transfer from reserves	9	467,475	0	0	0	0.00%	
Repayment of debentures	8	(90,164)	0	0	0	0.00%	
Transfer to reserves	9	(88,781)	0	0	0	0.00%	
Amount attributable to financing activities		288,530	0	0	0	0.00%	
Closing funding surplus / (deficit)	1(c)	0	2,907,670	3,578,173	670,503	(23.06%)	▲

KEY INFORMATION

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

Refer to Note 14 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

The financial report 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 Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 December 2022

(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)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(112,282)	0	0
Movement in pensioner deferred rates (non-current)				6,850
Movement in employee benefit provisions (non-current)		44,737	0	0
Add: Loss on asset disposals	6	54,941	0	0
Add: Depreciation on assets		3,624,516	1,510,000	0
Total non-cash items excluded from operating activities		3,611,912	1,510,000	6,850

(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.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 November 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(4,845,304)	(5,223,998)	(5,223,998)
Less: Current assets not expected to be received at year end		(60,000)	(60,000)	(60,000)
Less: Other Accruals and Adjustments				(162,137)
Add: Borrowings	8	90,164	90,164	90,164
Add: Provisions employee related provisions	10	0	348,981	348,981
Total adjustments to net current assets		(4,815,140)	(4,844,853)	(5,006,990)

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

Current assets				
Cash and cash equivalents	2	(135,169)	3,203,231	3,081,670
Financial assets at amortised cost	2	5,432,354	3,556,826	5,223,998
Rates receivables	3	138,587	123,850	360,185
Receivables	3	411,705	315,081	1,135,342
Other current assets	4	91,658	138,228	110,491
Less: Current liabilities				
Payables	5	(188,689)	(460,996)	(161,200)
Borrowings	8	0	(90,164)	(90,164)
Contract liabilities	10	(587,050)	(595,860)	(726,179)
Provisions	10	(302,829)	(348,981)	(348,981)
Less: Total adjustments to net current assets	1(b)	(4,860,567)	(4,844,853)	(5,006,990)
Closing funding surplus / (deficit)		0	996,362	3,578,173

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 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Til Floats	Cash and cash equivalents	900		900				
At Call Deposits								
Municipal Fund	Cash and cash equivalents	634,667		634,667		NAB		At Call
Trust Fund	Cash and cash equivalents	0		0	103,174	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0		0	875,889	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	15,894	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	2,446,103	567,935	3,014,038		WATC	0.20%	At Call
Term Deposits								
Reserve Fund	Financial assets at amortised cost	0	2,988,892	2,988,892		NAB	2.35%	26/06/2023
Reserve Fund - Grants & Contributions	Financial assets at amortised cost	0	1,667,171	1,667,171		NAB	1.50%	27/12/2022
Total		3,081,670	5,223,998	8,305,668	994,956			
Comprising								
Cash and cash equivalents		3,081,670	0	3,081,670	994,956			
Financial assets at amortised cost		0	5,223,998	5,223,998	0			
		3,081,670	5,223,998	8,305,668	994,956			

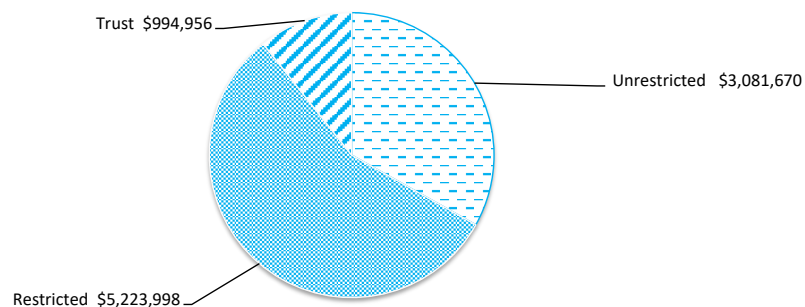
KEY INFORMATION

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

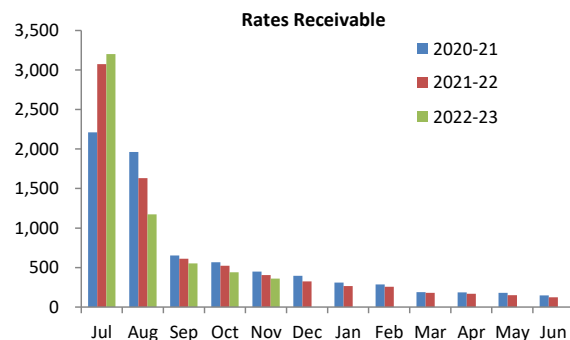
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	149,288	123,850
Levied this year	2,763,231	2,867,176
Less - collections to date	(2,788,669)	(2,630,841)
Gross rates collectable	123,850	360,185
Net rates collectable	123,850	360,185
% Collected	95.7%	88%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	1,479	946,803	7,075	12,917	127,458	1,095,732
Percentage	0.1%	86.4%	0.6%	1.2%	11.6%	
Balance per trial balance						
Sundry receivable						1,095,732
GST receivable						39,610
Total receivables general outstanding						1,135,342

Amounts shown above include GST (where applicable)

KEY INFORMATION

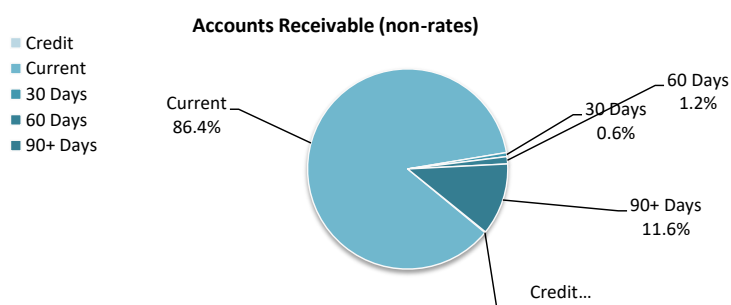
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel, Oil & Materials on Hand	74,597	128,501	(146,763)	56,335
Land held for resale				
Cost of acquisition	60,000	-	-	60,000
Other Assets				
Accrued Income	3,631	377	(3,631)	377
JV ROE Health	-	66,544	(54,843)	11,701
JV Bending Regional Landfill	-	7,050	(24,972)	(17,922)
Total other current assets	138,228	202,472	(230,209)	110,491
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

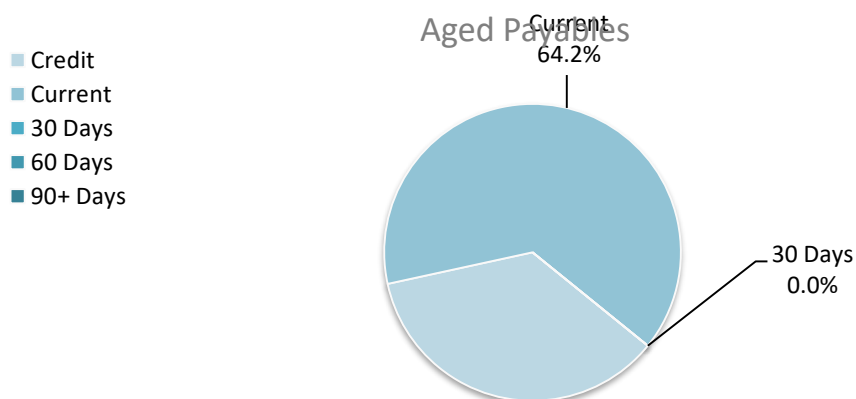
**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(330)	593	0	0	0	263
Payables - ESL	0	31,820	0	0	0	31,820
Percentage	-125.5%	225.5%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						32,083
ATO liabilities						90,335
Payroll Creditors						39,870
Bonds and Deposits						(1,088)
Total payables general outstanding						161,200

Amounts shown above include GST (where applicable)

KEY INFORMATION

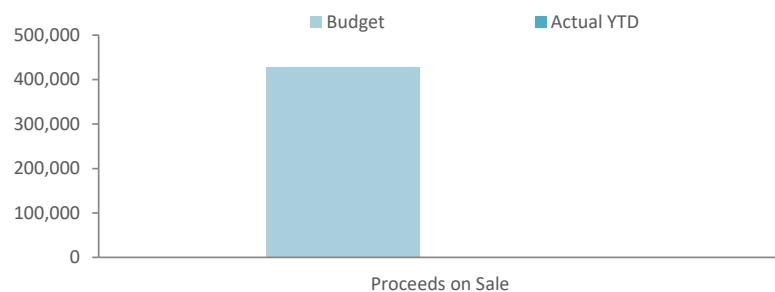
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Health								
	2021 Isuzu MU-X LSM 4x4 (4CR)	31,865	30,000	0	(1,865)			0	0
	Community amenities								
	2012 Mitsubishi Rosa Bus (CR103)	24,718	50,000	25,282	0			0	0
	ROE Roc Glass Crusher	41,986	20,000	0	(21,986)			0	0
	Transport								
	2014 Volvo L90F Loader (CR14)	123,061	120,000	0	(3,061)			0	0
	2011 Iveco Powerstar Prime Mover (Cr7)	73,918	50,000	0	(23,918)			0	0
	2005 Hino Dutro 8500 X/Long (CR23)	0	50,000	50,000	0			0	0
	Other property and services								
	2021 Toyota Prado GXL (CR1)	61,612	57,500	0	(4,111)			0	0
	2019 Nissan X Trail 2WD (2CR)	0	22,000	22,000	0			0	0
	2013 Toyota Hilux 4x2 (CR24)	0	12,000	12,000	0			0	0
	2013 Toro Z Master (CR15228)	14,000	17,000	3,000	0			0	0
		371,160	428,500	112,282	(54,941)	0	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	101,543	101,543	79,635	(21,908)
Furniture and equipment	25,000	25,000	26,114	1,114
Plant and equipment	1,439,764	0	0	0
Infrastructure - roads	3,601,789	344,312	390,511	46,199
Infrastructure - other	1,127,427	155,070	156,166	1,096
Payments for Capital Acquisitions	6,295,523	625,925	652,425	26,500
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,814,138	953,819	1,156,500	202,681
Other (disposals & C/Fwd)	428,501	0	0	0
Cash backed reserves				
Office Equipment Reserve	25,000	0	0	0
Plant Replacement Reserve	235,000	0	0	0
Roadworks Reserve	160,000	0	0	0
Town Hall Reserve	27,475	0	0	0
Recreation and Events Centre Reserve	20,000	0	0	0
Contribution - operations	1,585,409	(327,894)	(504,075)	(176,181)
Capital funding total	6,295,523	625,925	652,425	26,500

