



# Agenda Attachments

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October 2020

<b>ATTACHMENT 7.1.1</b>	<b>MINUTES ORDINARY COUNCIL MEETING 15 SEPTEMBER 2020</b>
<b>ATTACHMENT 7.2.1</b>	<b>MINUTES BUSHFIRE ADVISORY COMMITTEE MEETING</b>
<b>ATTACHMENT 8.1.2</b>	<b>ACCOUNTS FOR PAYMENT – SEPTEMBER</b>
<b>ATTACHMENT 8.1.3</b>	<b>ACCOUNTS FOR PAYMENT – CREDIT CARDS</b>
<b>ATTACHMENT 8.1.4</b>	<b>MONTHLY FINANCIALS</b>
<b>ATTACHMENT 8.2.3</b>	<b>REGISTER OF POLICIES REVIEW</b>
<b>ATTACHMENT 8.2.7</b>	<b>DEVELOPMENT APPLICATION - MASONIC LODGE</b>
<b>ATTACHMENT 8.2.8</b>	<b>DEVELOPMENT APPLICATION - CBH</b>

SHIRE OF



# MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 15 September 2020



Unconfirmed

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

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## 1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.05pm

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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

Chief Executive Officer	N A Manton
Executive Support Officer	K L Bignall

### APOLOGIES

Deputy Chief Executive Officer	K A Caley
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### LEAVE OF ABSENCE

Cr Mason requested a leave of absence for the November Council Meeting.

### COUNCIL RESOLUTION

*(144/2020) Moved: Cr Weguelin      Seconded: Cr Dickinson*

That Cr Mason be granted a leave of absence for the November Council Meeting.

**Carried 7/0**

## 3 PUBLIC QUESTION TIME

NIL

## 4 MEMORIALS

NIL

## 5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

## 6 DECLARATIONS OF INTEREST

Cr Hickey declared a Proximity Interest in item 8.3.1.

Cr Jacobs declared a Proximity Interest in item 8.3.1.

## **7 CONFIRMATION AND RECEIPT OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2020 (Attachment 7.1.1).

#### **COUNCIL RESOLUTION**

**(145/2020) Moved: Cr Gilmore      Seconded: Cr Jacobs**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

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

#### **7.2.1 TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE MEETING**

Minutes of the Shire of Corrigin Tourism and Economic Development Committee Meeting held on Thursday 20 August 2020 (Attachment 7.2.1).

#### **COUNCIL RESOLUTION**

**(146/2020) Moved: Cr Weguelin      Seconded: Cr Jacobs**

*That the Minutes of the Shire of Corrigin Tourism and Economic Development Committee Meeting held on Thursday 20 August 2020 (Attachment 7.2.1) be confirmed as a true and correct record.*

**Carried 7/0**

Unconfirmed

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/09/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

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

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 20	SALES	MTHLY	FROM JULY 20
Internet Use / Computer Use	9	17	Movie Club Fees	7	7
Photocopying / Printing / Faxing	26	42	Phonebook Sales	1	35
Laminating / Binding / Folding	2	8	Moments In Time Books	0	0
Sec. Services / Scans / CD Burning	4	12	Book Sales	0	0
Room Hire	1	2	Wrapping Paper / Postcard Sales	1	1
Equipment Hire	0	1	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	3	1	Phone calls	0	0
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	45	95	Total:	9	42
<i>Monthly People through:</i>		54			
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	2	4	Corrigin Toy Library	6	8
Tourism	37	60	Broadband for Seniors / Webinars	13	20
Government Access Point	0	0	General Enquires (Face/Email/Website)	119	253
Community Information	27	48	Corrigin Public Library	34	81
Conf. / Vid Conf. / Training	45	66	Corrigin Library eResources	72	118
University Exams	0	0			
Total:	111	178	Total:	244	480
<i>Monthly People through:</i>		355			

**TOTAL FOR THE MONTH OF AUGUST: 409**

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

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Footpaths Inception Meeting	4	Conference Room	N/A
Giggle Pots (State Library STEM Activity)	10	Conference Room	N/A
Movie Club	7	Conference Room	N/A
Being There CRC Support Service Meeting	2	Video Conf Room	N/A
Rural Traffic Services	4	Video Conf Room	Commercial
Roe Tourism Meeting	18	Conference Room	N/A
Meeting with TAFE Lecturer	1	Video Conf Room	Hot Office Booking
Tourism & Economic Committee	9	Conference Room	N/A

**CORRIGIN CRC Annual Summary Report**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	737	578	469	6904
2008-09	479	444	581	532	501	411	417	501	575	625	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	601	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	532	386	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	523	641	640	616	553	6827
2014-15	769	757	750	878	651	443	451	509	403	603	486	499	7263
2015-16	543	695	668	813	681	465	491	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	561	427	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	391	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	*480	*296	*341	424	5740
2020-21	391	409											

\*COVID-19 pandemic restrictions in place

**STATUTORY ENVIRONMENT**  
NIL

**POLICY IMPLICATIONS**  
NIL

**FINANCIAL IMPLICATIONS**  
NIL



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Social**

**An effectively serviced, inclusive and resilient community**

**Outcome 3.1 - An inclusive, welcoming and active community**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(147/2020) Moved: Cr Gilmore      Seconded: Cr Dickinson**  
 That Council receives the Corrigin Community Resource Centre Report.

**Carried 7/0**

Unconfirmed

### 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	3/09/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – August 2020

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

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

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15382 - 15385,		
		15388 - 15419	\$566,486.00	
	Cheque	020531 - 020536	\$12,443.71	
	Direct Debit	August 2020	\$31,260.62	
	Payroll	August 2020	\$120,030.28	<b>\$730,220.61</b>
Trust	EFT	15386 - 15387	\$121.15	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$121.15</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	August 2020	\$32,534.75	<b>\$32,534.75</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of August 2020</b>				<b>\$762,876.51</b>

**Previous Accounts for Payment report**

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust & Licensing	EFT	EFT15321	EFT15322
Municipal	Cheque	020530	020531
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020-2021 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership  
Strong Governance and Leadership**

**Outcome 4.1 - Strategically focussed dynamic Council serving the community**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(148/2020) Moved: Cr Mason      Seconded: Cr Weguelin**

That Council reviews the list of accounts paid and acknowledges that payments totalling \$762,876.51 have been made during the month of August 2020.

**Carried 7/0**

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	01/09/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 June 2020 to 28 July 2020.

#### BACKGROUND

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

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

#### COMMENT

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

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

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

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

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy  
Policy 2.16 - Corporate Credit Cards

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(149/2020) Moved: Cr Coppen      Seconded: Cr Jacobs**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 30 June 2020 to 28 July 2020 for \$653.72.*

**Carried 7/0**

Unconfirmed

### 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	1/09/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report for July 2020 Attachment 8.1.4.1 – Monthly Financial Report for August 2020

#### SUMMARY

This report provides Council with the monthly financial reports for the months ending 31 July 2020 and 31 August 2020.

#### BACKGROUND

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

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

#### COMMENT

July

July saw staff present the 2020/2021 Annual budget to Council and the annual rates issued.

Council still had a solid cash flow ending the month with \$2,622,584 in short term investments and the municipal fund. The FAGS funding that was received in June and transferred to a term deposit matured at the end of July and part of it was transferred into short term investment with the balance remaining in the municipal account.

The July financials show a fair amount of under expenditure which is to be expected so early in the new financial year. Expenditure was down due to waiting on the budget adoption and capital works not commencing until August.

August

August has been a month of catching up on end of financial year and all other outstanding tasks that were put to the side in order to get the budget and rates out by the end of July. The annual audit has been booked for early October so staff are working hard to get requested items to the auditors so when they arrive the audit goes smoothly. Annual financial statement preparation has begun and will be the main focus for September.

Council still had a good cash flow ending August with \$3,552,386 in short term investment and municipal funds. Approximately 30% of the outstanding rates have been collected to date with the due date being 4 September 2020. During the month the first quarter payment for FAGS of \$219,079.75, 20/21 Direct Grant Funding of \$168,140, 19/20 final Roads to Recovery payment of \$41,205 and settlement funds from the sale of 2 Price Retreat were all received.

Further information on the July and August financials is in the variance report included in the monthly financial reports.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(150/2020) Moved: Cr Mason Seconded: Cr Weguelin**

That Council accept the Statement of Financial Activity for the months ending 31 July 2020 and 31 August 2020 included as Attachments 8.1.4 and 8.1.4.1 as presented, along with notes of any material variances.

**Carried 7/0**

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 DUAL FIRE CONTROL OFFICERS 2020/21

Applicant:	Shire of Kulin
Date:	8/09/2020
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	NIL

#### SUMMARY

The Shires of Kulin has requested the Shire of Corrigin appoint a Dual Fire Control Officer for the 2020/21 bushfire season.

#### BACKGROUND

The Shire of Corrigin has received a letter from the Shire of Kulin requesting that Mr Donald Bradford be appointed as a Dual Fire Control Officer in the Shire of Corrigin for the 2020/21 bushfire season.

#### COMMENT

Fire Control Officers who adjoin neighbouring shires require the adjoining shires' approval to act as a Dual Fire Control Officers.

#### STATUTORY ENVIRONMENT

*Bush Fires Act 1954*

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

NIL

Unconfirmed



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(151/2020) Moved: Cr Coppen      Seconded: Cr Mason**  
 That Council appoint Mr Donald Bradford from the Shire of Kulin as a Dual Fire Control Officer in the Shire of Corrigin for the 2020/21 bushfire season, subject to the officer obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin.

**Carried 7/0**

Unconfirmed

## 8.2.2 DEVELOPMENT APPLICATION – PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE

Applicant:	Pivotel Mobile
Landowner:	Frederick and Christine Baker
Location:	Lot 21700 Diamond Block Road, Bullaring
Date:	8 September 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 08-2020
Attachment Reference:	Attachment 8.2.2 – Application Documentation and Plans

### SUMMARY

This report recommends that Council grant conditional approval to a development application received from Pivotel Mobile to erect and operate telecommunications infrastructure on a portion of Lot 21700 Diamond Block Road, Bullaring.

### BACKGROUND

The applicant has submitted a development application requesting Council's approval to erect a new 20 metre high self-supporting telecommunications mast, including low power 4G radio equipment, on Lot 21700. The proposed mast will be sited on a cleared portion of the land approximately 130 metres south of its frontage to Diamond Block Road and will include a solar installation within a small enclosure at the base of the mast with batteries, regulator and solar panels.

The proposed facility will form part of a network of low powered micro 4G base stations connected via microwave links back to a dedicated hub linked to a high capacity internet connection. The radio base stations are a low powered version of a typical macro size mobile base station typically producing 5W output power.

It is understood the project forms part of a broader initiative to offer broadband data, video, tracking and monitoring connections to support the widespread adoption of digital farm technologies to help drive better digital connectivity for agricultural and pastoral businesses in regional Western Australia.

A copy of all information and plans submitted in support of the application are provided in Attachment 8.2.2.

Lot 21700 is located approximately 22 kilometres south of the Corrigin townsite in the locality of Bullaring. The subject land is an irregular shaped lot comprising two distinct parts which cover a total combined area of approximately 1,495.81 hectares.

The land is dissected centrally by Diamond Block Road and also has direct frontage to Baker Road along its western boundary. Both roads have been constructed to a basic rural standard (i.e. gravel carriageway) and are local access roads under the care, control and management of the Shire.

Lot 21700 is gently to moderately sloping throughout, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years. Aside from a few small dams and associated catchment areas, the land contains no other notable built form improvements.

Existing adjoining and other nearby land uses are also predominantly rural in nature comprising broadacre agricultural activities on larger sized lots. The nearest dwellings are located approximately 2.1 kilometres to the south-east on adjoining Lot 27205 (No.309) Hovell Road, Bullaring.

The Sewell Nature Reserve (i.e. Crown Reserve 9426), which is managed and controlled by the Department of Biodiversity, Conservation and Attractions, is also located immediately west of the subject land.

#### **COMMENT**

Lot 21700 is classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Under the terms of LPS2 the development of any land classified 'Rural' zone for the purpose of telecommunications infrastructure is listed as being discretionary (i.e. a 'D' use) which means it is not permitted unless Council has exercised its discretion by granting development approval.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* including State Planning Policy No.5.2 entitled '*Telecommunications Infrastructure*'. This assessment has confirmed the proposal is generally compliant or capable of compliance with the following relevant requirements:

- Land capability and land use compatibility;
- Lot boundary setbacks;
- Preservation of productive agricultural land;
- Preservation of rural character and amenity and places of cultural heritage significance;
- Preservation of natural environmental features, drainage patterns and catchments; and
- Bushfire risk and stormwater drainage management.

Notwithstanding this general conclusion, Council should note the following key points when considering and finally determining the application:

#### Final Design Layout including Vehicle Access Arrangements

It is noted plans providing details of the precise location, configuration and dimensions of the proposed development, including vehicle access arrangements to / from Diamond Block Road, have not yet been prepared. The applicant has stated in their submission that "*all site configurations will be finalised after the site has been confirmed and the radio design has been established as being able to provide an acceptable coverage level*".

Given the small scale of the proposed development and the applicant's desire to undertake further investigation and design work, the lack of detailed information regarding its final configuration is not considered to be an impediment to the issuance of development approval by Council. It is however recommended that a suitable condition be imposed on any development approval issued requiring the applicant to prepare and submit final detailed plans, including the internal driveway and crossover to the local road network, for consideration and determination by the Shire's Chief Executive Officer prior to the commencement of any development on the land.

#### Building Height

Clause 31(16) of LPS2 expressly states no site shall be developed or building constructed to contain more than two (2) storeys or exceed ten (10) metres in height however Council may use its discretion and vary these requirements if it can be assured that any height variation

proposed will not affect the privacy enjoyed by neighbouring developments and is sympathetic with the scale and character of the surrounding built environment.

Having regard for the location of the proposed development and the nature of existing development in the immediate locality which is predominantly rural in nature, it is contended the proposed new 20 metre high telecommunications mast will not affect the privacy enjoyed by neighbouring properties and will not have any significant negative impact on the character and amenity of the immediate locality.

#### Electromagnetic Emissions (EME)

The use of telecommunications infrastructure has raised public concern about possible health issues associated with exposure to electromagnetic emissions (EME). Section 3.1 of State Planning Policy No.5.2 (SPP 5.2) entitled '*Telecommunications Infrastructure*' states the standards set by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) incorporate substantial safety margins to address human and safety matters and that it is the responsibility of all telecommunication carriers to ensure compliance with the ARPANSA standards. SPP 5.2 clearly states it is not within the scope of that policy or any local planning scheme to address health and safety concerns relating to electromagnetic emissions (EME).

Notwithstanding the above point, it is significant to note the applicant is highly cognisant of the relevant safety standards and has confirmed it will apply a precautionary approach to the operation of its network in keeping with the expectations of Industry Code C564:2018 to minimise any potential negative impacts.

In light of the above findings it is concluded the proposal for Lot 21700 is acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the proposed development proceeds in a proper and orderly manner.

#### **STATUTORY ENVIRONMENT**

*Planning and Development Act 2000 (as amended)*  
*Planning and Development (Local Planning Schemes) Regulations 2015*  
*Shire of Corrigin Local Planning Scheme No.2*

#### **POLICY IMPLICATIONS**

State Planning Policy No.2.5 - Rural Planning  
State Planning Policy No.5.2 - Telecommunications Infrastructure

#### **FINANCIAL IMPLICATIONS**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by the applicant/landowner.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right 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 IMPLICATIONS

The proposal for Lot 21700 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- *Economic Outcome 1.1 - A well planned and connected transport and communications network within the district;*
- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.1 – A natural environment for the benefit and enjoyment of current and future generations;*
- *Social Objective - An effectively serviced, inclusive and resilient community;*
- *Social Outcome 3.1 - An inclusive, welcoming and active community.*

## VOTING REQUIREMENT

Simple Majority

## COUNCIL RESOLUTION

**(152/2020) Moved: Cr Mason                      Seconded: Cr Waugman**

That Council **APPROVE** the development application submitted by Pivotal Mobile on behalf of Frederick and Christine Baker (Landowners) to erect and operate telecommunications infrastructure on a portion of Lot 21700 Diamond Block Road, Bullaring subject to the following conditions and advice notes:

### Conditions

1. *The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.*
2. *The proposed development shall be undertaken in a manner consistent with all the information submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
3. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
4. *Prior to the commencement of any development on the land the applicant shall prepare and submit suitably scaled plans (i.e. a site development plan and elevation drawings) to the Shire of Corrigin for consideration and determination by the Shire's Chief Executive Officer. The detailed plans required by this condition shall illustrate the following:*
  - i) *The location, orientation and dimensions of the proposed telecommunications infrastructure on the land including proposed setbacks to the nearest lot boundaries;*
  - ii) *The external materials and colours of all proposed built form improvements;*
  - iii) *The location, materials and height of any proposed security fencing and vehicle access gates;*
  - iv) *The location, width and surface treatment for the internal driveway and parking areas including all required earthworks and proposed stormwater drainage management arrangements; and*
  - v) *The location, width and surface treatment for the new crossover from the land's*

boundary to Diamond Block Road including stormwater drainage management arrangements (i.e. the size and construction materials for any proposed drainage culvert).