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

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

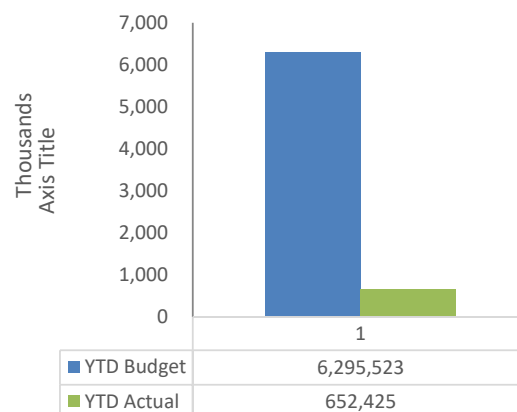
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

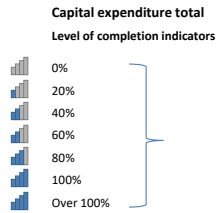
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)



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

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

	Account Description	Location	Project Description	Adopted			Variance (Under)/Over	
				Budget	YTD Budget	YTD Actual		
				\$	\$	\$	\$	
Land and Buildings								
	11187	Capital Expense - Bulyee Hall	Bulyee Hall	Installation of new toilet block and demolition of existing	25,140	25,140	49,599	24458.52
	11180	Capital Expense - Town Hall Upgrade	Corrigin Town Hall	Recommission front steps and install accessible ramp	6,403	6,403	9,600	3197
	11388	Recreation & Events Centre Capital Expenditure	CREC	Enclose I-Beams and construct portico at entrance	40,000	40,000	0	-40000
	07783	Dental Surgery L&B Capital Expenditure	45 Kirkwood Street	Refurbishment of Dentist Residence	30,000	30,000	20,436	-9563.69
					101,543	101,543	79,635	(21,908)
Furniture and Equipment								
	04180	Capital Expenditure - Chambers Upgrade	Council Chambers	Upgrade IT & Teleconferencing Equipment	25,000	25,000	26,114	1113.68
					25,000	25,000	26,114	1,114
Plant & Equipment								
	14582	Capital Expense - CEO Vehicle (1CR)	Administration	Trade 2021 Toyota Prado (CR1)	71,000	0	0	0
	14583	Capital Expense - DCEO Vehicle (2CR)	Administration	Trade 2019 Nissan X Trail 2WD (2CR)	45,000	0	0	0
	07480	Capital Purchase - EDRHS Vehicle (4CR)	Environmental Health	Trade 2020 Isuzu MU-X (4CR)	35,000	0	0	0
	12395	Capital Expenditure - Loader	Roads & Civil	Trade 2014 Volvo L90E Loader - CR14	250,000	0	0	0
	12377	Capital Expense - Tipper - CR23	Roads & Civil	Carryover Trade 2005 Hino Dutro 8500 (CR23), Purchase Jetpack Road Maintenance Unit	525,000	0	0	0
	12381	Capital Expense - Mack Prime Mover (CR7)	Roads & Civil	Carryover Trade 2011 Iveco Powerstar and purchase Mack Anthem Prime Mover (Council Res 25/2022)	303,764	0	0	0
	10784	Capital Expenditure - Community Bus	Community	Trade 2012 Mitsubishi Rosa Bus CR103	110,000	0	0	0
	14281	Capital Expense - Utility (CR24)	Parks & Gardens	Trade 2013 Toyota Hilux CR24	35,000	0	0	0
	14286	Capital Expenditure - Plant Trailer	Building Maintenance	Purchase Enclosed trades trailer	20,000	0	0	0
	14287	Capital Expenditure - Small Plant Purchases	Parks & Gardens	Trade 2013 Toro Z Master CR15228	35,000	0	0	0
	14287	Capital Expenditure - Small Plant Purchases	Roads & Civil	Repairs to Low Loader CR2233	10,000	0	0	0
					1,439,764	0	0	0
Infrastructure - Roads								
	RR004	Bullaring Gorge Rock Road	Bullaring Gorge Rock Rd	Late supplier invoices from 21/22	0	0	30,057	30056.55
	MR008	Bulyee Quairading Road - Main Roads	Bulyee - Quairading Rd	SLK 0.00 - 14.40 Reseal with single coat (10mm) S45R Crumbed Rubber Seal	241,056	0	0	0
	MR011	Bilbarin Quairading Road - Main Roads	Bilbarin - Quairading Rd	SLK 25.90 - 28.85 Shoulder Reconditioning on narrow sealed pavement to attain a minimum 10.0m wide carriageway.	140,229	46,766	41,133	-5633.23
	MR018	Lomos South Road	Lomos South Rd	Late supplier invoices from 21/22	0	0	79,274	79273.77
	RR014	Corrigin South Road - Roads To Recovery	Corrigin South Rd	SLK 7.00 - 12.28 Reseal with single coat (10mm) S45R Crumbed Rubber Seal	90,000	0	0	0
	RR013	Yealering Kulin Road - R2R	Yealering Kulin Rd	SLK 0.16 - 2.50 Reseal remaining section that didn't get sealed in 2021/22	39,172	0	0	0
	RR052	Old Kulin Road - R2R	Old Kulin Road	SLK 0.00 - 6.22 Gravel Resheet pavement to attain a minimum 9.0m wide carriageway.	209,901	0	0	0
	RR088	Pontifex Road - R2R	Pontifex Road	SLK 0.00 - 3.34 Gravel Resheet pavement to attain a minimum 9.0m wide carriageway.	113,486	0	0	0
	WFN007	Rabbit Proof Fence Road - Wheatbelt Secondary Freight Network	Rabbit Proof Fence Road	SLK 22.42 - 27.87 Reconstruct , include stabilising, culverts and intersections	2,205,444	72,546	72,706	160.02
	RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	SLK 4.81 - 6.80 Reconstruct and widen existing pavement including upgrade drainage, signage and clear zones.	475,141	225,000	167,342	-57658.4
	RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	SLK 6.80 - 7.90, SLK 8.90 - 10.60 Final seal	87,360	0	0	0
					3,601,789	344,312	390,511	46,199
Infrastructure - Other								
	10185	Capital Expense - Transfer Station - Infrastructure Other	Corrigin Tip	Materials from 21/22	0	0	7,286	7286
	11370	Capital Expense - Gorge Rock	Gorge Rock	Installation of toilet block	18,243	9,120	3,258	-5862.08
	13285	Rotary Park Upgrade Capital Expenditure	Rotary Park	Main Play Space and Landscaping	1,024,184	145,950	145,622	-328.21
	14580	Capital Expense -Admin L&B Upgrade	Administration	Server room and cabling refurbishment	35,000	0	0	0
	14587	Capital Expenditure - Admin Server	Administration	Upgrade main server	50,000	0	0	0
					1,127,427	155,070	156,166	1,096
								0
					6,295,523	625,925	652,425	26,500

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
Recreation and culture								
Community Recreation & Events Centre	102	1,409,971	0	(90,164)	1,409,971	1,319,807	0	(64,389)
Total		1,409,971	0	(90,164)	1,409,971	1,319,807	0	(64,389)
Current borrowings		90,164			90,164			
Non-current borrowings		1,319,807			1,319,807			
		1,409,971			1,409,971			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS**

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Employee Entitlements Reserve	171,488	4,034		0		0		175,522	171,488
Staff Housing Reserve	368,069	8,659		0		0		376,728	368,069
Office Equipment Reserve	31,659	745		0		(25,000)		7,404	31,659
Plant Replacement Reserve	1,232,462	28,994		0		(235,000)		1,026,456	1,232,462
Swimming Pool Reserve	211,533	4,976		0		0		216,509	211,533
Roadworks Reserve	298,232	7,016		0		(160,000)		145,248	298,232
Land Subdivision Reserve	91,831	2,160		0		0		93,991	91,831
Townscape Reserve	17,767	418		0		0		18,185	17,767
Medical Reserve	34,928	822		0		0		35,750	34,928
LGCHP Long Term Maintenance Reserve	12,625	297		0		0		12,922	12,625
Rockview Land Reserve	7,940	187		1,000		0		9,127	7,940
Senior Citizens Reserve	43,650	1,027		0		0		44,677	43,650
Town Hall Reserve	110,079	2,590		0		(27,475)		85,194	110,079
Recreation and Events Centre Reserve	269,150	6,332		0		(20,000)		255,482	269,150
Bendering Tip Reserve	85,721	2,016		5,000		0		92,737	85,721
Grants and Contributions Reserve	2,236,864	12,508		0		0		2,249,372	2,236,864
	5,223,998	82,781	0	6,000	0	(467,475)	0	4,845,304	5,223,998

Other current liabilities	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2022
		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		565,992	0	0	0	565,992
- Rubbish service income in advance		0	0	228,914	(95,381)	133,533
- Excess rates		29,868	0	93,232	(96,446)	26,654
Total other liabilities		595,860	0	322,146	(191,827)	726,179
Employee Related Provisions						
Annual leave		188,804	0	0	0	188,804
Long service leave		160,176	0	0	0	160,176
Total Employee Related Provisions		348,980	0	0	0	348,980
Total other current assets		944,840	0	322,146	(191,827)	1,075,159
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current 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 employee related provisions in the statement of financial position.