5. *The proposed telecommunications infrastructure and all associated improvements shall be maintained in good working order for the full term of their operational lifespan to avoid any potential risk or hazards.*
6. *The proposed telecommunications infrastructure and all associated improvements must be decommissioned and removed from the land at the end of their operational lifespan with the ground rehabilitated to its natural state (i.e. bare earth with no vegetation) and stabilised as may be required no later than six (6) months thereafter to the satisfaction of the local government unless otherwise approved by Council.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district.*
4. *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.*
5. *If the applicant/landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

**Carried 7/0**

### 8.2.3 BUDGET AMENDMENT – POOL FILTER REPAIRS

Applicant:	Shire of Corrigin
Date:	9/09/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0243
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider a budget amendment to increase the allocation for the repairs to the pool filter.

#### BACKGROUND

Council is required to formally adopt an amendment to the annual budget where significant expenditure is expected.

During the year the Pool Manager has reported concerns regarding the main pool filter. There was an amount allocated in the 20/21 Annual Budget to replace the laterals of the filter.

During the winter season the Pool Manager discovered that the main pool filter was circulating filter sand back into the pipes and causing blockages. An allowance was made in the 2020/21 budget to replace the laterals in the filter before reopening for the summer season.

Works commenced on the filter repairs to replace the laterals during August 2020 however when the filter was emptied of the filter sand layer, the Pool Manager discovered that the filter pipes were also broken due to the blockages. Upon unearthing the damage, the indication of the cause is that the previous covering of blue metal was not dense enough to prevent the sand circulating back into the pipes and causing damage to the filter.

The filter is approximately 50 years old.

The Pool Manager has obtained quotes for the following options:

1. Replace all pipes, laterals and concrete the surface inside the filter, inclusions in this option are:
  - (a) New pipes and nozzles
  - (b) 6 year warranty on pipes and nozzles
  
2. Put in two new high pressure filters with brand new pipes, return lines and a new pump, inclusions in this option are:
  - (a) Faster turnover rate by approximately 2 hours
  - (b) Saving on water – less wastage
  - (c) Saving on chemical usage
  - (d) User friendly system
  - (e) 6 years warranty on various parts of the replacement

In order to comply with the purchasing policy additional quotes are being obtained for both options however it is recommended that option two represents the best value for money and longevity. Regardless of which option is chosen the cost is expected to be much higher than the \$25,000 originally budgeted to replace the laterals.

## COMMENT

There are currently two allocations to the Swimming Pool in the 2020/2021 Annual Budget including \$25,000 of Drought Communities funding to replace the laterals and an additional \$100,000 was to be transferred to the Swimming Pool Reserve for future upgrades and renewals.

It is proposed that Council amend the budget to reallocate the \$100,000 reserve transfer to the existing capital budget for the pool to repair or replace the filter.

## STATUTORY ENVIRONMENT

s 6.8 Local Government Act 1995

- 1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - b) *is authorised in advance by resolution\*; or*
  - c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

(1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- 2) *Where expenditure has been incurred by a local government —*
  - a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council*

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

2020/2021 Annual Budget – Reduce reserve transfers by \$100,000 and increase the capital projects budget by \$100,000.  
Reallocate portion of Drought Funding – Water Sustainability Project to pool filter repairs.



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**(153/2020) Moved: Cr Mason      Seconded: Cr Jacobs**  
 That Council

1. authorise an amendment to the 2020/2021 Annual Budget and reallocate the \$100,000 of Swimming Pool Reserve transfer funds to the capital project budget to upgrade or replace the pool filter.
2. reallocate up to a further \$100,000 of Drought Funding – Water Sustainability Project funds to upgrade or replace the pool filter.

**Carried by Absolute Majority 7/0**

Cr Hickey and Cr Jacobs declared a Proximity Interest in item 8.3.1 and left the room at 3.25pm.

Cr Weguelin assumed the chair.

Unconfirmed

### 8.3 WORKS AND SERVICES

#### 8.3.1 RAV 7 ASSESSMENTS CORRIGIN WOGERLIN ROAD

Applicant:	Shire of Corrigin
Date:	9/09/2020
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 to support the addition of the Corrigin Wogerlin Road to the Restricted Access Vehicle Network 7 (RAV 7).

#### BACKGROUND

Main Roads Heavy Vehicle Services (HVS) has conducted an onsite assessment to add the Corrigin Wogerlin Road onto the Restricted Access Vehicle (RAV) Network 7. The current rating for the road is RAV 4 and the assessment was not requested by a local road user.

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

Road Number	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	School Bus Route	Suggested conditions / Other Comments
4040017	Corrigin-Wogerlin Rd	Babakin-Corrigin Rd (0.00)	Bilbarin-Quairading Rd (12.71)	RAV 4	RAV 7	Yes	CA07 CV07 Intersection Conditions: No access permitted from Babakin-Corrigin Road in to Corrigin-Wogerlin Road No access permitted from Corrigin-Wogerlin Road into Babakin-Corrigin Road

**COMMENT**

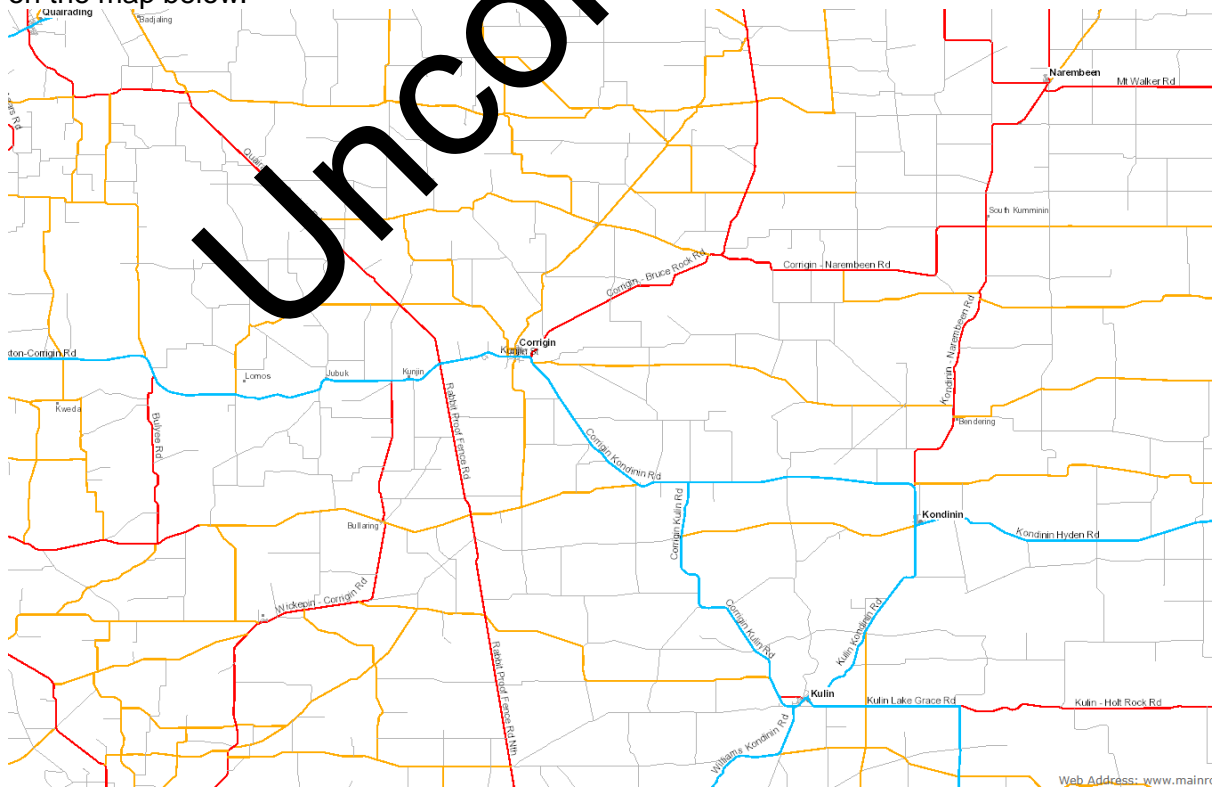
Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life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

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.

In October 2019 Council adopted a Road Hierarchy, Maintenance and Renewal Policy for roads in the shire. In the policy, roads were defined as follows:

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

The Corrigin Wogerlin Road is not identified as a regional or local connector road as shown on the map below.



Regional Distributor/ Connector  
Local Distributor/ Connector

Web Address: www.mainrc

The upgrade of local distributor roads to RAV 7 standard will require additional and ongoing maintenance associated with heavy vehicles on these secondary roads.

Several of the Limited Local Roads in the Road Hierarchy have also been assessed by Main Roads as suitable for RAV 7 access, however the Road Maintenance Policy acknowledges the limited capacity to maintain and renew these roads. In many cases these roads require widening and additional gravel. There is no provision in the 10 year Road Asset Management Plan for upgrades to the intersection of Corrigin Wogerlin Road and Babakin Road.

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

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

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

### **POLICY IMPLICATIONS**

11.3 Road Hierarchy, Maintenance and Renewal Policy

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

### **FINANCIAL IMPLICATIONS**

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

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

Unconfirmed

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(154/2020) Moved: Cr Coppen      Seconded: Cr Dickinson**

*That Council advise Main Roads Heavy Vehicle Services that the recommendation to add the Corrigin Wogerlin Road to the RAV 7 network is not supported based on the road hierarchy and lack of funds available to upgrade the intersection to enable access to and from the Babakin Corrigin Road*

**Carried 5/0**

Cr Hickey and Cr Jacobs re-entered the room at 3.33pm

Cr Hickey resumed the chair.

## **9 CHIEF EXECUTIVE OFFICER REPORT**

### **Central Wheatbelt Branch Local Government Professionals WA**

The CEO, Executive Support Officer and Administration Officer attended a professional development meeting hosted by the Shire of Kellerberrin on 2 September 2020. The meeting provided an excellent opportunity for officers to meet colleagues from neighbouring councils, discuss topical issues and hear from a range of guest speakers.

A highlight of the day was a tour of town where recent projects were showcased and new ideas were gained.

### **Wheatbelt Secondary Freight Route Network**

The CEO, Manager of Works and Leading Hand Construction attended a workshop for local governments involved in the Wheatbelt Secondary Freight Network Project Stage 1 Priority Projects on Thursday 3 September 2020 at Jurien Bay. The Shire of Corrigin recently received confirmation that the Rabbit Proof Fence has been approved for \$1.5m funding in the coming year. The purpose of the meeting was to understand the road design standards and expectations as well as the indicative budget and technical aspects of the project. Following the meeting a site inspection was held on the Jurien East Road Project to gain an appreciation of the magnitude of the scope and plant that will be required for future projects.

## **10 PRESIDENT'S REPORT**

The President Cr Hickey, Cr Weguelin and Cr ... attended a meeting of the WALGA Central Country Zone in Kulin on 28 August 2020. A representative from each of the 16 shires attending the meeting presented an overview of how their shire dealt with the COVID-19 pandemic and what they are doing in the recovery phase.

The President commented on a recent visit to Gorge Rock Reserve and observed several caravans in the area. The need to manage the weeds in the reserve was highlighted for so that the area remains appealing to tourists and for bushfire prevention.

## **11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS**

Councillor Gilmore commented on the recent improvements to the Dog Cemetery and requested greater consultation prior to the installation of headstones in the older area of the cemetery. The CEO apologised for any miscommunication about timing or placement of the memorials in the old section and informed the councillors that new a new process and information sheet had been developed for the new section of the cemetery so that pet owners were well informed of the burial and installation of headstones. A register of pets buried in the new section of the dog cemetery has also been developed.

Councillor Jacobs commended the Shire staff, Corrigin Parents and Citizens (P&C), parents and volunteers for a successful, well organised and well hosted Interschool Sports Carnival at the Corrigin oval on 15 September 2020.

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

**13 INFORMATION BULLETIN**

**Unconfirmed**

## 14 WALGA AND CENTRAL ZONE MOTIONS

### 14.1 WALGA AGM PROPOSED MOTIONS

Applicant:	Shire of Corrigin
Date:	9/09/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 14.1 – Agenda WALGA AGM 2020

#### SUMMARY

Council is asked to consider the proposed motions for the WALGA Annual General Meeting (AGM) and provide direction to the Shire of Corrigin voting delegates.

#### BACKGROUND

Background information is provided in the WALGA AGM agenda.

#### COMMENT

A summary of the motions outlined in the WALGA AGM agenda is provided below.

#### 3.1 Drought in Western Australia

The Shire of Dundas proposed motion regarding the Australian Government drought response, resilience and preparedness plan. The plan is focused on three themes:

- Immediate action for those in drought.
- Support for the wider communities affected by drought.
- Long-term resilience and preparedness.

Details can be found in the: Australian Government's Drought Response, Resilience and Preparedness Plan.

#### 3.2 State Owned Unallocated Crown Land (UCL) House Blocks

Local Governments impose rates to raise revenue to fund services and facilities, however the State Government does not pay rates on unallocated crown land.

The Shire of Dundas has requested a review into the justification and fairness of the State not paying rates on UCL land.

#### STATUTORY ENVIRONMENT

NIL

#### POLICY IMPLICATIONS

Policy 8.9 Elected Members' Business, Conferences and Training Expenses

#### FINANCIAL IMPLICATIONS

NIL



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community
		4.1.1.2	Council is represented on key local organisations and provide feedback and advise to Council on their issues, programs and initiatives

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(155/2020) Moved: Cr Mason**

**Seconded: Cr Gilmore**

*That Council*

1. *endorse delegates to support the proposed motion 3.1 Drought in Western Australia that WALGA:*
  1. *Requests assistance from the Federal Minister for Agriculture, Water and Environment, to reconsider the Federal Government’s approach when determining the criteria on what areas are eligible and the whole of the Pastoral Range Lands be reconsidered for inclusion, and*
  2. *Requests the State Minister for Agriculture and Food, to reconsider the State Government approach of not assisting with the drought situation, and if the State cannot help under their Water Deficiency Program that is implemented to cart water, then an alternative assistance package be considered.*
  
2. *endorse delegates to support the proposed motion 3.2 from the Shire of Dundas that WALGA request the Minister for Local Government, Hon. David Templeman to consider a review into the justification and fairness of the State Government not paying rates on Unallocated Crown Land (UCL).*

**Carried 7/0**

**15 NEXT MEETING**

Ordinary Council meeting on Tuesday 20 October 2020 at 3.00pm.

**16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.01pm.

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

**Unconfirmed**



# BUSH FIRE ADVISORY COMMITTEE MEETING

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## Minutes

Thursday 8 October 2020

commencing at 4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

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

**1.0 NAME**

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

**2.0 ROLE OF THE ADVISORY COMMITTEE**

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

**3.0 OBJECTIVES OF THE ADVISORY COMMITTEE**

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

**4.0 MEMBERSHIP**

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

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

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

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

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

**5.0 PRESIDING MEMBER**

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

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

## **7.0 DELEGATED POWERS**

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

## 1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey opened the meeting at 4.10pm.

## 2. ATTENDANCE AND APOLOGIES

Steven Bolt, Tim George, Greg Evans, Craig Poultney, Andrew Szczecinski, Natalie Manton, Des Hickey, Tony Guinness, Bruce Talbot, Rick Gilmore, Braden Grylls, Kirsten Biglin.

### Apologies

Paul Dennison, Greg Doyle, Paul McBeath, Kim Courboules, Sandow Jacobs

## 3. CONFIRMATION OF PREVIOUS MINUTES –

**Moved: Tim George                      Seconded: Greg Evans**

Held on 24 March 2020 via email due to COVID-19 restrictions.

**Carried**

## 4. BUSINESS ARISING FROM PREVIOUS MINUTES

**Dual Bush Fire Control Officers** - Notification of the Shire of Corrigin Dual Bush Fire Control Officers were sent to neighbouring shires on 21 May 2020.