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

Capital grant/contribution liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	30 Nov 2022	30 Nov 2022	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Federal Assistance Grant - General Purpose	0	0	0	0	0	671,806	335,904	188,371
Federal Assistance Grant - Roads	0	0	0	0	0	350,095	175,048	84,101
Law, order, public safety								
DFES Local Government Grants Scheme (LGGs)	0	0	0	0	0	52,570	26,286	35,125
Education and welfare								
DPIRD CRC Grant	0	0	0	0	0	106,237	53,118	50,451
CRC Miscellaneous Funding	0	0	0	0	0	5,000	2,500	2,526
Recreation and culture								
Healthways - Park Party	0	0	0	0	0	3,500	0	3,989
Thank a Volunteer	0	0	0	0	0	1,000	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	0	0
Transport								
Main Roads Direct Grant	0	0	0	0	0	189,705	189,705	193,786
Other property and services								
DPIRD Traineeship Grant	37,000	0	0	37,000	37,000	37,000	4,625	0
	37,000	0	0	37,000	37,000	1,421,913	787,186	558,347
Operating contributions								
Health								
Bendering Accrued Income 21/22					0			0
Education and welfare								
CRC Wage Offset - CRC Coordinator Conference Reimbursement					0	500	500	0
Recreation and culture								
2022 Community Donations - Park Party					0	2,500	2,500	1,500
	0	0	0	0	0	3,000	3,000	1,500
TOTALS	37,000	0	0	37,000	37,000	1,424,913	790,186	559,847

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 12
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
Local Community Infrastructure & Road Program - Town Hall & Roads Board 21/22				0	0	0	0	68,902
Transport								
Regional Road Group	0	0	0	0	0	375,000	150,000	231,356
Roads to Recovery	0	0	0	0	0	435,275	108,819	113,486
Wheatbelt Secondary Freight Network	56,900	0	0	56,900	56,900	2,057,679	695,000	742,256
Regional Bicycle Network	0	0	0	0	0	2,000	0	500
Economic services								
Local Roads and Community Infrastructure - Rotary Park	472,092	0	0	472,092	472,092	944,184	0	0
	528,992	0	0	528,992	528,992	3,814,138	953,819	1,156,500
Non-operating contributions								
Housing								
Solargain Hot Water System Rebate - Seimons & Camm Street Residences	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
TOTALS	528,992	0	0	528,992	528,992	3,814,138	953,819	1,156,500

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	\$	\$	\$	\$
Community Funds Held	102,124	801	0	102,925
Edna Stevenson Educational Trust	877,957	1,840	(3,908)	875,889
Police Licensing	4,373	208,872	(197,351)	15,893
Westrail Bus Ticketing	81	630	(518)	193
BCITF	0	303	(248)	55
	984,536	212,445	(202,025)	994,956

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2022

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 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %		
	\$	%		
Revenue from operating activities				
Rates	(15,231)	(0.54%)		Interim rates raised from VG revaluations
Operating grants, subsidies and contributions	(230,339)	(29.15%)	▼ Timing	FAGS Funding received is under anticipated YTD budget.
Fees and charges	(1,429)	(0.47%)	Timing	Under anticipated YTD budget
Interest earnings	18,078	206.72%	▲ Timing	Interest collected on short term investment and rate instalments are over anticipated YTD budget
Other revenue	406,969	303.15%	▲ Timing	Bilbarin Hall Insurance payment received. 21/22 Workers Compensation recoup received.
Expenditure from operating activities				
Employee costs	72,166	6.90%		Under anticipated YTD budget due to EBA approval timing
Materials and contracts	195,231	18.84%	▲	Under anticipated YTD budget.
Utility charges	32,167	28.21%	▲	Under anticipated YTD budget.
Depreciation on non-current assets	1,510,000	100.00%	▲	Depreciation expense not recognised until after final audit is completed.
Non-cash amounts excluded from operating activities	(1,503,150)	(99.55%)	▼	Depreciation expense not recognised until after final audit is completed.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	202,681	21.25%	▲	LRCI Phase 1 Final payment received. Income for 21/22 Lomos South Road Project received
Payments for property, plant and equipment and infrastr	(26,500)	(4.23%)		21/22 Project expenditure received well after end of financial year.

PO Box 121,
Corrigin

To Whom It May Concern,

I refer to the application for the development approval which has accompanied this letter relating to our home at 10 Centenary Avenue Corrigin.

As shown on the enclosed site plan it is our wish to have a carport type structure constructed on the west side of the property. A development approval is requested as we wish to have a 700mm setback from the property's west boundary. The reason for a reduced setback is for easier access to the existing garage especially when towing or reversing a trailer. We feel the risk of damage to structure will be greatly reduced.

We advise that stormwater from the structure can and will be directed to two areas. Some will flow via a 90 mm stormwater pipe under the existing garage to the garden area at the rear of the house and a stormwater pipe will be installed to allow water to flow to the garden area at the front of the house. Trusting this provides the required information.

Regards,



Brian Poultney

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details						
Name(s):	BRIAN MAURICE POULTNEY KAREN ELLEN POULTNEY					
ABN (if applicable):						
Mailing Address:	Box 121 CORRIGIN				Postcode:	6375
Work Phone:		Fax:				
Home Phone:		Email:				
Mobile Phone:	0428658025					
Contact Person for Correspondence:	BRIAN POULTNEY					
Signature:	B.M. Poultny		Date:	30-10-2022		
Signature:	K.E. Poultny		Date:	30-10-2022		
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>						

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

Property Details					
Lot No:	354	Street No:	10	Location No:	
Diagram or Plan No:	7551	Certificate of Title Volume No:	422	Folio:	84A
Title encumbrances (e.g. easements, restrictive covenants):					
NIL					
Street Name:	CENTENARY AVENUE	Suburb:	CORRIGIN		
Nearest street intersection:	GAYFER ST				

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

Proposed Development							
Nature of Development:	Works	<input checked="" type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input type="checkbox"/>	
Is an exemption from development claimed for part of the development?				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>		
Description of proposed works and/or land use:	NEW CARPORT ON AND IN FRONT OF EXISTING HOUSE FOR VEHICLE PARKING AND CARAVAN PARKING.						
Description of exemption claimed (if relevant)							
Nature of any existing buildings and/or land use:	HOUSE AND ATTACHED GARAGE REAR SHED						
Approximate cost of proposed development:				\$	16,000		
Estimated time of completion:		2023					

Checklist of required materials	Attached?
A plan or plans in a form approved by the local government showing the following —	<input type="checkbox"/>
(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;	
(ii) the existing and proposed ground levels over the whole of the land the subject of the application;	
(iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site;	
(iv) the structures and environmental features that are proposed to be removed;	
(v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site;	
(vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;	
(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided;	
(viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;	
(ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area;	
(x) the nature and extent of any open space and landscaping proposed for the site;	
Plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained.	<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.					



Adjoining Property Owners Comment Form

Adjoining Property Owner Details		
Full Name:	JAMES DAVID SQUIERS	
Lot No.:	353	Street No.: 12
Street Name:	CENTENARY AVE	
Suburb:	CORRIGIN	Postcode: 6375
Location of Proposed Development		
Lot No.:	354	Street No.: 10
Street Name:	CENTENARY AVE	
Suburb:	CORRIGIN	Postcode: 6375
Details of matters on which discretion is required and comment sought		

Plan attached Details of proposal, or matters on which discretion is required *HEIGHT OF STRUCTURE
SETBACK FROM BOUNDARY*

Do you support or object to the planning application? Support Neutral Object

Adjoining Property Owners comments		
I/we have inspected the plans and comment as follows:		
Attach additional information and plans if necessary		
Signature: <i>[Signature]</i>	Date: 30/1/2021	Phone: 0428920051
Print Name: JAMES DAVID SQUIERS.		
Signature:	Date:	Phone:
Print Name:		

Thank you for your submission. Once the Community Consultation period has closed, submissions will be considered as part of the overall assessment process.



Adjoining Property Owners Comment Form

Adjoining Property Owner Details

Full Name *Matthew Gavin Hooper*

Lot No. *355* Street No.: *8*

Street Name *CENTENARY AV*

Suburb. *CORRIGIN*

Postcode: *6375*

Location of Proposed Development

Lot No. *354* Street No.: *10*

Street Name *CENTENARY AVE*

Suburb. *CORRIGIN*

Postcode: *6375*

Details of matters on which discretion is required and comment sought

Plan attached

Details of proposal, or matters on which discretion is required

*HEIGHT OF STRUCTURE
SETBACK FROM BOUNDARY*

Do you support or object to the planning application?

Support

Neutral

Object

Adjoining Property Owners comments

I/we have inspected the plans and comment as follows:

I have no objections to the following plans

Attach additional information and plans if necessary

Signature: *MGHooper*

Date: *28.09.2022*

Phone *0427 941 663*

Print Name *Matthew Hooper*

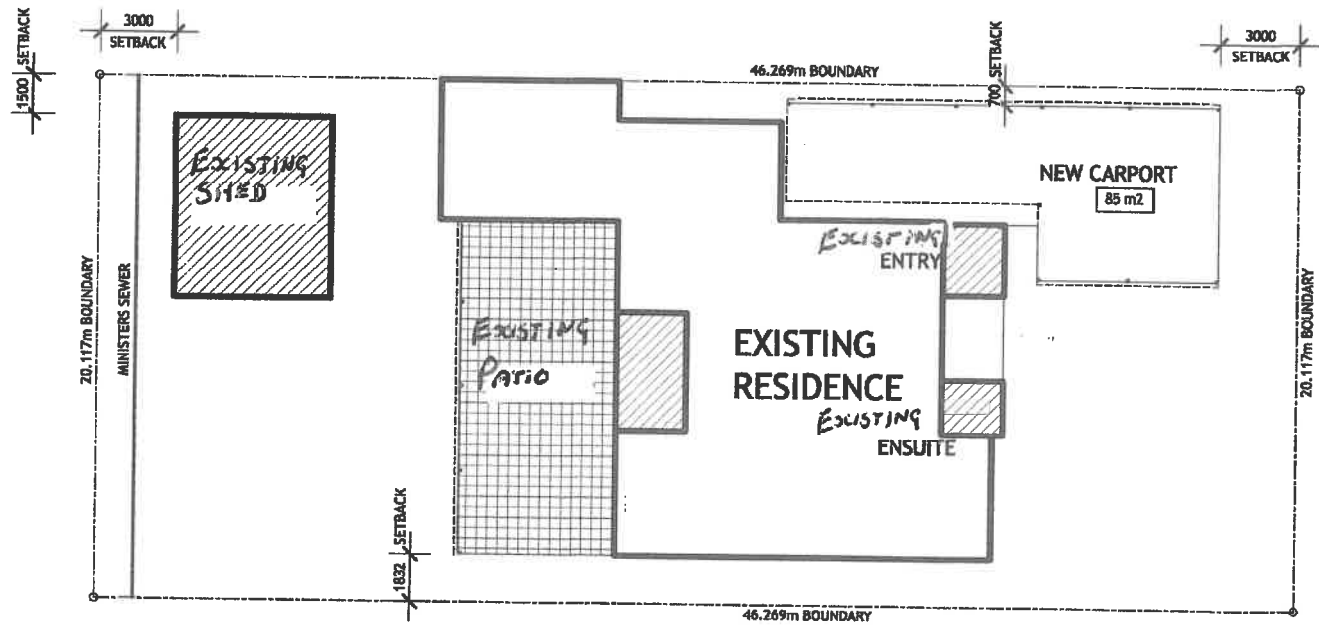
Signature

Date

Phone

Print Name

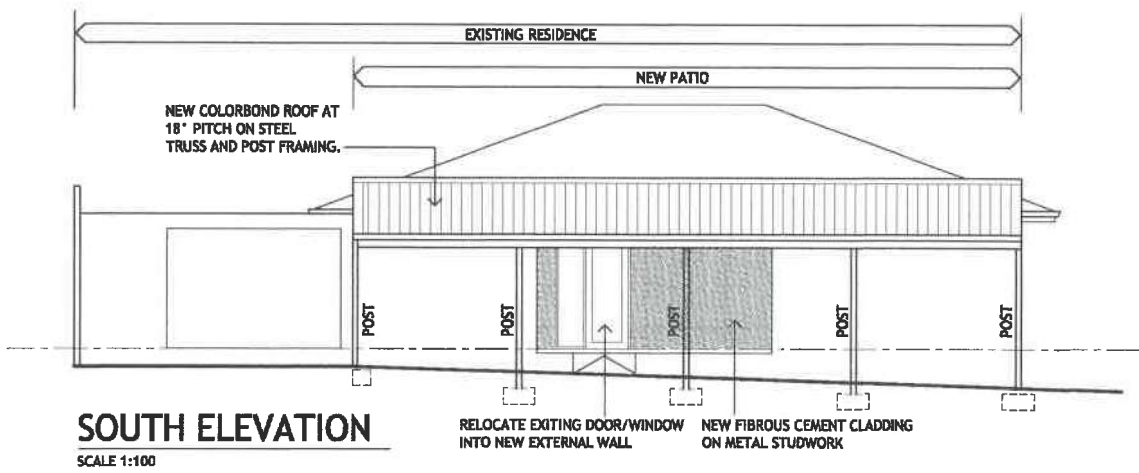
Thank you for your submission. Once the Community Consultation period has closed, submissions will be considered as part of the overall assessment process.



SITE PLAN
SCALE 1:200

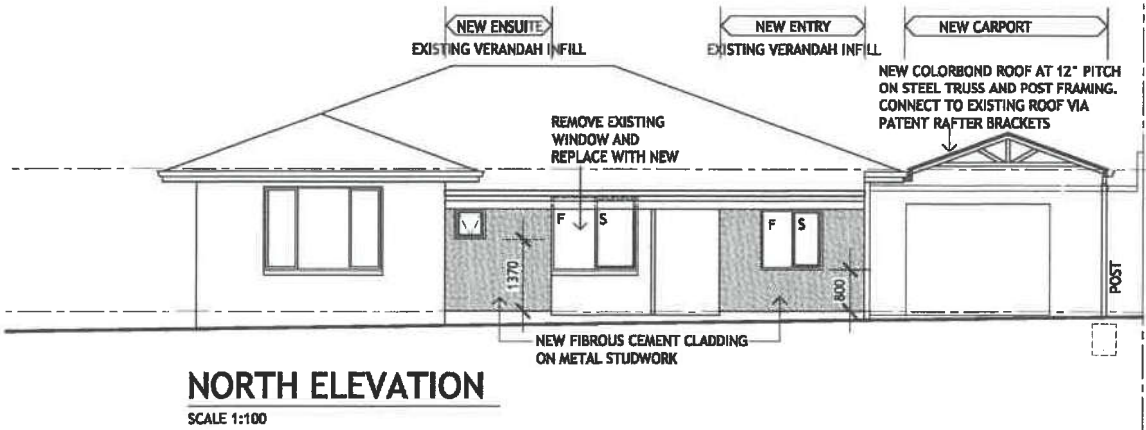
15/3/2018

DAN TURNER BE (CIVIL) RPEQ 05707
 Civil, Structural, & Project Management
 ABN: 37 730 733 802
 97 Felspar Street, Namogin WA 6312
 T: (08) 9881 3218 M: 0409 887 048
 E: dant34175@bigpond.com



SOUTH ELEVATION

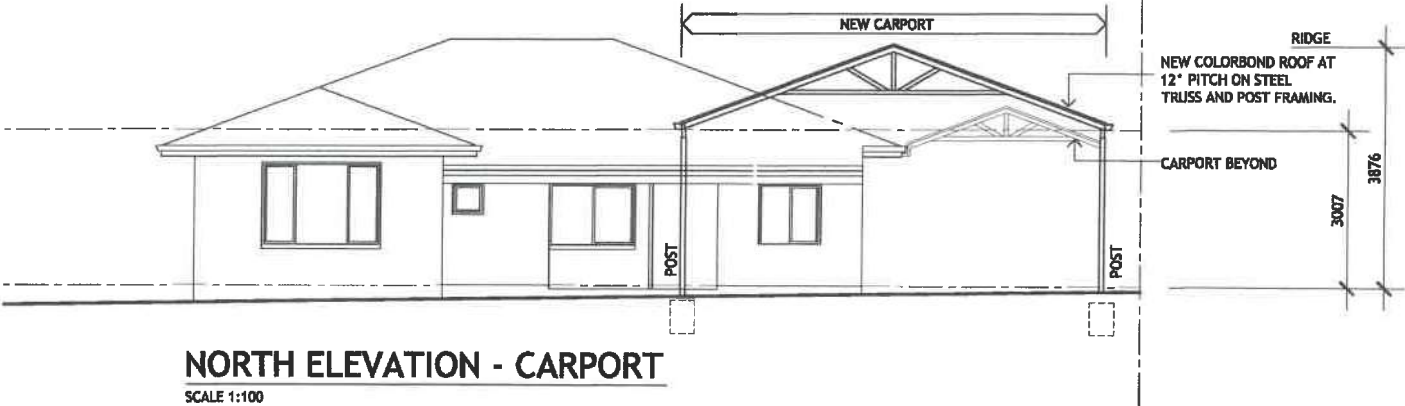
SCALE 1:100



NORTH ELEVATION

SCALE 1:100

- COLOURS**
- CLASSIC CREAM - ALL STRUCTURE (POSTS, TRUSSES AND PURLINS)
 - RED - ROOF SHEETING AND GUTTERS



NORTH ELEVATION - CARPORT

SCALE 1:100

POULTNEY ADDITIONS
 10 CENTENARY AVENUE, CORRIGIN

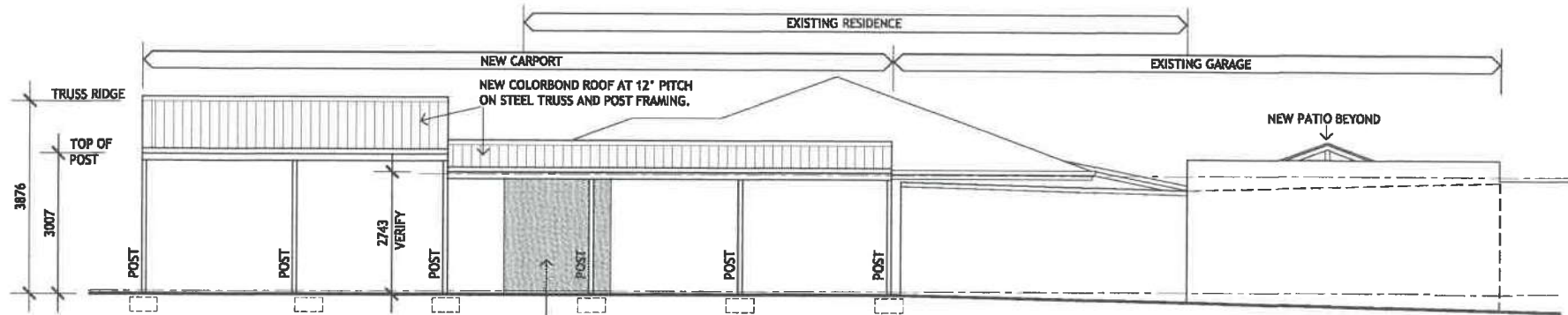


DATE 28-10-22
 SCALE 1:100
 CAD POULTNEY.DWG

DRAWING
A3
 REV A

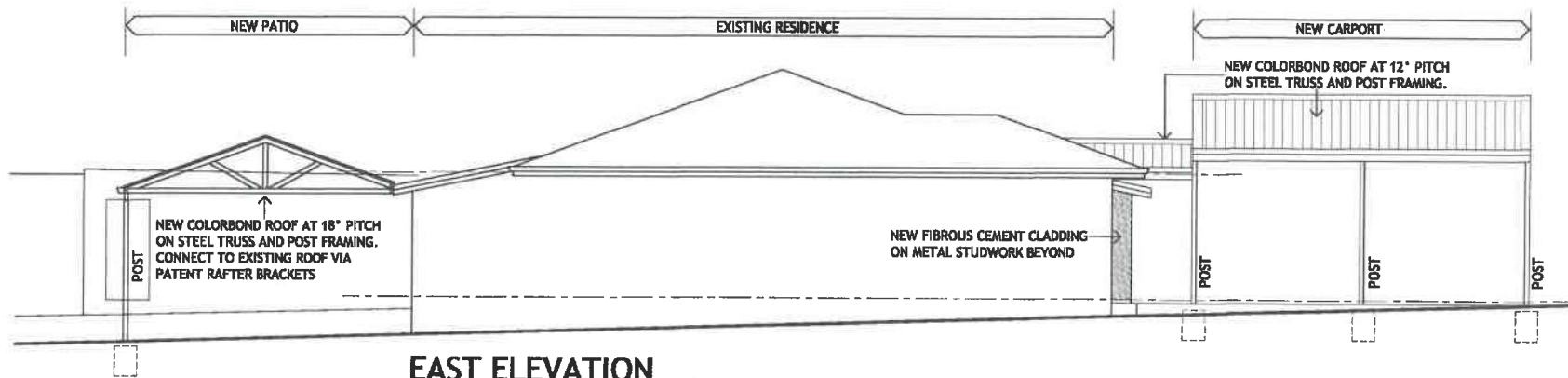
DAN TURNER BE (CIVIL) RPEQ 05707
 Civil, Structural, & Project Management
 ABN : 37 730 733 602
 97 Felspar Street, Narrogin WA 6312
 T: (08) 9881 3218 M: 0408 887 048
 E: dant34175@bigpond.com

15/3/2018



WEST ELEVATION

SCALE 1:100



EAST ELEVATION

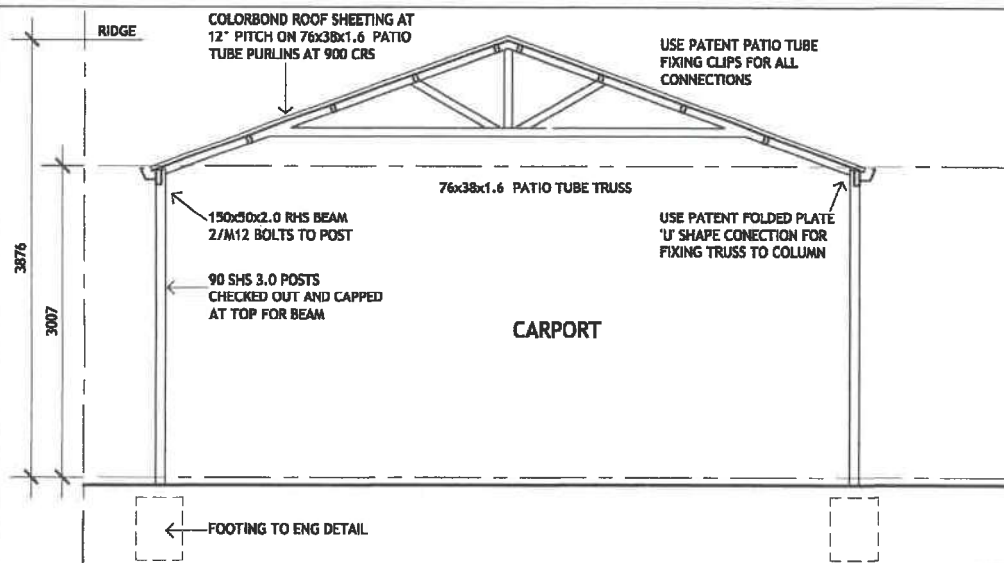
SCALE 1:100

POULTNEY ADDITIONS
 10 CENTENARY AVENUE, CORRIGIN

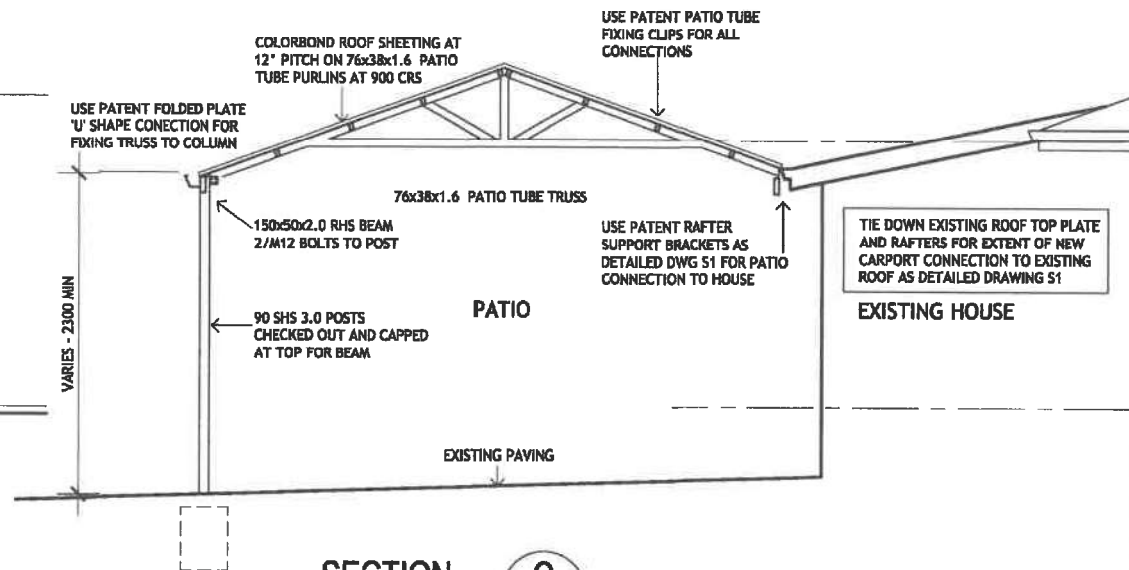


DATE 30-10-22
 SCALE 1:100
 CAD POULTNEY.DWG

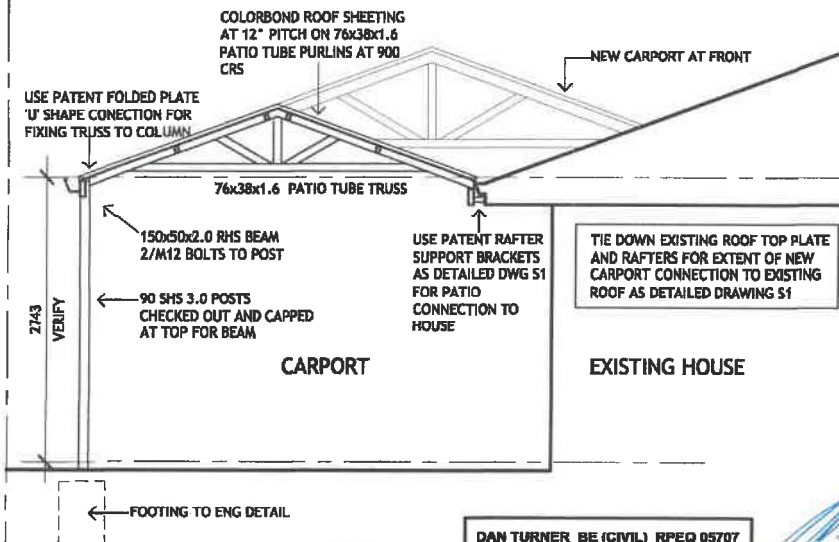
DRAWING
A4
 REV A



SECTION C
SCALE 1:50
A2



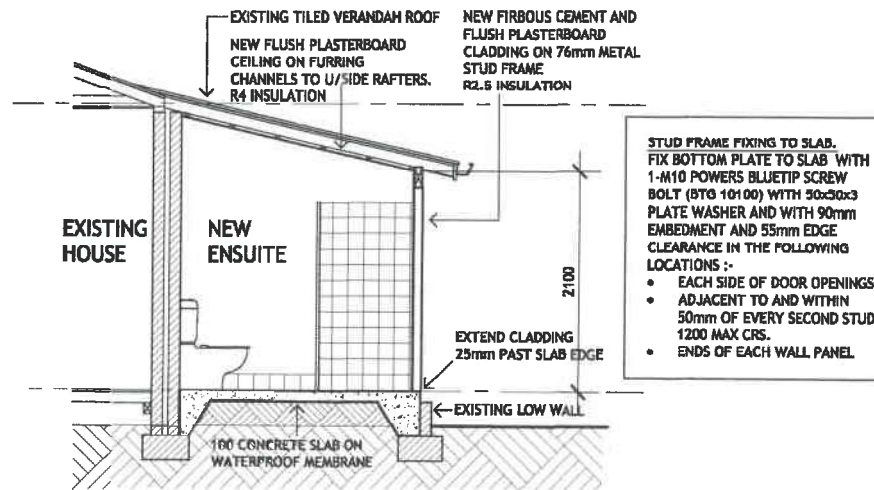
SECTION C
SCALE 1:50
A2



SECTION B
SCALE 1:50
A2

DAN TURNER BE (CIVIL) RPEQ 05707
Civil, Structural, & Project Management
ABN : 37 730 733 802
97 Felspar Street, Narrogin WA 6312
T: (08) 9881 3218 M: 0409 887 048
E: dant34175@bigpond.com

15/3/2018



SECTION A
SCALE 1:50
A2

POULTNEY ADDITIONS
10 CENTENARY AVENUE, CORRIGIN

HARRIS DESIGN

DATE 28-10-22
SCALE 1:50
CAD POULTNEY.DWG

DRAWING
A5
REV A

Specifications

Trusses - 76x38x1.6 patio tube - CLASSIC CREAM

Columns - 90x90x2 rhs - CLASSIC CREAM

Roof Purlins - 76x38x1.6 patio tube - CLASSIC CREAM

Roof Cladding - Stratco Corrugated 0.42 bmt Colourbond - RED

Gutters - Stratco VF gutter - RED

Downpipes - 100x50 - CLASSIC CREAM

Flashings - 0.6 Bmt RED

Footings - 600x600x600 on all columns

Purlin and girt spacings - to be equal to or less than manufacture specifications

Roof and wall sheeting fixings - as per manufacturers specifications

Roof angle - 12 degrees

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	William James Sandow Jacobs				
ABN (if applicable):					
Mailing Address:	PO Box 37, Corrigin, WA			Postcode:	6375
Work Phone:		Fax:			
Home Phone:		Email:	Stanleyhill@wn.com.au		
Mobile Phone:	0427652042				
Contact Person for Correspondence:	Sandow Jacobs				
Signature:			Date:	9/11/2022	
Signature:			Date:		
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>					

Applicant Details (if different from owner)

Name(s):	Ashley Jacobs						
Mailing Address:	PO BOX 37 , Corrigin, WA			Postcode:	6375		
Work Phone:		Fax:					
Home Phone:		Email:	Stanleyhill@wn.com.au				
Mobile Phone:	0419920729						
Contact Person for Correspondence:	Ashley Jacobs						
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:	9/11/2022			