The Shire of Corrigin has received notification and endorsed Dual Bush Fire Control Officers from neighbouring shires of Kulin and Pingelly. The ESO will follow up with surrounding Shires.

**Fuel Cards** – all funds for the 2019/2020 period were expended by 30 June 2020. New cards for the 2020/2021 period have been received and will be available at the fuel depot by 1 October 2020.

ESO will contact DFES and ask them to resend user names/passwords.

## 5. GENERAL BUSINESS

### 1. Season Briefing

A discussion was held the weather outlook and fuel loading in the district.

- A very dry season will mean water is priority and will need to heavily rely on water tanks as dams are empty.
- The BFCO's will work on updating their brigade members list.
- The GPS in each fire truck needs to be checked and updated quarterly.

### 2. Checking Firebreaks

Property owners received a flyer with the rates notices that they have until 31 October to ensure that their fire breaks are done.

The ranger will inspect fire breaks in Corrigin and Bullaring townsites prior to the end of October and warnings will be issued advising that firebreaks need to be done by 31 October 2020.

A further warning will be sent out to any residents who have not completed firebreaks by 31 October and giving a further 14 days to comply. Any property

owners who still have non-compliant firebreaks after the 14 day extension will be issued with a fine. In 2019 five fines were issued.

Bush Fire Control Officers to advise the CEO of any known non-compliance with the Bush Fire Notice for rural land owners so that the Shire can follow the same procedure as with town properties.

- Ranger advised of 40 properties that still need to clear their firebreaks. ESO to write letters.
- Discussed the need for a Firebreak Notice fridge magnet as another reminder to households. ESO will look into options.
- Request for more visible emergency fire water signs at the standpipes.
- Greg Evans and Natalie Manton gave an overview and de-brief of the stimulated exercise conducted by DFES.
- Shire to inspect Rockview firebreaks.

### **3. Retirement of Fire Control Officer**

Ray Hathaway has resigned as a Fire Control Officer for the Bulyee/Kunjin Brigade.

Letter to be sent to Ray to thank him for his service over the past 21 years. Members to discuss need for replacement of new Fire Control Officer.

**Moved: Braden Grylls**

**Seconded: Bruce Talbot**

Braden Grylls nominates Craig Poultney as a Fire Control Officer for the Bulyee/Kunjin Brigade.

Carried

### **4. Bush Fire Radios**

Fire Control Officers are to advise if there are issues with radios. Some radios were serviced in November 2019 and the remaining radios were to be serviced in April 2020.

All radios that were to be serviced in April will need to be serviced before end of October 2020. ESO is organising with PK Technology.

- Radio from Ray Hathaway is in shire office. Craig Poultney to pick up radio and have Neutech install it.

### **5. Equipment**

First aid kits in fire trucks need to be updated. Brigade captains are to make arrangements for them to be replenished at Corrigin Pharmacy.

Shire to purchase water hose fittings to enable filling from water tankers such as the shire truck.

GPS locator is still not working in Bulyee Fire Truck. Natalie has advised DFES. Report on battery on Bilbarin Truck.

Repairs and servicing requirements

### **6. PPE**

Brigades are to advise the ESO if there is any PPE that needs replacing in the trucks and whether there is any new equipment necessary eg: face masks.

- Reportedly all up-to-date.

## 7. Vehicle Identification Stickers

New stickers have been given out for the 2020-2022 period.

## 8. Fire Standpipe Keys

- Dickinson Road – issued to ...
- Bilbarin Road – issued to ...
- Corrigin Narembeen Road – issued to ...
- Bruce Rock Corrigin Road – issued to ...
  
- Suggested to install lock boxes. ESO will look into it.

## 9. Training

It is pleasing to see that 52 new members have joined brigades in the Shire of Corrigin in the past three years. The latest report from DFES shows that these new members as well as many of the existing members have not had any training. It is important that brigade members are prepared for the task of firefighting in order to be an effective fire fighter and ensure their own safety.



Bush Fire Training  
2020.xlsx

Intro to Firefighting and Bush Firefighting training courses were held in Kulin on:

Friday 11 September 2020 and Saturday 12 September 2020

Friday 16 October 2020 and Saturday 17 October 2020

- Training courses will be further looked into when the Community Emergency Services Manager (CESM) position is filled.
- Captains to promote training opportunities to members and advise new members to attend.
- Suggestions to organise training for both men and women early next year.

## 10. Harvest Weather Radio Calls

Harvest weather calls to be made on Monday's.

Test run Harvest Weather Radio to be conducted on 19 October 2020 at 8am.

ESO to send email/text reminders.

### *Fire Weather Officers*

*Chief Bush Fire Control Officer, the two Deputy Chief Bush Fire Control Officers and Sandow Jacobs.*

### *Harvest Ban Officers*

*Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable).*



### **11. Text Messages**

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

Brigades to set up and maintain their own What's App messaging groups.

### **12. Harvest Ban Messages**

The following text messages will be used during the Christmas and Easter period:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2020, Boxing Day 26 December 2020 and New Year's Day 1 January 2021.

The Shire of Corrigin wishes to advise that no burning is permitted during the Easter period commencing Good Friday 2 April 2021 until Easter Monday 5 April 2021 inclusive.

### **13. Pre Harvest BBQ**

The Corrigin CRC has been successful with the application for Mental Health Week Community Grants 2020 grant funding support. The CRC will be holding four Pre-Harvest Community BBQ's, in partnership with Rural Men's Health and held at the bushfire sheds on the following dates:

12 October Bilbarin

13 October Bullaring

14 October Bulyee and

15 October Gorge Rock camping area.

### **14. OTHER BUSINESS**

### **15. MEETING CLOSURE**

There being no further business, the Chairperson thanked everybody for their attendance and closed the meeting at 5.23pm.



**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 29 JULY 2020 TO 28 AUGUST 2020**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-9989</b>			
3/08/2020	Western Power	New power connection application - 8 Goyder St	\$ 497.92
7/08/2020	Western Power	Oversize Load Movement Authorisation	\$ 120.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 617.92</b>
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
7/08/2020	City of Perth Parking Convention Centre	Parking during meeting with Squire Patton Boggs	\$ 14.13
7/08/2020	Beacon Lighting	Lights for Town Hall	\$ 540.48
17/08/2020	Corrigin Post Office	Land Title ID check for sale of land - N Manton	\$ 49.00
18/08/2020	Corrigin Post Office	Land Title ID check for sale of land - D Hickey	\$ 49.00
19/08/2020	BP Narrrogin	Fuel for loan car - CEO vehicle being repaired	\$ 30.00
21/08/2020	Corrigin Hotel	Roe Roc CEO meeting	\$ 60.00
26/08/2020	Jurien Bay Motel Apartments	Accommodation for T Barron & G Tomlinson	\$ 640.00
26/08/2020	Jurien Bay Motel Apartments	Accommodation for N Manton	\$ 160.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 1,542.61</b>
<b>CARD NUMBER 4557-XXXX-XXXX-0935</b>			
25/08/2020	Hampers by Design	Gift to PCS for Services	\$ 194.50
26/08/2020	ASBAS Digital Solutions - Business Station	Email Marketing Workshop Registration - H Ives	\$ 35.74
		<b>CREDIT CARD TOTAL</b>	<b>\$ 230.24</b>
		<b>BILLING ACCOUNT</b>	<b>\$ -</b>
		<b>TOTAL CREDIT CARD PAYMENTS</b>	<b>\$ 2,390.77</b>

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and card 4557-XXXX-XXXX-9989 and confirm that from the descriptions on the documentation provided that ;

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

Kylie Caley *Kylie Caley 5/10* /2020 .

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

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

Natalie Manton *N.M.A 5/10* /2020 .



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MR GREGORY ALAN TOMLINSON

Account No:

Statement Period: 29 July 2020 to 28 August 2020

Cardholder Limit: \$10,000

**Transaction record for: MR GREGORY ALAN TOMLINSON**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Aug 2020	\$497.92	WESTERN POWER PERTH ✓					74940520216
10 Aug 2020	\$120.00	WESTERN POWER HEAD OFF PERTH ✓	Power connection fee for e Croyder Street Application for oversize load movement				74940520220
<b>Total for this period</b>	<b>\$617.92</b>		<b>Totals</b>				

**Employee declaration**

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

*[Handwritten Signature]*

Cardholder signature:

Date: 23/9/2020



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 July 2020 to 28 August 2020

Cardholder Limit: \$10,000

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

Date	Amount AS	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
7 Aug 2020	* \$14.13	CPP CONVENTION CENTRE PERTH	Meeting Synnove Pitton Baggs	Rec Centre			74940520219
10 Aug 2020	\$540.48 ✓	BEACON LIGHTING 95 CANNINGTON	Lights for Town Hall				74564450223
18 Aug 2020	\$49.00 ✓	POST CORRIGIN LPO CO CORRIGIN	Land Title 10 Check for Sale of Land - Natalie Manton				74813840230
19 Aug 2020	\$49.00 ✓	POST CORRIGIN LPO CO CORRIGIN	Land Title 10 Check for Sale of Land - Des Hickey				74813840231
20 Aug 2020	\$30.00 ✓	NARROGIN DEPOT 6838 NARROGIN	Fuel for Loan Car - CED vehicle in for repairs				03193847684
25 Aug 2020	\$60.00 ✓	CORRIGIN HOTEL CORRIGIN	Roe PCC CED Meeting				74564500237
27 Aug 2020	\$640.00 ✓	JURIEN BAY MOTEL APA JURIEN BAY	Accommodation for Jerry Barron + Greg Tomlinson				03171897471
27 Aug 2020	\$160.00 ✓	JURIEN BAY MOTEL APA JURIEN BAY	Accommodation for Natalie Manton				03183055025
<b>Total for this period</b>	<b>\$1,542.61</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: *NMA*

Date: 5/10/20



Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MS KYLIE ANN CALEY  
Account No:  
Statement Period: 29 July 2020 to 28 August 2020  
Cardholder Limit: \$5,000

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
25 Aug 2020	\$194.50 ✓	HAMPERS BY DESIGN WANNEROO					74564450237
27 Aug 2020	\$35.74 ✓	EB *Email Marketing Ge 801-413-7200	Gift to PCS for services Email marketing Workshop Registration - Heather Ives				03184041536
<b>Total for this period</b>	<b>\$230.24</b>		<b>Totals</b>				

**Employee declaration**

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

*Ann Caley*

Cardholder signature:

Date: 10/9/20

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15437	10/09/2020	IVAN DANIEL LEWIS	2019 EDNA STEVENSON SCHOLARSHIP PAYMENT	\$ 5,000.00	ES TRUST
EFT15438	10/09/2020	WA COLLEGE OF AGRICULTURE CUNDERDIN	2020 EDNA STEVENSON SCHOLARSHIP PAYMENT	\$ 5,000.00	ES TRUST
EFT15439	10/09/2020	ST JOHN AMBULANCE WA LTD	CORRIGIN COMMUNITY DEVELOPMENT COMMITTEE DONATION	\$ 8,000.00	TRUST
EFT15461	24/09/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR AUGUST 2020	\$ 39.51	TRUST
EFT15462	24/09/2020	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR AUGUST 2020	\$ 21.09	TRUST
20537	10/09/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20538	21/09/2020	SYNERGY	ELECTRICITY CHARGES	\$ 14,501.67	MUNI
20539	21/09/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 13,827.54	MUNI
20540	24/09/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
EFT15420	03/09/2020	AVON WASTE	NEW BINS FOR CAMPBELL STREET IMPROVEMENTS	\$ 1,020.00	MUNI
EFT15421	03/09/2020	ANNABEL MIRRLEES	BOND REFUND	\$ 50.00	MUNI
EFT15422	03/09/2020	BEST OFFICE SYSTEMS	PHOTOCOPYING CHARGES - ADMIN OFFICE	\$ 1,017.97	MUNI
EFT15423	03/09/2020	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.38	MUNI
EFT15424	03/09/2020	CLAW ENVIRONMENTAL PTY LTD	REMOVAL OF CHEMICAL DRUMS FROM DRUMMUSTER AUGUST 2020	\$ 1,712.48	MUNI
EFT15425	03/09/2020	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES - JUNE AND JULY 2020	\$ 294.00	MUNI
EFT15426	03/09/2020	CORRIGIN OFFICE SUPPLIES	COMPUTER MONITORS AND STATIONERY SUPPLIES	\$ 564.30	MUNI
EFT15427	03/09/2020	CORSIGN WA PTY LTD	ASSORTED TRAFFIC SIGNS	\$ 1,031.80	MUNI
EFT15428	03/09/2020	DEPT OF FIRE & EMERGENCY SERVICES	2020 / 2021 ESL FIRST QUARTER CONTRIBUTION	\$ 21,464.40	MUNI
EFT15429	03/09/2020	FLUIDPRO PTY LTD	IBC MIXER WITH VARIABLE SPEED DRIVE	\$ 3,547.50	MUNI
EFT15430	03/09/2020	METROCOUNT	4 METRO COUNTERS AND ACCESSORIES	\$ 17,064.30	MUNI
EFT15431	03/09/2020	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - PRIME MOVER, WATER TRUCK	\$ 270.89	MUNI
EFT15432	03/09/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 29.82	MUNI
EFT15433	03/09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 10.73	MUNI
EFT15434	03/09/2020	WA TRAFFIC PLANNING	TRAFFIC PLAN FOR CORRIGIN-QUAIRADING ROAD	\$ 770.00	MUNI
EFT15435	03/09/2020	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE & REPAIRS - GRADERS, LOADER	\$ 6,535.20	MUNI
EFT15436	03/09/2020	WALLIS COMPUTER SOLUTIONS	COMPUTER CONSULTANCY	\$ 9,471.41	MUNI
EFT15440	10/09/2020	ARROW BRONZE	CEMETERY NICHE WALL PLAQUES	\$ 682.44	MUNI
EFT15441	10/09/2020	AUSQ TRAINING	STAFF TRAINING - TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER	\$ 876.00	MUNI
EFT15442	10/09/2020	BEST OFFICE SYSTEMS	PHOTOCOPYING CHARGES - RESOURCE CENTRE	\$ 84.70	MUNI
EFT15443	10/09/2020	BF WALSH EARTHMOVING CONTRACTOR	PUSH UP 10,000 CUBIC METRES OF GRAVEL	\$ 14,960.00	MUNI
EFT15444	10/09/2020	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 399.00	MUNI
EFT15445	10/09/2020	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 8,144.86	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT15446	10/09/2020	CORRIGIN OFFICE SUPPLIES	DESK MOUNTED DUAL MONITOR STANDS	\$ 260.00	MUNI
EFT15447	10/09/2020	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR SEPTEMBER 2020	\$ 11,880.00	MUNI
EFT15448	10/09/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR AUGUST 2020	\$ 2,384.50	MUNI
EFT15449	10/09/2020	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 271.93	MUNI
EFT15450	10/09/2020	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 29.79	MUNI
EFT15451	10/09/2020	MCMILES INDUSTRIES PTY LTD	REPAIRS TO SHIRE PUMP	\$ 1,166.00	MUNI
EFT15452	10/09/2020	MEDICAL AND SCIENTIFIC SERVICES	COMPLIANCE TESTING OF X-RAY EQUIPMENT AT DENTAL CLINIC	\$ 605.00	MUNI
EFT15453	10/09/2020	NATURAL PARK	90 TONNES OF YELLOW SAND	\$ 594.00	MUNI
EFT15454	10/09/2020	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - LOADER, MINI EXCAVATOR	\$ 388.85	MUNI
EFT15455	10/09/2020	RURAL DANCE SCHOOLS WA	BOND REFUND	\$ 150.00	MUNI
EFT15456	10/09/2020	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 4,393.40	MUNI
EFT15457	10/09/2020	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 196.57	MUNI
EFT15458	10/09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 42.96	MUNI
EFT15459	10/09/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 436.56	MUNI
EFT15463	24/09/2020	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS FOR SWIMMING POOL	\$ 278.45	MUNI
EFT15464	24/09/2020	ARM SECURITY	ALARM MONITORING SERVICES	\$ 156.00	MUNI
EFT15465	24/09/2020	ARROW BRONZE	CEMETERY NICHE WALL PLAQUES	\$ 670.34	MUNI
EFT15466	24/09/2020	AVON WASTE	5 WEEKS RUBBISH COLLECTION - AUGUST 2020	\$ 23,257.90	MUNI
EFT15467	24/09/2020	AQUATIC SERVICES WA PTY LTD	25% DEPOSIT - NEW RECIRCULATION PUMP PACKAGE FOR POOL	\$ 42,590.63	MUNI
EFT15468	24/09/2020	BF WALSH EARTHMOVING CONTRACTOR	REHABILITATE PART OF GRAVEL PIT	\$ 4,422.00	MUNI
EFT15469	24/09/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	15 DRUMS OF EMULSION	\$ 2,570.70	MUNI
EFT15470	24/09/2020	CEMETERIES & CREMATORIA ASSOCIATION OF WA	2020 / 2021 CCAWA ORDINARY MEMBERSHIP	\$ 125.00	MUNI
EFT15471	24/09/2020	CONNELLY IMAGES	SIGNS FOR CONTAINERS FOR CHANGE REFUND POINT	\$ 810.70	MUNI
EFT15472	24/09/2020	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR AUGUST 2020	\$ 37.25	MUNI
EFT15473	24/09/2020	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES - AUGUST 2020	\$ 63.95	MUNI
EFT15474	24/09/2020	CORRIGIN OFFICE SUPPLIES	1TB EXTERNAL HARD DRIVE AND STATIONERY SUPPLIES	\$ 664.70	MUNI
EFT15475	24/09/2020	CORRIGIN PHARMACY	FIRST AID SUPPLIES FOR SWIMMING POOL	\$ 258.94	MUNI
EFT15476	24/09/2020	CORRIGIN TYREPOWER	PLANT PARTS & REPAIRS - PRIME MOVER, GRADERS, TIP TRUCK	\$ 6,268.50	MUNI
EFT15477	24/09/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR AUGUST 2020	\$ 118.30	MUNI
EFT15478	24/09/2020	ELDERS RURAL SERVICES AUSTRALIA LIMITED	15 OF 700 KG BULKA BAGS OF CEMENT	\$ 5,115.00	MUNI
EFT15479	24/09/2020	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR AUGUST 2020	\$ 3,476.20	MUNI
EFT15480	24/09/2020	F L ABE & SONS	10,000 CUBIC METRES OF GRAVEL	\$ 5,500.00	MUNI

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT15481	24/09/2020	GANNAWAY BROS.	MAKE UP LOCKING CAPS FOR STANDPIPES	\$ 170.10	MUNI
EFT15482	24/09/2020	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL UPGRADE AND REPAIRS TO TOWN HALL	\$ 7,027.88	MUNI
EFT15483	24/09/2020	I SWEEP TOWN & COUNTRY	STREET SWEEPING WITHIN CORRIGIN TOWN SITE	\$ 3,564.00	MUNI
EFT15484	24/09/2020	LANDGATE	GRV SCHEDULES, RURAL UV SCHEDULES, TITLE SEARCH	\$ 483.46	MUNI
EFT15485	24/09/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	2020 / 2021 STAFF MEMBERSHIP	\$ 210.00	MUNI
EFT15486	24/09/2020	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 1,748.99	MUNI
EFT15487	24/09/2020	MAGNETIC RESOURCES	CUSTOMER REFUND	\$ 390.00	MUNI
EFT15488	24/09/2020	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 80.00	MUNI
EFT15489	24/09/2020	NATURAL PARK	10,000 CUBIC METRES OF GRAVEL	\$ 6,050.00	MUNI
EFT15490	24/09/2020	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - CEMENT TRUCK, UTE, ACADIA	\$ 858.68	MUNI
EFT15491	24/09/2020	RACHEL BAIRSTOW	STAFF REIMBURSEMENT	\$ 123.15	MUNI
EFT15492	24/09/2020	STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF 2020 / 2021 BETTER BEGINNINGS PROGRAM	\$ 60.50	MUNI
EFT15493	24/09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 10.73	MUNI
EFT15494	24/09/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 467.50	MUNI
EFT15495	24/09/2020	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGE	\$ 42.90	MUNI
EFT15496	24/09/2020	WESTERN MECHANICAL CORRIGIN	PLANT PARTS - TIP TRUCK	\$ 84.65	MUNI
EFT15497	24/09/2020	WIDE SPAN SHEDS	FINAL PAYMENT FOR SHED FOR CONTAINER DEPOSIT FACILITY	\$ 13,295.00	MUNI
EFT15498	24/09/2020	WILSONS SIGN SOLUTIONS	SHIRE COUNCIL HONOUR BOARD UPDATES	\$ 140.80	MUNI
EFT15499	24/09/2020	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT15500	24/09/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 436.56	MUNI
EFT15501	24/09/2020	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT15460	24/09/2020	JEFFERY GEORGE	CUSTOMER REFUND	\$ 67.40	LIC
EFT15502	24/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 948.80	LIC
DD12150.1	01/09/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD12151.1	01/09/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD12152.1	01/09/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 155.61	MUNI
DD12233.1	02/09/2020	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 2,390.77	MUNI
DD12158.1	09/09/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,685.24	MUNI
DD12158.2	09/09/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD12158.3	09/09/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 313.02	MUNI
DD12158.4	09/09/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,155.68	MUNI
DD12158.5	09/09/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 871.64	MUNI



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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD12158.6	09/09/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD12158.7	09/09/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 132.10	MUNI
DD12149.1	10/09/2020	TELSTRA	MOBILE PHONE CHARGES	\$ 333.94	MUNI
DD12189.1	16/09/2020	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD12191.1	19/09/2020	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD12190.1	21/09/2020	TELSTRA	INTERNET CHARGES	\$ 120.00	MUNI
DD12220.1	23/09/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,697.83	MUNI
DD12220.2	23/09/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD12220.3	23/09/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 322.15	MUNI
DD12220.4	23/09/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,038.68	MUNI
DD12220.5	23/09/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 861.38	MUNI
DD12220.6	23/09/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD12220.7	23/09/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 130.82	MUNI
DD12203.1	29/09/2020	TELSTRA	PHONE CHARGES	\$ 70.88	MUNI
DD12204.1	29/09/2020	TELSTRA	PHONE CHARGES	\$ 108.59	MUNI
DD12205.1	29/09/2020	TELSTRA	INTERNET CHARGES	\$ 34.95	MUNI
DD12230.1	30/09/2020	TELSTRA	PHONE AND INTERNET CHARGES	\$ 351.93	MUNI
DD12231.1	30/09/2020	TELSTRA	PHONE AND INTERNET CHARGES	\$ 158.44	MUNI
DD12232.1	30/09/2020	TELSTRA	PHONE AND INTERNET CHARGES	\$ 540.31	MUNI
DD12165.1	02/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,513.00	LIC
DD12167.1	03/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 923.35	LIC
DD12169.1	04/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,033.85	LIC
DD12171.1	07/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,687.90	LIC
DD12173.1	08/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 562.10	LIC
DD12175.1	09/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 244.50	LIC
DD12177.1	10/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 151.50	LIC
DD12179.1	11/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3.60	LIC
DD12181.1	14/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 216.95	LIC
DD12183.1	15/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 662.35	LIC
DD12185.1	16/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,162.25	LIC
DD12188.1	17/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 376.60	LIC
DD12199.1	18/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,659.20	LIC

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

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD12201.1	21/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,029.00	LIC
DD12208.1	22/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,461.40	LIC
DD12218.1	23/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 250.65	LIC
DD12225.1	25/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,779.15	LIC
DD12227.1	29/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,544.65	LIC
DD12229.1	30/09/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 4,004.40	LIC
JNL	10/09/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 09/09/2020	\$ 61,298.01	MUNI
JNL	24/09/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 23/09/2020	\$ 61,202.91	MUNI
				<b><u>\$ 474,610.85</u></b>	

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 428,267.65</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 8,060.60</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 28,282.60</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ 10,000.00</b>
	<b><u>\$ 474,610.85</u></b>



# SHIRE OF CORRIGIN

*Financial Statements for the  
month of September 2020*



**SHIRE/TOWN/CITY OF SOMEWHERE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 September 2020**

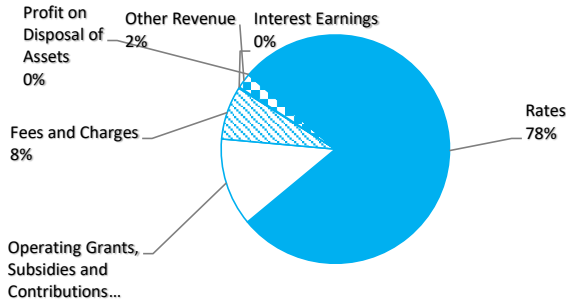
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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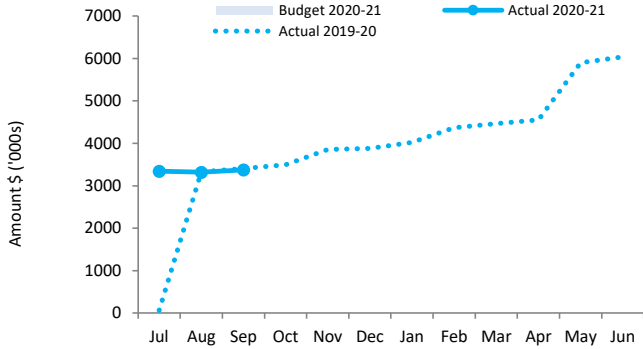
Statement of Financial Activity by Program	5
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OPERATING ACTIVITIES

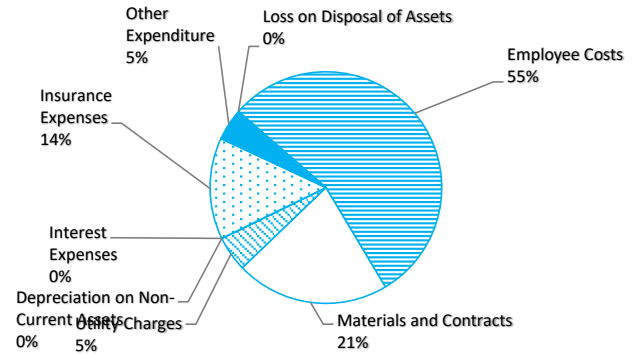
OPERATING REVENUE



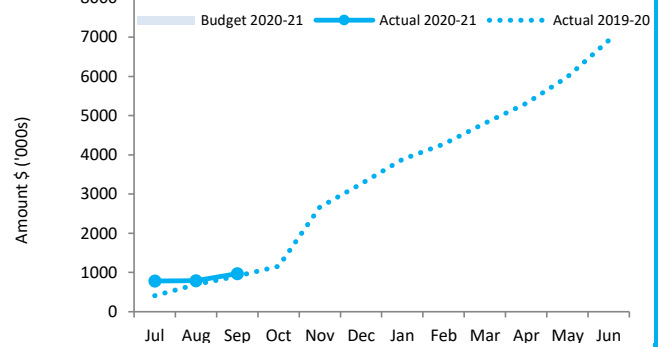
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



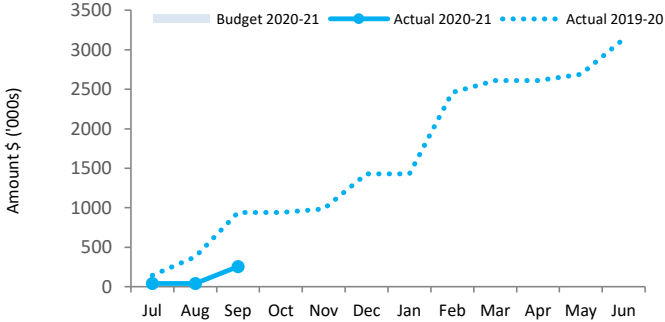
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

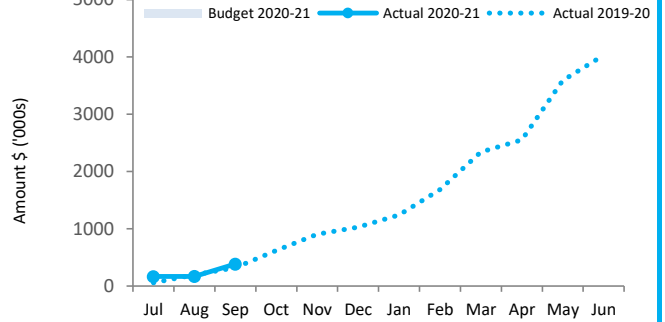
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

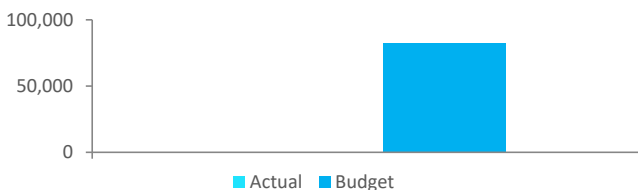
Budget Capital Expenses -v- Actual



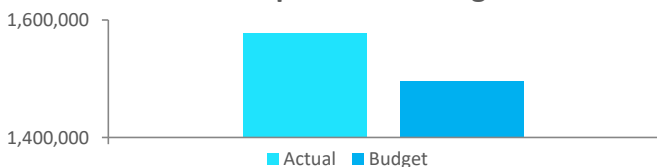
FINANCING ACTIVITIES

BORROWINGS

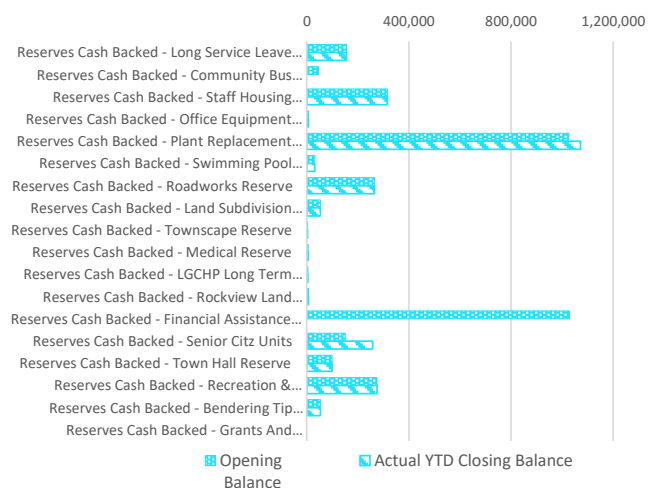
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.64 M	\$1.64 M	\$1.51 M	(\$0.14 M)
Closing	\$0.00 M	\$3.01 M	\$5.01 M	\$1.99 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$	% of total
Unrestricted Cash	\$4.75 M	64.6%
Restricted Cash	\$2.60 M	35.4%

Refer to Note 2 - Cash and Financial Assets

Payables

	(\$)	% Outstanding
Trade Payables	(\$0.05 M)	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$	% Collected
Rates Receivable	\$0.64 M	\$ . M
Trade Receivable	\$0.07 M	
Over 30 Days		28.1%
Over 90 Days		5.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.17 M	\$2.00 M	\$2.70 M	\$0.70 M