Property Details

Lot No:	13652	Street No:	607	Location No:	13652
Diagram or Plan No:	225524	Certificate of Title Volume No:	1836	Folio:	943
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:	607 Bilbarin East rd		Suburb:	Corrigin	
Nearest street intersection:	Tulloch Rd/ Bilbarin East Rd				

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

Proposed Development								
Nature of Development:	Works	<input checked="" type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input type="checkbox"/>		
Is an exemption from development claimed for part of the development?					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>			
Description of proposed works and/or land use:	Construction of farm machinery shed							
Description of exemption claimed (if relevant)	Nil							
Nature of any existing buildings and/or land use:	Extensive agriculture & various improvements including farm sheds and a house							
Approximate cost of proposed development:				\$	201000			
Estimated time of completion:		6-8 months, April-May 2023						

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

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

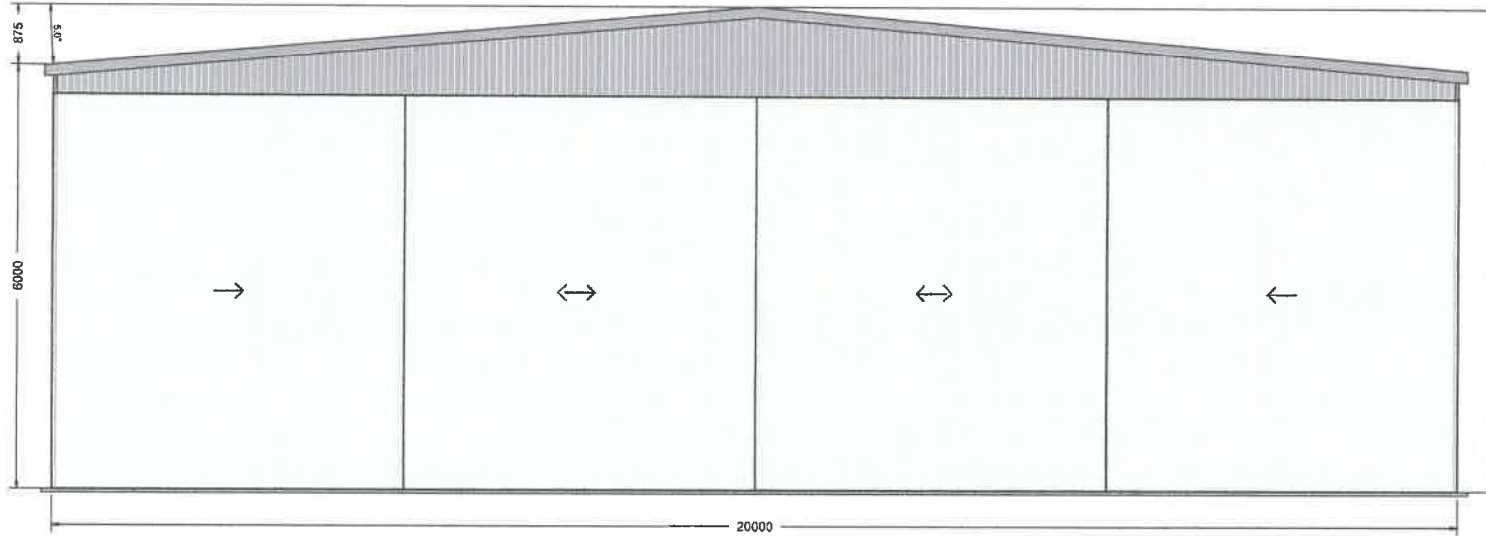
Checklist for PJ & MJ Tulloch shed

1. Location and photo of site

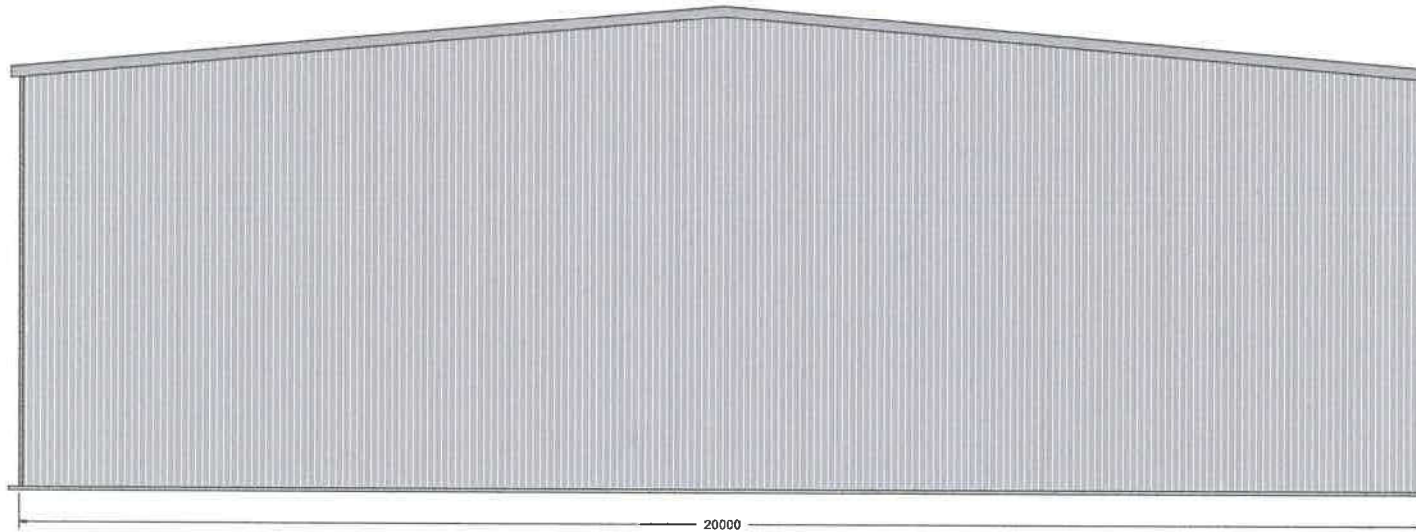


Location:-32.21180747, 118.0199468

2. The existing and proposed ground level is flat with minimal earthworks required
3. There are no wetlands, water courses and native vegetation on site. Sheds nearby are 40mx18mx6m, 15mx12mx4m, 18x12mx3m
4. No structures and environmental features to be removed
5. Proposed use is for farm machinery storage. 7am to 7pm, shed to be constructed on site.
6. Not applicable
7. N/A
8. N/A
9. N/A
10. N?A



FRONT ELEVATION



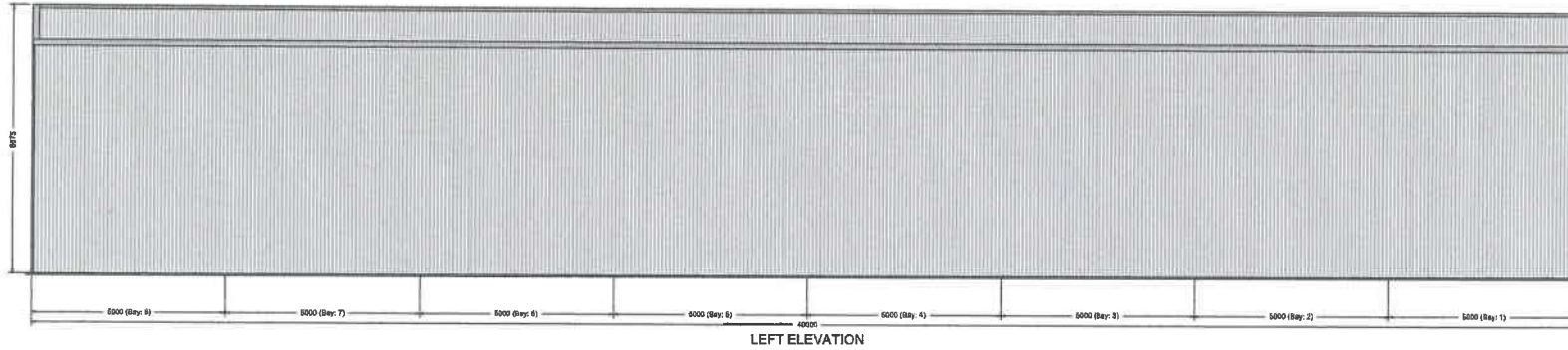
REAR ELEVATION

PHOENIX
S H E D S

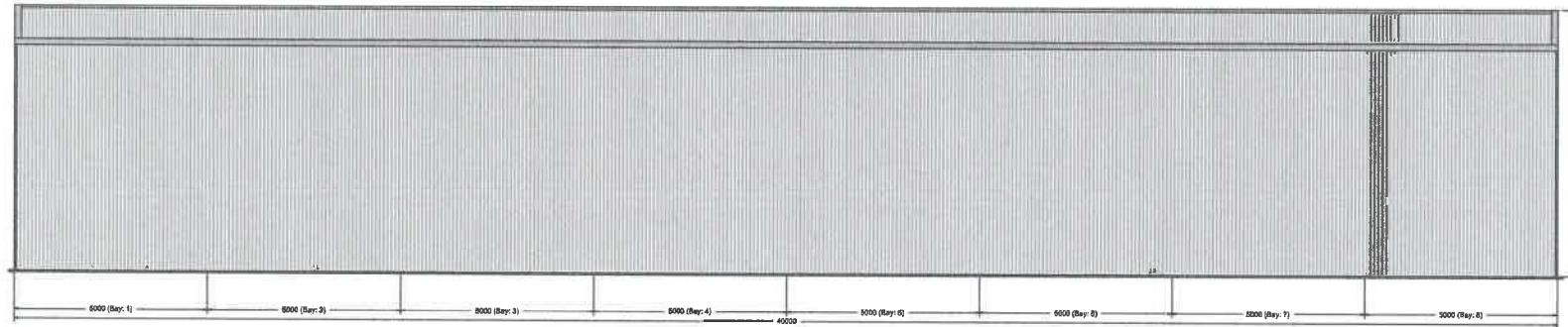
Phoenix Sheds Pty Ltd
 Lot 503 De Lisle Street, Beverley, Western Australia, 6304
 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154
 P.O. Box 464, Applecross, Western Australia, 6953
 Head Office - 0468 854 072
 admin@phoenixsheds.com.au

Company: PJ & MJ Tulloch
 Client: Ashley Jacobs
 Site Address: 607 Bilbarin East Road
 Bilbarin, WA, 6375
 Email: stanleyhill@wn.com.au