Refer to Statement of Financial Activity

Rates Revenue

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

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$	% Variance
\$0.42 M	\$0.48 M	(11.9%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$	% Variance
\$0.25 M	\$0.18 M	40.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.70 M)	(\$0.63 M)	(\$0.13 M)	\$0.50 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$	%
\$0.00 M	\$0.23 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$	% Spent
\$0.38 M	\$5.36 M	(92.9%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$	% Received
\$0.26 M	\$2.44 M	(89.5%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.89 M	\$0.00 M	\$0.92 M	\$0.92 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.58 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$2.60 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,640,666	1,640,666	1,505,551	(135,116)	(8.24%)	
<b>Revenue from operating activities</b>							
Governance		150	36	2,100	2,064	5733.33%	
General purpose funding - general rates	6	2,621,399	2,621,033	2,621,400	367	0.01%	
General purpose funding - other		1,016,385	274,093	262,127	(11,966)	(4.37%)	
Law, order and public safety		53,659	1,571	1,310	(261)	(16.61%)	
Health		212,587	53,139	61,289	8,150	15.34%	
Education and welfare		138,469	34,595	59,519	24,924	72.05%	▲
Housing		137,066	34,248	31,683	(2,565)	(7.49%)	
Community amenities		226,761	56,679	93,548	36,869	65.05%	▲
Recreation and culture		62,500	12,713	9,956	(2,757)	(21.69%)	
Transport		210,940	175,214	175,112	(102)	(0.06%)	
Economic services		54,856	13,695	20,819	7,124	52.02%	
Other property and services		100,500	25,020	31,953	6,933	27.71%	
		<b>4,835,272</b>	<b>3,302,036</b>	<b>3,370,816</b>	68,780		
<b>Expenditure from operating activities</b>							
Governance		(799,192)	(190,461)	(148,964)	41,497	21.79%	▲
General purpose funding		(75,790)	(15,792)	(11,129)	4,663	29.53%	
Law, order and public safety		(205,583)	(53,789)	(30,085)	23,704	44.07%	▲
Health		(606,388)	(148,254)	(102,574)	45,680	30.81%	▲
Education and welfare		(338,432)	(92,273)	(82,072)	10,201	11.06%	▲
Housing		(145,493)	(46,027)	(21,534)	24,493	53.21%	▲
Community amenities		(562,724)	(141,065)	(120,884)	20,181	14.31%	▲
Recreation and culture		(1,449,208)	(375,324)	(142,962)	232,362	61.91%	▲
Transport		(2,729,001)	(682,682)	(293,821)	388,861	56.96%	▲
Economic services		(347,819)	(90,073)	(63,427)	26,646	29.58%	▲
Other property and services		(152,610)	(125,444)	45,834	171,278	136.54%	▲
		<b>(7,412,240)</b>	<b>(1,961,184)</b>	<b>(971,618)</b>	989,566		
Non-cash amounts excluded from operating activities	1(a)	2,745,636	661,296	305,636	(355,660)	(53.78%)	▼
<b>Amount attributable to operating activities</b>		<b>168,668</b>	<b>2,002,148</b>	<b>2,704,834</b>	702,686		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,437,989	42,000	255,883	213,883	509.25%	▲
Proceeds from disposal of assets	7	225,500	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,358,632)	(672,758)	(382,009)	290,749	43.22%	▲
<b>Amount attributable to investing activities</b>		<b>(2,695,143)</b>	<b>(630,758)</b>	<b>(126,126)</b>	504,632		
<b>Financing Activities</b>							
Transfer from reserves	10	1,410,680	0	1,074,622	1,074,622	0.00%	▲
Repayment of debentures	9	(82,261)	0	0	0	0.00%	
Transfer to reserves	10	(442,610)	0	(153,499)	(153,499)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>885,809</b>	<b>0</b>	<b>921,123</b>	921,123		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>3,012,056</b>	<b>5,005,382</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

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

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



## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 30 SEPTEMBER 2020

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

##### FEES AND CHARGES

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

##### SERVICE CHARGES

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

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

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

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

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

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,640,666	1,640,666	<b>1,505,551</b>	(135,116)	(8.24%)	
<b>Revenue from operating activities</b>							
Rates	6	2,621,033	2,621,033	<b>2,621,400</b>	367	0.01%	
Operating grants, subsidies and contributions	12	1,440,805	477,382	<b>420,334</b>	(57,048)	(11.95%)	▼
Fees and charges		651,506	181,798	<b>254,470</b>	72,672	39.97%	▲
Interest earnings		46,660	6,739	<b>5,919</b>	(820)	(12.17%)	
Other revenue		60,768	15,084	<b>72,461</b>	57,377	380.38%	▲
Profit on disposal of assets	7	14,500	0	<b>(3,767)</b>	(3,767)	0.00%	
		<b>4,835,272</b>	<b>3,302,036</b>	<b>3,370,817</b>	68,781		
<b>Expenditure from operating activities</b>							
Employee costs		(2,311,075)	(577,631)	<b>(534,950)</b>	42,681	7.39%	
Materials and contracts		(1,679,276)	(394,159)	<b>(208,109)</b>	186,050	47.20%	▲
Utility charges		(291,235)	(72,717)	<b>(47,887)</b>	24,830	34.15%	▲
Depreciation on non-current assets		(2,622,965)	(655,605)	<b>0</b>	655,605	100.00%	▲
Interest expenses		(72,294)	0	<b>200</b>	200	0.00%	
Insurance expenses		(221,646)	(221,646)	<b>(137,815)</b>	83,831	37.82%	▲
Other expenditure		(135,010)	(33,735)	<b>(43,058)</b>	(9,323)	(27.64%)	
Loss on disposal of assets	7	(78,739)	(5,691)	<b>0</b>	5,691	100.00%	
		<b>(7,412,240)</b>	<b>(1,961,184)</b>	<b>(971,619)</b>	989,565		
Non-cash amounts excluded from operating activities	1(a)	2,745,636	661,296	<b>305,636</b>	(355,660)	(53.78%)	▼
<b>Amount attributable to operating activities</b>		<b>168,668</b>	<b>2,002,148</b>	<b>2,704,834</b>	702,686		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,437,989	42,000	<b>255,883</b>	213,883	509.25%	▲
Proceeds from disposal of assets	7	225,500	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,358,632)	(672,758)	<b>(382,009)</b>	290,749	43.22%	▲
<b>Amount attributable to investing activities</b>		<b>(2,695,143)</b>	<b>(630,758)</b>	<b>(126,126)</b>	504,632		
<b>Financing Activities</b>							
Transfer from reserves	10	1,410,680	0	<b>1,074,622</b>	1,074,622	0.00%	▲
Repayment of debentures	9	(82,261)	0	<b>0</b>	0	0.00%	
Transfer to reserves	10	(442,610)	0	<b>(153,499)</b>	(153,499)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>885,809</b>	<b>0</b>	<b>921,123</b>	921,123		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>3,012,056</b>	<b>5,005,382</b>			

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

## **BASIS OF PREPARATION**

### **REPORT PURPOSE**

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

### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

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

## **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 12 October 2020

## **SIGNIFICANT ACCOUNTING POLICES**

### **CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

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

### **GOODS AND SERVICES TAX**

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

### **ROUNDING OFF FIGURES**

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(14,500)	0	3,767
Less: Movement in liabilities associated with restricted cash				154,291
Movement in pensioner deferred rates (non-current)		0	0	(2,465)
Movement in employee benefit provisions (non-current)		58,432	0	0
Movement in other accruals				150,043
Add: Loss on asset disposals	7	78,739	5,691	0
Add: Depreciation on assets		2,622,965	655,605	0
<b>Total non-cash items excluded from operating activities</b>		<b>2,745,636</b>	<b>661,296</b>	<b>305,636</b>

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

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

	Last Year Closing	This Time Last Year	Year to Date	
	30 June 2020	30 September 2019	30 September 2020	
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(3,521,978)	(2,045,047)	(2,600,855)
Less: Land Held for Resale		(60,000)	(60,000)	(60,000)
Add: Borrowings	9	82,260	78,572	82,260
Add: Provisions - employee	11	0	0	345,627
<b>Total adjustments to net current assets</b>		<b>(3,499,718)</b>	<b>(2,026,475)</b>	<b>(2,232,968)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	1,976,254	4,865,002	4,746,702
Financial assets at amortised cost	2	3,521,979	0	2,600,855
Rates receivables	3	141,113	1,835,272	635,768
Receivables	3	236,037	589,900	71,461
Other current assets	4	148,256	172,267	131,427
<b>Less: Current liabilities</b>				
Payables	5	(375,731)	(310,350)	(152,417)
Borrowings	9	(82,260)	(78,572)	(82,260)
Contract liabilities	11	(214,752)		(369,043)
Provisions	11	(345,627)	(337,242)	(345,627)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,499,718)</b>	<b>(2,026,475)</b>	<b>(2,232,968)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,505,551</b>	<b>4,709,802</b>	<b>5,003,898</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

**NOTE 1**

**STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(b) Adjusted Net Current Assets**

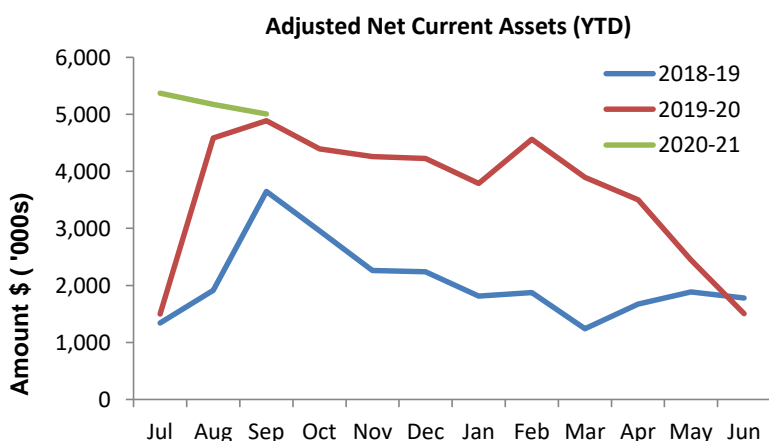
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 30 September 2019	Year to Date Actual 30 September 2020
		\$	\$	\$
<b>Current Assets</b>				
Short term Investment	2	931,244	1,500,000	3,431,244
Cash Unrestricted	2	1,045,010	1,319,955	1,315,458
Cash Restricted	2	3,521,979	2,045,047	2,600,855
Receivables - Rates	3	141,113	1,835,272	635,768
Receivables - Other	3	236,037	589,900	11,547
Accrued Income		0	20,589	0
Interest / ATO Receivable		0	12,143	59,914
Inventories		88,256	79,535	71,427
Land held for resale - current		60,000	60,000	60,000
		<u>6,023,638</u>	<u>7,462,440</u>	<u>8,186,213</u>
<b>Less: Current Liabilities</b>				
Payables	5	(590,482)	(310,350)	(521,459)
Provisions - employee	11	(345,627)	(337,242)	(345,627)
Long term borrowings	9	(82,260)	(78,572)	(82,260)
		<u>(1,018,369)</u>	<u>(726,164)</u>	<u>(949,346)</u>
<b>Unadjusted Net Current Assets</b>		<b>5,005,269</b>	<b>6,736,277</b>	<b>7,236,867</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	10	(3,521,979)	(2,045,047)	(2,600,855)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Add: Provisions - employee	11			345,627
Add: Long term borrowings	11	82,260	78,572	82,260
<b>Adjusted Net Current Assets</b>		<b>1,505,550</b>	<b>4,709,802</b>	<b>5,003,899</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>This Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$5. M</b>
<b>Last Year YTD</b>
<b>Surplus (Deficit)</b>
<b>\$4.71 M</b>

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	700		700				
<b>At Call Deposits</b>								
Municipal Fund	Cash and cash equivalents	1,314,758		1,314,758		NAB		At Call
Trust Fund	Cash and cash equivalents	0			87,512	NAB		At Call
Stevenson Trust Fund	Cash and cash equivalents	0			916,193	NAB		At Call
Licensing Trust Fund	Cash and cash equivalents	0			2,403	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	3,431,244		3,431,244		WATC	0.70%	At Call
<b>Term Deposits</b>								
Reserve Fund	Financial assets at amortised cost	0	2,600,855	2,600,855		NAB	1.00%	1/12/2020
<b>Total</b>		<b>4,746,702</b>	<b>2,600,855</b>	<b>7,347,558</b>	<b>1,006,107</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,746,702	0	4,746,703	1,006,107			
Financial assets at amortised cost		0	2,600,855	2,600,855	0			
		<b>4,746,702</b>	<b>2,600,855</b>	<b>7,347,558</b>	<b>1,006,107</b>			

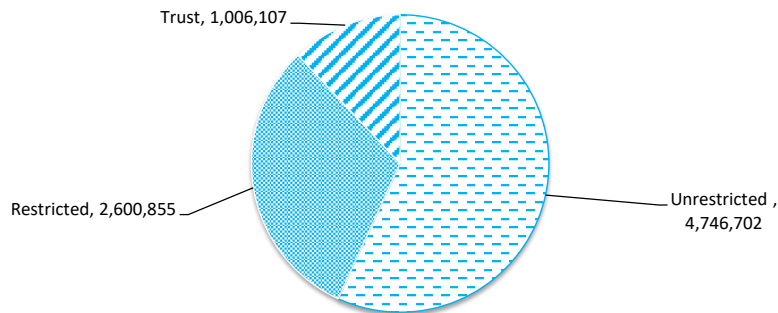
**KEY INFORMATION**

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

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

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

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



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

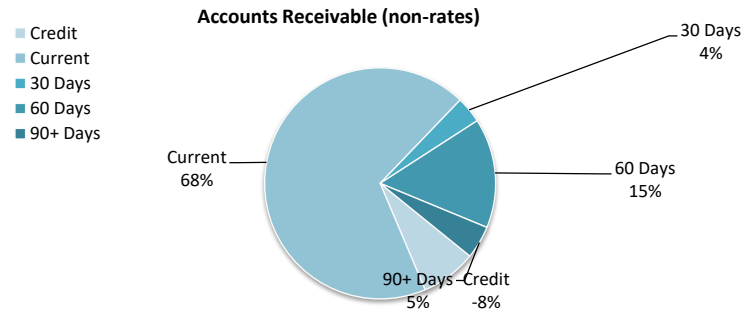
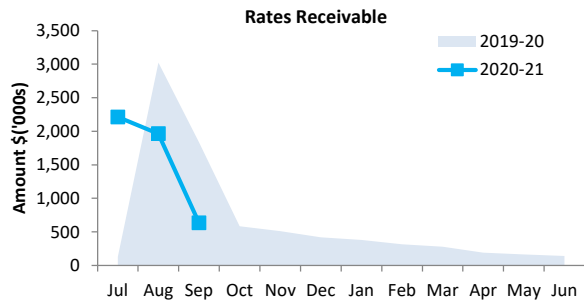
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2020	30 Sep 2020
	\$	\$
Opening arrears previous years	135,726	141,113
Rates levied this year	2,634,055	2,654,515
Less - collections to date	(2,628,668)	(2,159,860)
Equals current outstanding	<b>141,113</b>	<b>635,768</b>
<b>Net rates collectable</b>	<b>141,113</b>	<b>635,768</b>
% Collected	95%	77%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,067)	9,378	507	2,099	630	11,547
Percentage	(9.2%)	81.2%	4.4%	18.2%	5.5%	
<b>Balance per trial balance</b>						
Sundry receivable						11,547
GST receivable						59,914
Allowance for impairment of receivables						0
<b>Total receivables general outstanding</b>						<b>71,461</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 September 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Inventory	88,256	0	(16,829)	71,427
<b>Land held for resale</b>				
Land held for resale - Current	60,000	0	0	60,000
<b>Total other current assets</b>	<b>148,256</b>	<b>0</b>	<b>(16,829)</b>	<b>131,427</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

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

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

**Land held for resale**

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

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

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



Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						(50,084)
Accrued salaries and wages						(8)
ATO liabilities						(28,787)
Payroll Creditors						(71,542)
Bonds and Deposits Held						(1,997)
<b>Total payables general outstanding</b>						<b>(152,418)</b>

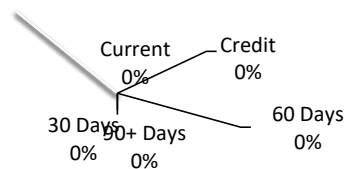
Amounts shown above include GST (where applicable)

KEY INFORMATION

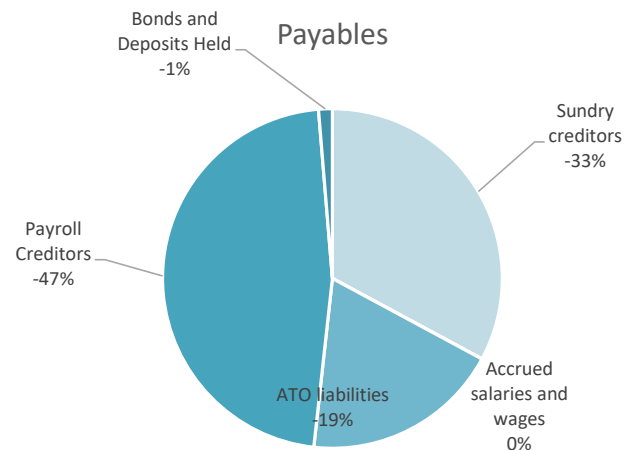
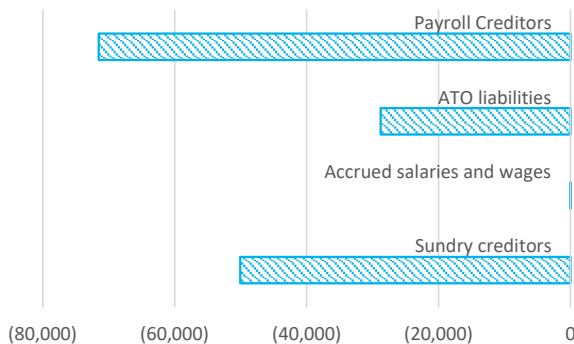
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

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

Aged Payables



Payables



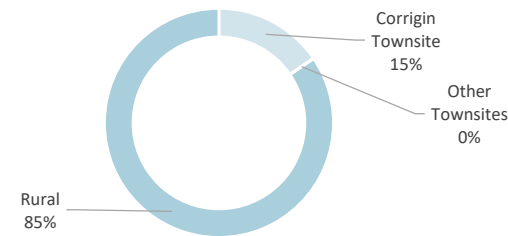
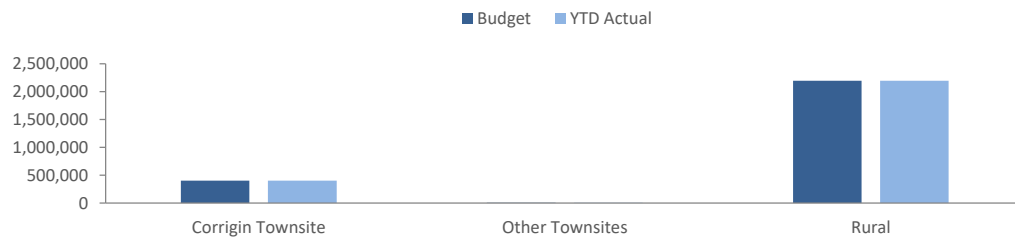
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

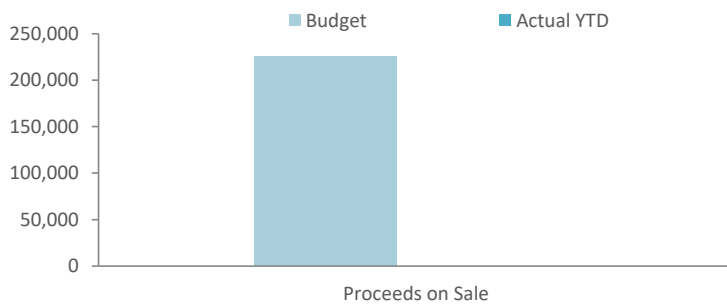
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Corrigin Townsite	0.091275	408	4,393,054	400,976	366	0	401,342	400,957	402		401,359
Other Townsites	0.091275	3	18,980	1,732	0	0	1,732	1,733			1,733
<b>Unimproved value</b>											
Rural	0.013934	342	157,355,000	2,192,585	0	0	2,192,585	2,192,567			2,192,567
<b>Sub-Total</b>		<b>753</b>	<b>161,767,034</b>	<b>2,595,293</b>	<b>366</b>	<b>0</b>	<b>2,595,659</b>	<b>2,595,258</b>	<b>402</b>	<b>0</b>	<b>2,595,659</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
Corrigin Townsite	390	42	80,204	16,380	0	0	16,380	16,380			16,380
Other Townsites	390	10	12,230	3,900	0	0	3,900	3,900			3,900
<b>Unimproved value</b>											
Rural	390	14	111,927	5,460	0	0	5,460	5,460			5,460
<b>Sub-total</b>		<b>66</b>	<b>204,361</b>	<b>25,740</b>	<b>0</b>	<b>0</b>	<b>25,740</b>	<b>25,740</b>	<b>0</b>	<b>0</b>	<b>25,740</b>
<b>Amount from general rates</b>							<b>2,621,399</b>				<b>2,621,399</b>
Ex-gratia rates							33,116				33,116
<b>Total general rates</b>							<b>2,654,515</b>				<b>2,654,515</b>

KEY INFORMATION

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



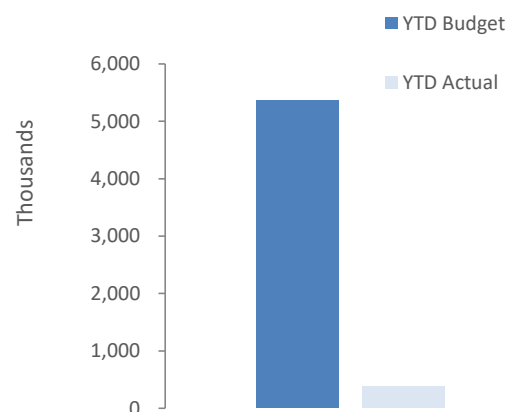
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Law, order, public safety</b>								
	Central BFB Fire Truck	48,193	0	0	(48,193)	0	0	0	0
	<b>Health</b>								
	4CR Holden Acadia	33,184	25,000	0	(8,184)	0	0	0	0
	<b>Transport</b>								
	CR11 Caterpillar 12M Grader	136,000	150,000	14,000	0	0	0	0	0
	CR3038 1988 Mower Trailer	0	500	500	0	0	0	0	0
	<b>Other property and services</b>								
	1CR Mazda Asaki	46,671	30,000	0	(16,671)	0	0	0	0
	CR123 Holden Colorado	25,691	20,000	0	(5,691)	0	0	0	0
		<b>289,739</b>	<b>225,500</b>	<b>14,500</b>	<b>(78,739)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,271,880	262,680	105,508	(157,172)
Plant and equipment	1,071,400	16,025	19,799	3,774
Infrastructure - roads	1,999,994	386,053	246,728	(139,325)
Infrastructure - Footpaths	35,358	0	0	0
Infrastructure - Other	980,000	8,000	9,974	1,974
<b>Payments for Capital Acquisitions</b>	<b>5,358,632</b>	<b>672,758</b>	<b>382,009</b>	<b>(290,749)</b>
Right of use assets	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>5,358,632</b>	<b>672,758</b>	<b>382,009</b>	<b>(290,749)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,437,989	42,000	255,883	213,883
Other (disposals & C/Fwd)	225,500	0	0	0
Cash backed reserves				
Reserves Cash Backed - Plant Replacement Reserve	25,000	0	0	0
Reserves Cash Backed - Senior Citz Units	137,245	0	0	0
Reserves Cash Backed - Recreation & Events Centre Reserve	220,000	0	0	0
Contribution - operations	2,312,898	630,758	126,126	(504,632)
<b>Capital funding total</b>	<b>5,358,632</b>	<b>672,758</b>	<b>382,009</b>	<b>(290,749)</b>

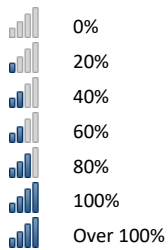
#### SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



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

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

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Land and Buildings</b>					
08411	Aged Housing Units	610,200	1,000	928	(72)
13282	Caravan Park Ablution Block	300,000	150,000	174	(149,826)
07780	Wellness Centre Refurbishment	250,000	0	0	0
10184	Container Deposit Scheme Facility	30,000	30,000	39,717	9,717
11180	Town Hall Ceiling Repairs	81,680	81,680	64,689	(16,991)
<b>Plant &amp; Equipment</b>					
14582	Purchase & Disposal of 1CR Mazda	50,000	0	0	0
7480	Purchase & Disposal of 4CR Holden	35,000	0	0	0
14280	Purchase & Disposal of CR123 Holden	40,000	0	0	0
12382	Purchase & Disposal of CR11 Caterpillar Grader	450,000	0	0	0
15181	Purchase & Disposal of Central BFB Fire Truck	450,000	0	0	0
14287	Purchase & Disposal of Small Plant	40,500	10,125	14,460	4,335
14293	Purchase Pocket RAMM Tablet & Keyboard	5,900	5,900	5,339	(561)
<b>Infrastructure - Roads</b>					
CRO09	Bilbarin East Road	104,740	0	0	0
MR016	Babakin Corrigin Road	63,400	63,400	57,915	(5,485)
RR003	Bullaring Pingelly Road	352,866	0	0	0
CR016	Babakin Corrigin Road	107,329	53,664	26,174	(27,490)
RG174	Corrigin Naremben Road	35,191	0	0	0
RG016	Babakin Corrigin Road	78,000	0	0	0
RR172	Corrigin Quairading Road	454,855	181,942	149,269	(32,673)
RG001	Bendering Road	522,281	87,047	13,370	(73,677)
LRC001	Bendering Road	274,862	0	0	0
CR010	Bendering Road	3,570	0	0	0
CR159	Malcolm Street	2,900	0	0	0
<b>Infrastructure - Footpaths</b>					
12281	Footpath Upgrade	35,358	0	0	0
<b>Infrastructure - Other</b>					
13285	Rotary Park Redevelopment	500,000	0	0	0
13783	Water Sustainability Project	217,000	0	0	0
13782	Standpipe Upgrade	8,000	8,000	6,800	(1,200)
11390	Oval Lighting Upgrade	220,000	0	3,174	3,174
11293	Swimming Pool Filter Upgrade	25,000	0	0	0
10785	Niche Wall Construction	10,000	0	0	0
		<b>5,358,632</b>	<b>672,758</b>	<b>382,009</b>	<b>(290,749)</b>

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

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>								
Recreation and Events Centre	102	1,578,353	0	82,261	1,578,353	1,496,092	0	72,293
<b>Total</b>		1,578,353	0	82,261	1,578,353	1,496,092	0	72,293
Current borrowings		82,261			-82,260			
Non-current borrowings		1,496,092			1,660,613			
		1,578,353			1,578,353			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Reserves Cash Backed - Long Service Leave Reserve	154,938	1,395	-	15,000	-	-	-	171,333	154,938
Reserves Cash Backed - Community Bus Reserve	45,765	412	-	-	-	-	(45,765)	46,177	0
Reserves Cash Backed - Staff Housing Reserve	314,921	2,835	-	20,000	-	-	-	337,756	314,921
Reserves Cash Backed - Office Equipment Reserve	6,560	59	-	10,000	-	-	-	16,619	6,560
Reserves Cash Backed - Plant Replacement Reserve	1,025,872	9,230	-	50,000	45,765	(25,000)	-	1,060,102	1,071,637
Reserves Cash Backed - Swimming Pool Reserve	30,882	278	-	100,000	-	-	-	131,160	30,882
Reserves Cash Backed - Roadworks Reserve	265,566	2,391	-	30,000	-	-	-	297,957	265,566
Reserves Cash Backed - Land Subdivision Reserve	53,420	481	-	-	-	-	-	53,901	53,420
Reserves Cash Backed - Townscape Reserve	2,717	24	-	10,000	-	-	-	12,741	2,717
Reserves Cash Backed - Medical Reserve	4,834	44	-	10,000	-	-	-	14,878	4,834
Reserves Cash Backed - LGCHP Long Term Maintenance Reserve	4,008	36	-	10,000	-	-	-	14,044	4,008
Reserves Cash Backed - Rockview Land Reserve	5,881	53	-	1,000	-	-	-	6,934	5,881
Reserves Cash Backed - Financial Assistance Grant	1,028,266	169	592	-	-	(1,028,435)	(1,028,858)	0	0
Reserves Cash Backed - Senior Citz Units	150,330	388	-	-	107,143	(137,245)	-	13,473	257,473
Reserves Cash Backed - Town Hall Reserve	99,087	892	-	10,000	-	-	-	109,979	99,087
Reserves Cash Backed - Recreation & Events Centre Reserve	275,311	2,479	-	150,000	-	(220,000)	-	207,790	275,311
Reserves Cash Backed - Bendering Tip Reserve	53,620	444	-	5,000	-	-	-	59,064	53,620
Reserves Cash Backed - Grants And Contributions Reserve	0	-	-	-	-	-	-	0	0
	<b>3,521,978</b>	<b>21,610</b>	<b>592</b>	<b>421,000</b>	<b>152,908</b>	<b>(1,410,680)</b>	<b>(1,074,622)</b>	<b>2,553,908</b>	<b>2,600,855</b>

**KEY INFORMATION**

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 September 2020
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements - non-operating	13	(214,388)	0	0	(214,388)
<b>Total unspent grants, contributions and reimbursements</b>		(214,388)	0	0	(214,388)
Rubbish Service - Income Rec'd in Advance		0	(205,721)	51,430	(154,291)
Income in Advance		(364)	0	0	(364)
<b>Provisions</b>					
Annual leave		(196,912)	0	0	(196,912)
Long service leave		(148,715)	0	0	(148,715)
<b>Total Provisions</b>		(345,627)	0	0	(345,627)
<b>Total other current assets</b>		<b>(560,379)</b>	<b>(205,721)</b>	<b>51,430</b>	<b>(714,670)</b>
<b>Amounts shown above include GST (where applicable)</b>					

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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



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

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2020	Current Liability 30 Sep 2020	YTD Budget	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Federal Assistance Grant Scheme - General				0	0	151,626	606,505	141,721
Federal Assistance Grant Scheme - Roads				0	0	79,180	316,720	77,359
<b>Law, order, public safety</b>								
DFES BFB Funding				0	0	0	43,159	0
<b>Education and welfare</b>								
DPIRD CRC Funding				0	0	26,559	106,237	26,553
Resource Centre Small Grant Funding				0	0	0	0	1,109
<b>Recreation and culture</b>								
Bike Week Grant Funding				0	0	0	500	0
Saluting their Service Commemorative Grant Funding				0	0	4,940	4,940	4,940
Thank a Volunteer Funding				0	0	0	855	0
Healthways Park Party Funding				0	0	0	3,500	0
<b>Transport</b>								
MRWA Direct Grant				0	0	168,140	168,140	168,140
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>430,445</b>	<b>1,250,556</b>	<b>419,821</b>
<b>Operating contributions</b>								
<b>Health</b>								
ROE Health Scheme Contributions				0	0	46,437	185,749	513
<b>Recreation and culture</b>								
Park Party Local Contributions				0	0	0	2,500	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,437</b>	<b>188,249</b>	<b>513</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>476,882</b>	<b>1,438,805</b>	<b>420,334</b>

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

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2020	Current Liability 30 Sep 2020	YTD Budget	Annual Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Law, order, public safety</b>								
DFES - Central BFB Truck				0		0	450,000	0
<b>Health</b>								
Drought Communities Program				0		0	250,000	0
<b>Education and welfare</b>								
DPIRD Wheatbelt South Aged Housing	214,388	0	0	214,388	214,388	0	185,714	0
<b>Recreation and culture</b>								
Drought Communities Program				0		0	25,000	91
<b>Transport</b>								
Grant - Regional Road Group Income				0		0	365,000	0
Grant - Roads to Recovery Income				0		42,000	435,275	41,205
Regional Bicycle Network Funding				0		0	2,000	0
Grant - Local Regional Community Infrastructure Program				0		0	0	214,587
<b>Economic services</b>								
Drought Communities Program				0		0	725,000	0
<b>TOTALS</b>	<b>214,388</b>	<b>0</b>	<b>0</b>	<b>214,388</b>	<b>214,388</b>	<b>42,000</b>	<b>2,437,989</b>	<b>255,883</b>

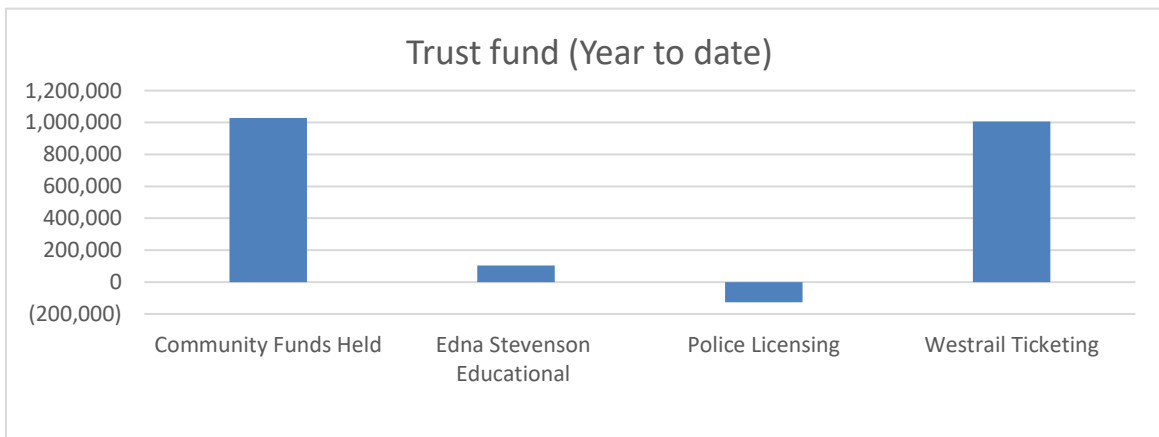
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**NOTE 14  
TRUST FUND**

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 30 Sep 2020
	\$	\$	\$	\$
Community Funds Held	61,750	0	(8,000)	53,750
Edna Stevenson Educational	926,076	116	(10,000)	916,193
Police Licensing	6,683	103,734	(108,014)	2,403
Westrail Ticketing	40	283	(222)	101
Bendering Tip	33,661	0	0	33,661
	<b>1,028,211</b>	<b>104,133</b>	<b>(126,236)</b>	<b>1,006,108</b>