Drawing Title: End Elevations
 Scale: 1:97.739
 Date: 13-10-2022
 Job Number: T00657 - PJ & MJ Tulloch
 Drawing Revision:



LEFT ELEVATION



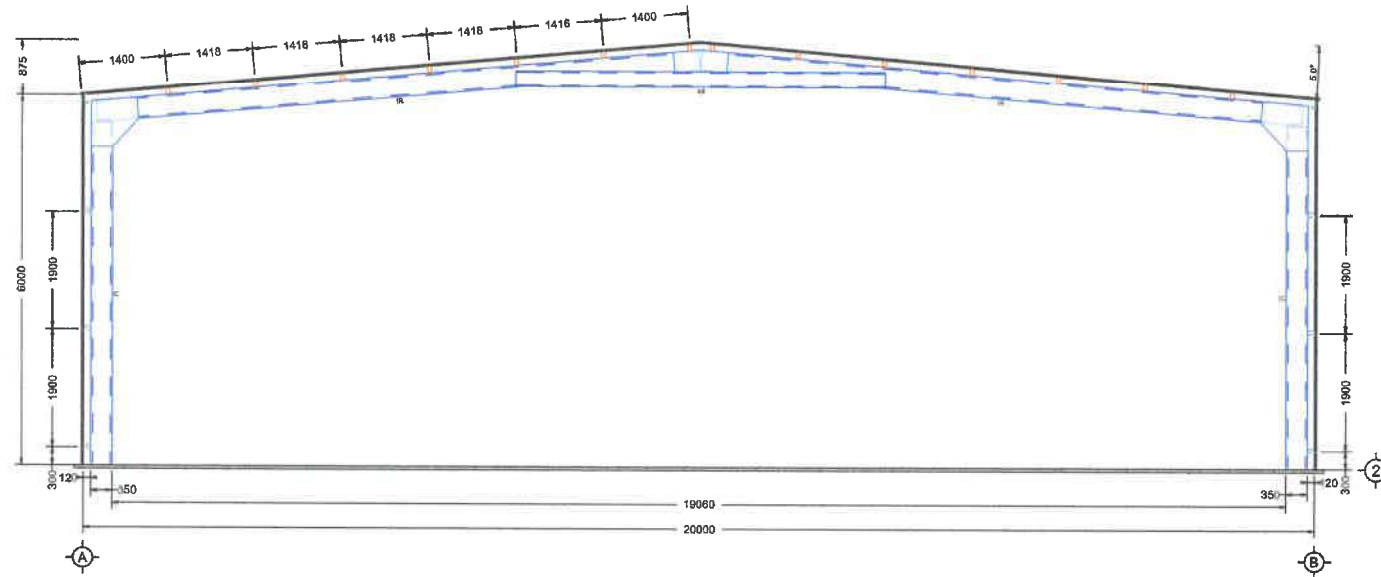
RIGHT ELEVATION

PHOENIX
SHEDS

Phoenix Sheds Pty Ltd
 Lot 503 De Lisle Street, Beverley, Western Australia, 6304
 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154
 P.O. Box 464, Applecross, Western Australia, 6953
 Head Office - 0468 854 072
 admin@phoenixsheds.com.au

Company: PJ & MJ Tulloch
 Client: Ashley Jacobs
 Site Address: 607 Bilbarin East Road
 Bilbarin, WA, 6375
 Email: stanleyhill@wn.com.au

Drawing Title: Side Elevations
 Scale: 1:176.724
 Date: 13-10-2022
 Job Number: T00657 - PJ & MJ Tulloch
 Drawing Revision:



IC: C35030 Single
 IR: C35030 Single
 AB: C25024 Single

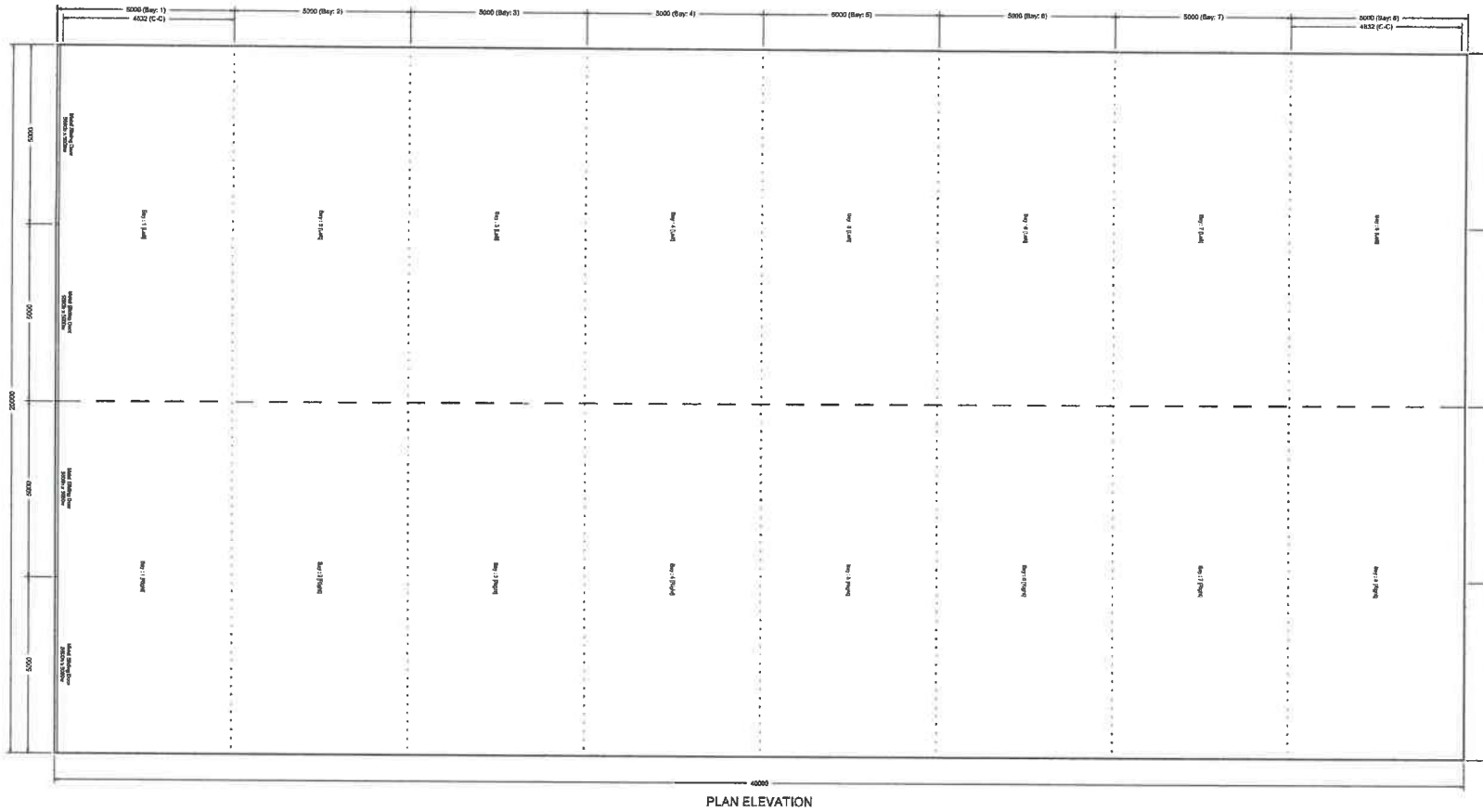
INTERMEDIATE ELEVATION

PHOENIX
 SHEDS

Phoenix Sheds Pty Ltd
 Lot 503 De Lisle Street, Beverley, Western Australia, 6304
 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154
 P.O. Box 464, Applecross, Western Australia, 6953
 Head Office - 0468 854 072
 admin@phoenixsheds.com.au

Company: PJ & MJ Tulloch
 Client: Ashley Jacobs
 Site Address: 607 Bilbarin East Road
 Bilbarin, WA, 6375
 Email: stanleyhill@wn.com.au

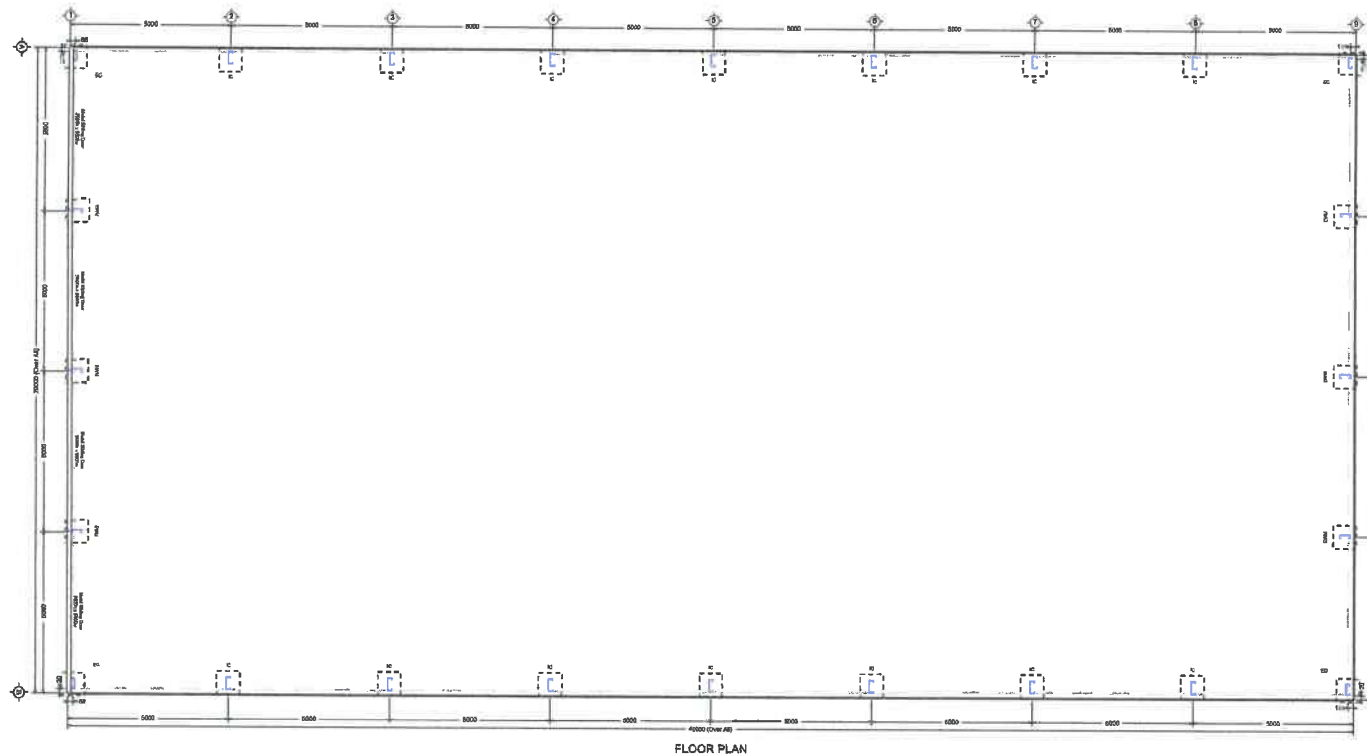
Drawing Title: Cross Section
 Scale: 1:111.574
 Date: 13-10-2022
 Job Number: T00657 - PJ & MJ Tulloch
 Drawing Revision:



Phoenix Sheds Pty Ltd
 Lot 503 De Lisle Street, Beverley, Western Australia, 6304
 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154
 P.O. Box 464, Applecross, Western Australia, 6953
 Head Office - 0468 854 072
 admin@phoenixsheds.com.au

Company: PJ & MJ Tulloch
 Client: Ashley Jacobs
 Site Address: 607 Bilbarin East Road
 Bilbarin, WA, 6375
 Email: stanleyhill@wn.com.au

Drawing Title: Plan Elevation
 Scale: 1:180.912
 Date: 13-10-2022
 Job Number: T00657 - PJ & MJ Tulloch
 Drawing Revision:



Footing Size: 400mm wide x 475mm Long x 175mm Deep C15
 Bond Pier Size: 400mm x 175mm Deep C15
 For ground anchors 1 m² including end connections,
 the bond pier size may be reduced by 25%.
 With 175mm wide: No Wind (Footing or Bond Pier Only)
 Diagonal Measurement: 4775mm (Main Building - Corner of slab to corner of footing)
 Diagonal Measurement: 4775mm (Main Building - Corner of slab to corner of footing)
 Base Connection Type: Clear 10
 Cast in concrete must be in place prior to slab being poured.
 CC: C20/28 Single
 RC: C20/28 Single
 Bars: C20/28 Single

FLOOR PLAN



Phoenix Sheds Pty Ltd
 Lot 503 De Lisle Street, Beverley, Western Australia, 6304
 Unit 2, 31 Shleida Crescent, Booragoon, Western Australia, 6154
 P.O. Box 464, Applecross, Western Australia, 6953
 Head Office - 0468 854 072
 admin@phoenixsheds.com.au

Company: PJ & MJ Tulloch
 Client: Ashley Jacobs
 Site Address: 607 Bilbarin East Road
 Bilbarin, WA, 6375
 Email: stanleyhill@wn.com.au

Drawing Title: Floor Plan
 Scale: 1:213.737
 Date: 13-10-2022
 Job Number: T00657 - PJ & MJ Tulloch
 Drawing Revision:

Building Design, Specifications and Details
Client Details

Company Name PJ & MJ Tulloch
Client Name Ashley Jacobs
Site Address 607 Bilbarin East Road, Bilbarin, WA, 6375
Mobile 0419 920 729
Email stanleyhill@wn.com.au

Main Building Design - Gable Roof						
Width	Length	Eave / Gutter Height	Roof Pitch	Ridge Height	Number of Bays	Bay Size
20.00m	40.00m	6.00m	5°	6.88m	8	5m

Engineering Specifications						
Wind Region	Terrain Category	Usage	Importance Level	Shielding	Internal Pressure	Site Wind Speed
A	2	Class 10a	1	1.0	+0.2,-0.3	42 m/s

Frame Design					
Internal Columns	Internal Rafters	Roof Purlins	Side Wall Girts	End Wall Girts	Knee Braces
C35030	C35030	TH120070	TH120070	TH120070	NA

Slab and Connection Details	
Slab Thickness	Not Applicable
Base Connection	Cast In
Wall Cladding FFL	0mm below FFL

Main Building Additions			
Left lean to	Right lean to	Front Garaport	Back Garaport
NA	NA	NA	NA

Cladding, Water Management and Insulation			
Wall Cladding	Trimwall 0.42 (0.47 TCT)	Wall Insulation	No Insulation
Roof Cladding	Trimspan 0.42 (0.47 TCT)	Roof Insulation	No Insulation
Gutter Type	Tapered Gutter	Roof Ventilation	No Roof Vents
Downpipes	150mm	Base Flashing	Not Applicable

Doors, Windows and Skylights	
Roller Doors	No Roller Doors
Personal Access Doors	No Access Doors
Metal Sliding Doors	4 / 5.6m High x 5m Wide Metal Sliding Door / Opening Size TBC
Glass Sliding Doors	No Glass Sliding Doors
Windows	No Windows
Skylights	No Skylights

Colour Schedule			
Roof Cladding	Zinc	Barge Flashing	Zinc
Wall Cladding	Zinc	Ridge Capping	Zinc
Skylight	Not Applicable	Corner Flashing	Zinc
Gutter	Zinc	Opening Flashing	Zinc



Best Practice Governance Review

Consultation Paper – Model Options

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3	Options and Current Model	7
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Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model

Options and Current Model




Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>



Option 1 – Two Tier Model, Existing Zones




A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.






Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 3 – Board, Amalgamated Zones




A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	<p>Metro/Peel:</p> <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel <p>Country*:</p> <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.



Option 4 – Member Elected Board, Regional Groups




A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.



Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.






Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones

	Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents
	Policy Council (25 members) 24 members plus President
	Zones (5 metro, 12 country)


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Size	Meets	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
	Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members




Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles


Option 2 – Board, Regional Bodies



Board
(11 members)
8 elected from Regional Bodies, incl. Board elected President
Up to 3 independents



Regional Bodies
(4 metro, 4 country)



Policy Teams / Forums / Committees

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points	
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members



Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members




Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles


**Option 4 –
Member elected Board,
Regional Groups**



Board
(11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees




Regional Groups

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Background Paper

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Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.



Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.



2019 Governance Review

A governance review was undertaken in 2019 that led to numerous process changes.



Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

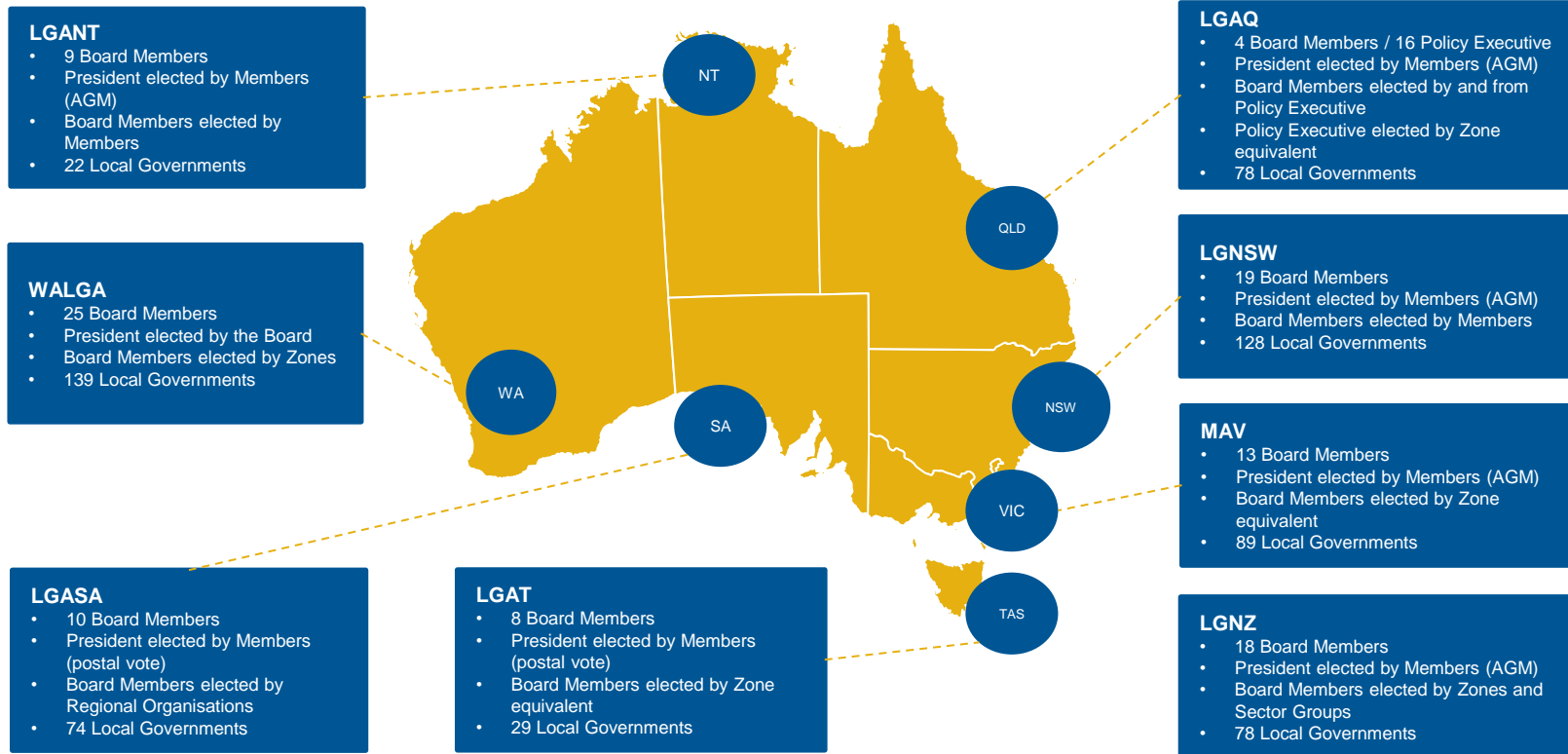
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> • Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.