**KEY INFORMATION**



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

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	2,064	5733.33%	Timing	Reimbursement from other Councils for RoeRoc Dinner received. Reimbursement wasn't budgeted income.
Law, order and public safety	(261)	(16.61%)	Timing	Animal registrations and animal control revenue under anticipated YTD budget
Health	8,150	15.34%	Timing	Income from Bendering Tip for asbestos has pushed this budget over anticipated YTD budget. This will be transferred to trust at year end. Scheme income for EHO to be raised for the quarter in October.
Education and welfare	24,924	72.05%	▲ Permanent	Unanticipated income from truck driving course, there are expenses that offset this income.
Community amenities	36,869	65.05%	▲	Sale of 2 Price Retreat funds received, unbudgeted proceeds on sale. This will reduce when audit is complete and asset register can be updated to reflect disposal of property.
Recreation and culture	(2,757)	(21.69%)	Timing	Pool admission income and hall hire income are down compared to anticipated YTD budget
Economic services	7,124	52.02%	Timing	Standpipe income is higher than anticipated YTD budget.
Other property and services	6,933	27.71%	Timing	Workers Compensation reimbursements higher than anticipated YTD budget.
<b>Expenditure from operating activities</b>				
Governance	41,497	21.79%	▲	Depreciation expense not yet recorded will be done after audit is signed off. Expenditure is under anticipated YTD budget
General purpose funding	4,663	29.53%	Timing	Expenditure is under anticipated YTD budget.
Law, order and public safety	23,704	44.07%	▲ Timing	Depreciation expense not yet recorded will be done after audit is signed off. Expenditure is under anticipated YTD budget
Health	45,680	30.81%	▲ Timing	Roe Health is under anticipated YTD budget. Medical services is also under YTD budget. Depreciation expense not yet recorded will be done after audit is signed off.
Education and welfare	10,201	11.06%	▲ Timing	Depreciation expense not yet recorded will be done after audit is signed off.
Housing	24,493	53.21%	▲ Timing	Housing maintenance is under YTD budget. Depreciation expense not yet recorded will be done after audit is signed off.
Community amenities	20,181	14.31%	▲ Timing	Depreciation expense not yet recorded will be done after audit is signed off.
Recreation and culture	232,362	61.91%	▲ Timing	Depreciation expense not yet recorded will be done after audit is signed off.
Transport	388,861	56.96%	▲ Timing	Depreciation expense not yet recorded will be done after audit is signed off.
Economic services	26,646	29.58%	▲ Timing	Public utility expense is under anticipated YTD budget. Depreciation expense not yet recorded will be done after audit is signed off.
Other property and services	171,278	136.54%	▲ Timing	Plant op costs over allocating, will be corrected when 19/20 EOFY adjustments are completed and allocation % corrected. Depreciation expense not yet recorded will be done after audit is signed off.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	213,883	509.25%	▲	Part payment of Local and Regional Community Infrastructure Program Grant received before anticipated.
Payments for property, plant and equipment and infrastructure	290,749	43.22%	▲ Timing	Capital projects behind YTD budget due to timing of budget adoption.
<b>Financing activities</b>				
Transfer from reserves	1,074,622	0.00%	▲ Timing	Transfer of FAGS funding from reserve
Transfer to reserves	(153,499)	0.00%	▼ Timing	Transfer of 2nd Aged Care grant milestone payment



SHIRE OF CORRIGIN

# REGISTER OF POLICIES

Updated October 2020

Council Resolution \*\*/2020

## DOCUMENT CONTROL

DATE OF AMENDMENT	AMENDMENT DETAILS
17 OCT 2017	1.1 Policy Register – clarifying the position responsible for the policy.
17 OCT 2017	1.2 Communications – clarifying the authorisation of the spokesperson.
17 OCT 2017	1.6 Liquor Permits – clarifying the policy is not a delegation.
17 OCT 2017	1.8 Flying Flags –reference to when there are three (3) flagpoles available at the administration building.
17 OCT 2017	1.11 Common Seal Usage Policy – clarifying the position responsible for the policy.
17 OCT 2017	2.2 Rates – Request for Time to Pay – clarifying the authorisation.
17 OCT 2017	2.8 Cheque Signatory/EFT Requirements – change to the existing policy where reference to Councillors is replaced with Shire President.
17 OCT 2017	2.10 Purchasing Policy – revised policy reflecting the suggested direction of WALGA with regards to changes to purchasing. In addition, the revised policy introduces 'Panel Tenders' which allow Council to establish a panel of preferred suppliers of goods and services in accordance with Division 3 of the <i>Local Government (Functions and General) Amendment Regulations 2015</i> .
17 OCT 2017	2.11 <del>Local</del> Regional Price Preference Policy – revised policy to more accurately reflect the requirements of legislation but remain in accordance with the original direction of Council.
17 OCT 2017	2.12 Authorisation to Purchase Goods and Services – a new policy that in the past was reflected in the purchasing policy but due to changes to the purchasing policy, is now specifically identified.
17 OCT 2017	2.13 Budget Consideration/Preparation – reflecting a longer period of time for community groups to make submissions.
17 OCT 2017	2.18 Corporate Credit Cards – changes to the reporting associated with credit cards.
17 OCT 2017	2.19 Motor Vehicle Replacement – modified so that changeover is to occur between two and six years or 50,000 to 100,000km.
17 OCT 2017	3.2 Health Safety and Environment – clarifying the position responsible for the policy.
17 OCT 2017	3.7 Employee Induction – clarifying the position responsible for the policy.
17 OCT 2017	5.2 Training and Development – establishing that an evaluation of the course/conference/training is required.
17 OCT 2017	5.5 Voluntary Service – clarification on payment process and that staff directed to attend an event are not volunteers.
17 OCT 2017	5.7 Staff Uniforms – removing references to staff names and an allocation of up \$600 per annum to an allocation in the budget.
17 OCT 2017	5.9 Council Vehicles Issued to Staff – including reference to vehicle costs being subject to an amount in the budget.
17 OCT 2017	5.12 Removal Expenses – reflecting a realistic cost of relocating new staff to Corrigin and removing removal expenses for some staff.
17 OCT 2017	5.13 Staff Housing – clarification of requirements under the <i>Tenancy Agreement</i> .
17 OCT 2017	5.16 Local Government Holidays – referencing the <i>Shire of Corrigin Enterprise Agreement 2014</i> .
17 OCT 2017	5.17 Long Service Leave – clarification that an application to defer long service leave is to be referred to Council for approval.
17 OCT 2017	5.21 Chief Executive Officer Performance Review – reflecting Council Minute 29/2017 of 21 March 2017.
17 OCT 2017	5.22 Shire Mobile Phones and Other Electronic Communication – clarifying the person responsible to repair or replace a mobile phone or device at their cost.
17 OCT 2017	5.23 Appointment of an Acting Chief Executive Officer – new policy that seeks to streamline short periods when the CEO is not available.
17 OCT 2017	5.24 Dealing with Family Members – new policy that addresses potential conflicts of interest when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities.
17 OCT 2017	5.25 Related Party Disclosure – new policy that addresses AASB 124 Related Party Disclosures to include application by not-for-profit entities, including local governments.

17 OCT 2017	6.1 Hire of the Community Bus – new policy that clarifies the requirements for users of the bus and where discounts apply.
17 OCT 2017	<del>6.2 Hire of the Community Bus – Corrigin Senior Citizens Inc.</del> – deleted and provision reflected in draft policy 6.1
17 OCT 2017	6.2 Corrigin Town Hall Shire Buildings (Not Including CREC) – Hire – modification to existing policy that seeks to replace reference to the Corrigin Town Hall to include Shire buildings.
17 OCT 2017	7 Parks and Landscaping and Signage Policies – adding reference to signage as a policy under Part 7.
17 OCT 2017	7.4 Shire of Corrigin Signage Policy – new policy that seeks to both formalise the existing signage arrangements within the Shire and to provide guidance for new policy areas such as a policy map that identifies the roads where signs are to be erected along with the locations of the existing visitor bay at Rotary Park and two new Visitor Bays.
17 OCT 2017	<del>8.6 Meetings – Day and Time</del> Monthly Ordinary Council Meetings and Councillor Discussion Period – modification to existing policy that acknowledges the Councillor Discussion Period.
17 OCT 2017	8.7 Training and Development – Elected Members – modification to existing policy to strongly encourage Councillor training and professional development opportunities. This also reflects Council Minute 29/2017 of 21/3/2017.
17 OCT 2017	8.8 Elected Members' Fees, Allowances, <del>Reimbursements</del> and Benefits – removing reimbursements from the heading as the policy relates solely to timing of payments to elected members of members fees and allowances within the provisions of the <i>Local Government Act 1995</i> (Note: reimbursements are addressed in new policy 8.9 and Policy 8.10).
17 OCT 2017	8.9 Elected Members' Business, Conference and Training Expenses – new policy setting out guidelines to cover elected members when conducting Council business, attending conferences or training relating to Council activities.
17 OCT 2017	8.11 Audit and Risk Management Committee – new policy to provide guidance and assistance to the Council in carrying out its audit functions.
17 OCT 2017	8.12 Appointment of an Auditor, Scope of Works and Notification of Appointments – new policy to ensure an independent audit opinion of the accounts and annual financial reports of the Shire for each financial year covered by the term of the audit appointment.
17 OCT 2017	9.2 Bush Fire Control Officers – Eligibility – removal reference to payment of expenses.
17 OCT 2017	9.3 Bush Fire Control – reference to restricted and prohibited burning periods and due care when unloading in paddocks.
17 OCT 2017	10.2 Proceeds of the Sale of Industrial or Residential Land – clarifying the position responsible for the policy.
17 OCT 2017	11.2 Gravel Supplies – Road Construction – reference to crop loss.
20 FEB 2018	2.10 Purchasing Policy- Amendment to the revised purchasing policy that was adopted by Council in October 2017, to include the exemptions that were previously included in the purchasing policy. This amendment was adopted by Council on 20 February 2018.
17 APR 2018	9.3 Bush Fire Control – Amendment to the bush fire control policy to include Boxing Day as an automatic harvest and movement of vehicle ban.
19 JUN 2018	2.18 – Corporate Credit Cards – Amendment to credit card limits as per Council resolution 95/2018.
16 OCT 2018	1.3 – Removal of DCEO as person responsible for policy
16 OCT 2018	1.4 - Removal of DCEO as person responsible for policy
16 OCT 2018	1.5 - Removal of DCEO as person responsible for policy and clarifying required notice in regards to office closures
16 OCT 2018	1.12 – New policy in regards to information privacy
16 OCT 2018	2.1 – Revised to reflect current practice. What was previously policy 2.2 (Rates – request for time to pay) was added to policy 2.1 and policy 2.2 (Rates – request for time to pay) deleted
16 OCT 2018	2.2 – Revised to reflect current practice
16 OCT 2018	2.9 – Manager finance added as a person responsible for policy, purchase value thresholds amended, additional tendering exemptions added
16 OCT 2018	2.10 - Manager finance added as a person responsible for policy

16 OCT 2018	2.11 - Manager finance added as a person responsible for policy, purchase order maximums adjusted, additional staff added to list of employees authorised to purchase goods and services (to align with current practice)
16 OCT 2018	2.12 - Manager finance added as a person responsible for policy, public consultation, budget workshop and advertising dates amended
16 OCT 2018	2.13 - Manager finance added as a person responsible for policy, WA treasury added to investments permitted
16 OCT 2018	2.14 - Manager finance added as a person responsible for policy, thresholds for buildings, plant and equipment and furniture and equipment increased
16 OCT 2018	Land under roads policy deleted as content is included in policy 2.17 significant accounting policy
16 OCT 2018	2.15 – Depreciation of non-current asset amounts for buildings amended
16 OCT 2018	2.16 - Manager finance added as a person responsible for policy, legislation added to the policy, amendment to misuse of credit cards and additional information added in regards to payment of credit cards and Finance Officer and card holder responsibilities
16 OCT 2018	2.18 – New policy in regards to petty cash
16 OCT 2018	4.1 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.2 – Clarification around what are reasonable meal costs added to policy, removal that Council will pay for partners to attend conferences
16 OCT 2018	5.3 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.4 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.5 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.6 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.7 - Removal of DCEO and Manager of Works as persons responsible for policy, amendment to include amount per annum for both full time and part time staff
16 OCT 2018	5.9 - Removal of DCEO and Manager of Works as persons responsible for policy, amended clause in relation to use of vehicles while on annual or long service leave for DCEO and Manager of Works
16 OCT 2018	5.10 – Clarification that use of Shire plant and equipment will be at private works rates less labour for staff and that it is not permitted outside of the Shire of Corrigin
16 OCT 2018	5.13 - Removal of DCEO as person responsible for policy, additional clauses added for CEO and DCEO stating a housing allowance will be paid if employees own their own houses, revision to clause regarding maintenance of gardens
16 OCT 2018	5.15 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.16 – Amendment to who is entitled to local government public holidays
16 OCT 2018	5.24 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.25 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.26 – New policy in regards to leave
16 OCT 2018	6.1 – Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.2 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.3 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.9 – Change to state that circuses are permitted at the discretion of the CEO and Manager of Works
16 OCT 2018	8.2 – Clarification that only senior designated employees and partners are to be invited to the end of year luncheon. Any other staff will be at the CEO's discretion
16 OCT 2018	8.8 – Change of person responsible for policy from DCEO to Manager Finance and clarifying that elected member payments are to be provided by EFT
16 OCT 2018	8.9 - Change of person responsible for policy from DCEO to CEO
16 OCT 2018	8.12 – Minor changes to include recent legislation changes around the auditor general
16 OCT 2018	10.2 - Change of person responsible for policy from DCEO to Manager Finance
19 MARCH 2019	5.17 - Long Service Leave policy removed as the guidelines are duplicated in policy 5.26 – Leave Policy (Council Resolution (33/2019), 19 March 2019)
19 MARCH 2019	11.9 New policy - Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads
15 OCT 2019	11.3 – Substitution of Road Maintenance and Hierarchy Policy for the existing Policy 11.3 Road Maintenance Policy
15 OCT 2019	8.14 – New Policy – Recognition of Service for Elected Members to the Policy Manual
15 OCT 2019	Updates to Risk Management and Workplace Policies 3.2, 3.3, 3.4, 3.6, 3.7
6 JULY 2020	5.8 - Attendance at Events Policy



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# 1 ADMINISTRATION POLICIES

## 1.1. POLICY REGISTER

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council to achieve an equitable decision making process.

Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

**Policy:** The CEO shall maintain a register of all policy decisions in a loose leaf binder which enables updating when amendments occur and copies of the register will be available for public inspection and use by staff. Changes to Council policy shall only occur through a notice of motion by an elected member or by a specific agenda item setting out details of the amendment.

The register will be reviewed annually to ensure that policies are consistent with Council's current policy position.

## 1.2. COMMUNICATIONS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>21 April 2015; 17 October 2017</b>

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**Objective:** To provide a high quality service to all stakeholders in the Shire of Corrigin for all communications regarding Council business.

**Policy:** The Shire of Corrigin is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol contained within Council's records management system and will comply with the requirements of the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

### **Correspondence Received**

All external written correspondence will be date stamped and entered to the Shire of Corrigin records management system. Once distributed to the appropriate member of staff they are required to respond within a reasonable timeframe.

Facsimiles and electronic mail (Email) will be treated as written correspondence.

The CEO, in consultation with staff, shall determine which items of correspondence will be presented to Council.

### **Presidential Correspondence**

Presidential correspondence will be issued on Shire of Corrigin letterhead. A file copy shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence, or that section of correspondence.

### **Elected Member Correspondence – incoming**

- 1) All correspondence received by the Shire of Corrigin is deemed as Shire of Corrigin correspondence, unless:
  - a) it is addressed to an elected member by name; and
  - b) it is marked "Private and Confidential"; and
  - c) it has no reference to the Shire of Corrigin as part of the address or addressee.
- 2) In all cases where correspondence is described in Item 1 complies with 1a, b or c, above, it will be left unopened on the elected members desk.
- 3) On all occasions where correspondence bearing an elected member's name is received and does not comply with Item 1a, b, c, it will be opened by administration.
- 4) The above items are conditional upon total compliance with all telecommunications and Australian postal regulation and laws.

In cases when the contents makes reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the elected member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

### **Stationery**

The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

### **Communication between Elected Members and Staff**

In order to facilitate effective use of staff resources, all enquiries and requests from elected members shall be directed to the CEO. Where the request entails the use of Shire resources (human or physical) to an extent which may impact on the effective management of the Shire, the request is to be referred to the CEO for determination. The CEO will discuss such requests with the originating elected member to determine the extent of information or action required.

The CEO may subsequently refer the matter to Council for determination should a resolution not be achieved.

Communication between elected members and staff will in general be governed by the Code of Conduct.

### **Media Contact**

In accordance with the *Local Government Act 1995*, the spokesperson for the Council is the Shire President, and with the President's authorisation the CEO, who may be authorised to make a statement on behalf of the Shire.

The Shire President and the CEO are permitted to make media releases prior to minutes being confirmed and made public.

### **Publications**

Publications produced by the Shire will be available for residents and ratepayers from the administration centre and Council website.

All publications are available on request in alternative formats.

### **Advertising**

All statutory advertisements requiring local public notice shall be published in [The West Australian](#) ~~Narrogin Observer~~ and also be published in The Windmill, unless in the opinion of the CEO, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be posted on notice boards at the Corrigin Community Resource Centre, [Main street noticeboards](#) ~~Corrigin Library~~ and the Shire Administration Centre as well as on the Shire of Corrigin website.



## 1.3. LEGAL REPRESENTATION

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	<b>21 April 2015</b>

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**Objective:** This policy aims to protect the interests of individual elected members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Shire of Corrigin.

**Policy:**

**Payment Criteria**

There are four major criteria for determining whether the Shire of Corrigin will pay the legal representation costs of an elected member or employee. Including:

- a) the legal representation costs must relate to a matter that arises from the performance, by the elected member or employee, of his or her functions;
- b) the legal representation cost must be in respect of legal proceedings that have, or may be, commenced;
- c) in performing his or her function, to which the legal representation relates, the elected member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d) the legal representation costs do not relate to a matter that is of a personal or private nature.

**Legal Representation Costs that may be approved**

If the criteria in **clause 1** of this policy is satisfied, the Shire of Corrigin may approve the payment of legal representation costs –

- a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
- b) to enable proceedings to be commenced and/or maintained by a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- c) where exceptional circumstance are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

The Shire of Corrigin will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

### **Application for Payment**

A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.

The written application for payment of legal representation costs is to give details of –

- a) the matter for which legal representation is sought;
- b) how that matter relates to the functions of the council member or employee making the application;
- c) the lawyer (or law firm) who is to be asked to provide the legal representation;
- d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
- e) an estimated cost of the legal representation; and
- f) why it is in the interests of the Shire of Corrigin for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he or she –

- a) has read, and understands, the terms of this policy;
- b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 6 and any other conditions to which the approval is subject; and
- c) undertakes to repay to the Shire of Corrigin any legal representation costs in accordance with the provisions of clause 6.

In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

### **Legal Representation Costs – Limit**

The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

A council member or employee may make a further application to the council in respect of the same matter.

### **Council's Powers**

The council may –

- a) refuse;
- b) grant; or
- c) grant subject to conditions,
- d) an application for payment of legal representation costs.

Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire of Corrigin's council member or employees' insurance policy or its equivalent.

The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b) given false or misleading information in respect of the application.

A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

Where the council makes a determination under clause 5.5, the legal representation costs paid by the Shire of Corrigin are to be repaid by the council member or employee in accordance with clause 6.

### **Repayment of Legal Representation Costs**

A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire of Corrigin –

- a) all or part of those costs – in accordance with a determination by the council under clause 5.7;
- b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire of Corrigin paid the legal representation costs.

The Shire of Corrigin may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

## 1.4. SHIRE OF CORRIGIN OPERATIONAL HOURS

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 15 August 2006  
**Amended:** 21 March 2016

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**Objective:** To set guidelines for recognition of core operational hours and extended hours worked by staff in the course of normal and additional duties in a consistent manner across the organisation.

**Policy:** The Shire Administration Officer shall be open to the public from 8.30am to 4.30pm, Monday to Friday.

The Corrigin Community Resource Centre shall be open to the public from 9am – 4.30pm with a 30 minute break for lunch Monday to Friday.

All with the exception of public holidays.

## 1.5. OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 19 October 2010  
**Amended:** 21 April 2015

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**Objective:** This policy is for the authorisation for the Council facilities, i.e. administration, works and services, to close over the Christmas and New Year period.

**Policy:** The Shire Administration Office, Corrigin Community Resource Centre and Works Depot will be closed at a suitable time agreed to by the CEO on the last working day before Christmas and re-open on the first working day following the New Year's Day public holiday.

Shire staff will be required to use leave entitlements during this closure period for those days that are not designated public holidays.

Shire staff will be provided with notification of the closure period at least four weeks prior, as per the Local Government Industry Award 2010.

## 1.6. LIQUOR PERMITS

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 31 March 1989  
**Amended:** 21 April 2015; 17 October 2017

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**Objective:** To enable the effective and efficient issuing of Liquor Permits within the Shire of Corrigin.

**Policy:** The Council will delegate to the CEO, authority to approve or reject applications to consume liquor in Council buildings or on Council controlled reserves without reference to Council. All applications to consume liquor are to be in writing, meet the condition of the *Liquor Control Act 1988* and addressed to the CEO.

## 1.7. FREEMAN – GUIDELINES FOR APPOINTMENTS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>27 October 2009</b>
<b>Amended:</b>	<b>21 April 2015</b>

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**Objective:** To enable Council to honour exceptional individuals who have served the community in an outstanding and meritorious manner that stands above the service and contribution of most other persons in provision of benefits to the community and advancing the interests of the Shire of Corrigin.

**Policy:** Council may, subject to eligibility and selection criteria of this policy being met, decide to confer the title of “Freeman of the Shire of Corrigin” on any person who has rendered exceptional service to the Shire of Corrigin community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

The award is in title only – no financial benefit is attached to the award. Recipients are however invited to significant Shire of Corrigin events.

The process for nominating and selecting a person and awarding the title is as follows:

**Award Criteria:**

A person may be nominated for the honorary award ‘Freeman of the Shire of Corrigin’ under the following circumstances:

- They will have identifiable and long standing connections with the community in the Shire of Corrigin and have made an outstanding, significant and meritorious contribution to the Shire and community across a range of endeavours.
- Their exceptional service is a matter of public record.
- Their endeavours will have benefited the community of the Shire of Corrigin, Australia and humanity.

**Process of Nomination:**

- Nominations will be considered infrequently or as the need is identified by Council.
- A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.
- A nomination must be sponsored by an elected member and supported in writing by at least 2 other elected members.
- A nominee must not be made aware of their nomination.
- Any nominations received will be validated and the findings presented at a meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a simple majority vote.
- Acceptance of the award must be determined prior to being conferred.

**Entitlements:**

- Any person who has the honour of Freeman bestowed may refer to themselves as Freeman of the Shire of Corrigin.
- The Freeman will be presented with a special name badge and framed certificate at a function to be hosted by Council to acknowledge their Freemanship.
- The Freeman shall be invited to formal civic events and functions held by Council.
- A photograph and plaque of the Freeman is to be displayed in an appropriate place.

**Limitations:**

- In recognition of the significance and standing of Freeman consideration should be given to the number of living persons who hold the title of Freeman of the Shire of Corrigin at any time.
- Bestowing of the title Freeman of the Shire of Corrigin carries with it no legal rights or privileges.



## 1.8. FLYING FLAGS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Customer Service Coordinator
<b>Date of Approval:</b>	<b>1 June 2014</b>
<b>Amended:</b>	<b>19 July 2016; 17 October 2017</b>

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**Objective:** This policy aims to be consistent with Australian Government protocols for flying flags.

**Policy:** The following underpins the policy position:

- The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community.
- Flag flying should be done with respect and with sensitivity to community expectations.
- This policy aims to be consistent with Australian Government protocols for flying flags.

### **FLAGS FLOWN FROM TWO (2) ADMINISTRATION BUILDING FLAGPOLES:**

Where flags are flown from only two (2) flagpoles at the Administration Building, these shall be the Australian National Flag and the Western Australian State Flag.

When facing the Shire Offices from Lynch Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag on the right of the Australian National Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag. The Australian National Flag and the Western Australian State Flag will also be presented in the Council Chambers in a similar manner.

#### **Australian Aboriginal flag:**

Where flags are flown from only two (2) Administration Building flagpoles, and where requested by the National Aboriginal and Islander Day Observance Committee (NAIDOC), Council agrees to a temporary Australian Aboriginal flag<sup>1</sup> at the Shire Administration Street offices during opening hours in NAIDOC week each year.

### **FLAGS FLOWN FROM THREE (3) ADMINISTRATION BUILDING FLAGPOLES:**

Where three (3) flagpoles are available at the Administration Building, these shall be the Australian National Flag, the Western Australian State Flag and the Australian Aboriginal flag.

*1: Australian Aboriginal Flag means the Aboriginal Flag (designed by Harold Thomas) that has been proclaimed as a flag of Australia under Section 5 of the Flags Act 1953 (Commonwealth).*

When facing the Shire Offices from Lynch Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag centre and the Australian Aboriginal flag on the right of the State Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag.

### **FLAGS AT HALF MAST:**

Flags may be flown at half-mast:

- at the Shire Office as a sign of mourning at the passing of a local resident or past resident of the Shire of Corrigin;
- for a period of up to 2 working days from the time of notification of a local resident or past resident's death with the Flags also flown at half-mast on the day of their funeral; or
- when directed by the National or State Government; and at the discretion of the CEO and President.

## 1.9. LIFE MEMBERSHIP RECOGNITION

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>16 June 2004</b>
<b>Amended:</b>	<b>21 April 2015</b>

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**Objective:** To provide guidance on the recognition of community members who receive life membership from local clubs/groups.

**Policy:** Council recognises community members who have had life membership bestowed upon them by an organisation from within the Shire of Corrigin, in the following manner.

Once per year:

1. Invite new recipients and their partners to a presentation ceremony where the recipients will be presented with a signed certificate from Council, recognising their valuable contribution to the community.
2. Invite the new recipients and their partners to lunch with Council on meeting day.

## 1.10. RECOGNITION OF BIRTHDAYS AND ANNIVERSARIES

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>21 April 2015</b>

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**Objective:** To provide guidance on the recognition of community members who have reached milestone birthdays or anniversaries.

**Policy:** Council recognises community members who have had milestone birthdays and anniversaries, upon request of a friend or relative. This recognition is in the form of a certificate signed by the CEO and Shire President.

The milestones to be recognised are:

- Birthdays 90<sup>th</sup> and 100<sup>th</sup>
- Wedding Anniversaries 50<sup>th</sup>, 60<sup>th</sup> and 70<sup>th</sup>

## 1.11. COMMON SEAL USAGE POLICY

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To establish the circumstances under which the official Council Common Seal may be affixed to documents. The application of this policy is to be by Elected Members and the CEO and any legislative requirements of the *Local Government Act 1995* that may be enforced.

**Policy:** Affixing the Common Seal  
Under section 9.49A of the *Local Government Act 1995*:

Execution of documents

- 1) A document is duly executed by a local government if —
  - a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- 2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- 3) The common seal of the local government is to be affixed to a document in the presence of —
  - a) the ~~mayor or~~ president; and
  - b) the CEO or a senior employee authorised by the CEO, each of whom is to sign the document to attest that the common seal was so affixed.
- 4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
- 5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- 6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- 7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

### **Documents Requiring the Common Seal to be Affixed**

The Common Seal is to be affixed only to documents required by Legislation to be executed using the Common Seal e.g. *Transfer of Land Act 1893* or following Council resolution.

### **Procedures for the use of the Common Seal**

The CEO is responsible for the security and proper use of the Common Seal.

### **Wording of the Common Seal Clause**

If the legislation is silent on the wording of the Common Seal clause then the following shall apply:

*Dated:* \_\_\_\_\_

*The Common Seal of the Shire of Corrigin was hereunto affixed by the authority of a resolution of the Council in the presence of:*

\_\_\_\_\_  
*Name of Shire President*  
*Shire President*

\_\_\_\_\_  
*Name of ~~Chief Executive Officer~~EO*  
*~~Chief Executive Officer~~CEO*

## 1.12. INFORMATION PRIVACY POLICY

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>16 October 2018</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To establish clear parameters for the handling of personal data and information

The Shire of Corrigin is committed to protecting any personal information it collects in order to carry out its activities. The Shire of Corrigin collects personal information relating to residents, ratepayers and other entities in the course of completing business transactions such as making and receiving payments and administering and enforcing under various acts. The purpose of this policy is to guide and support the management of personal information collected. This includes but is not limited to the management of databases, correspondence, public submissions, customer requests, planning and building permits and property records, cemetery records and tender and contract records that contain personal information.

**Policy:** This policy applies to all Shire of Corrigin employees, councillors, contractors and volunteers as well as any individual, business or other organisation requesting access to any personal information collected by the Shire of Corrigin other than which is required by legislation.

The Shire of Corrigin will only collect personal information that is necessary for the performance of its functions. In the case of payments by credit card shire staff will destroy credit card details section of payment authorisation slip as soon as the transaction has been completed. Credit card details are not to be written down when paying over the phone and credit cards will not be photocopied.

Shire staff will only use and disclose personal information in accordance with the primary purpose for which it was collected, or a secondary purpose that a person would reasonably expect.

Shire staff will take reasonable steps to ensure any personal information held is accurate, complete and up to date and ensure appropriate avenues are available to individuals to access and correct their personal information where required.

Reasonable steps will be taken to ensure that any personal information collected is protected from loss and unauthorised use, access, modification or disclosure.

Appropriate action will be taken to ensure files, databases and other records are held securely and may only be accessed by an authorised officer. Any personal information that is no longer required will be disposed of appropriately.

Shire staff will ensure that an individual is granted access to their personal information upon request and that any request to access personal information complies with the Freedom of Information Act and follows the processes set out within that Act

Individuals will be offered the opportunity to remain anonymous when dealing with the Shire of Corrigin where possible such as in surveys.

All staff are responsible for approving, implementing, complying with, monitoring, evaluating, reviewing and providing advice on this policy and any supporting procedures and guidelines:

Failure to comply with this Council policy, supporting procedures or guidelines will be subject to investigation, which may lead to disciplinary action.

# 2 FINANCE POLICIES



## 2.1. RATES – PROCEDURE FOR UNPAID RATES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Rates
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>21 April 2015; 16 October 2018, 21 April 2020</b>

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

**Policy:** The Shire of Corrigin will:

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

### **Definitions**

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

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

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

#### Serious Hardship

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

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

#### Financial Assets

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

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment. If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

#### Exceptional Hardship/Circumstances

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

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

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

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

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

#### Negotiated Special Payment Arrangement (NSPA)

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

## **GUIDELINES AND PROCEDURES**

### **Debt Recovery Process**

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

### **Final Notice**

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

### **Notice of Intention to Summons (Demand Letter)**

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

### **General Procedure Claim**

- Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
- Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
- Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Manager Finance. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
- The signed *Admission of Claim* must be returned to the Shire of Corrigin for the Negotiated Special Payment Arrangement to be accepted.
- A person who is experiencing difficulty in making a payment, can apply to the Shire of Corrigin to make a Negotiated Special Payment Arrangement.
- When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Corrigin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.

- Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
- If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the CEO based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Corrigin is advised circumstances.
- If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

### **Non-Service of General Procedure Claim**

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

### **Property Sale and Seizure Order**

- Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.
- The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned *Nulla Bona* (no goods), then a land warrant will be issued.
- If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council's prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

### **Rates or Service Charges Recoverable in Court (Section 6.56)**

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

### **Seizure of Rent (Section 6.60)**

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

### **Sale of Land (Section 6.64)**

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

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

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

### **DEBTS (OTHER THAN RATES AND SERVICE CHARGES)**

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

#### **Debt Management**

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

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

#### Recovery Procedure

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

### Application for Special Payment Arrangement

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

### Write-Off

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

### Debt Raised in Error or Debt Adjustment

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

### Other Action Which May be Taken

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

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

### **INTEREST ON OVERDUE MONIES**

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

## **APPLICATION FOR A NEGOTIATED SPECIAL PAYMENT ARRANGEMENTS**

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

## **DELEGATED AUTHORITY**

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

## 2.2. DEBT COLLECTION

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>16 October 2018, 21 April 2020</b>

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

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

**Policy:**

**Debt Management**

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

Invoicing

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

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

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

Recovery Procedure

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

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



### Application for Special Payment Arrangement

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

### Write-Off

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

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

### Debt Raised in Error or Debt Adjustment

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

### Other Action Which May be Taken

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

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

## 2.3. RATES – INSTALMENT OPTION FOR PAYMENT OF RATES AND CHARGES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Rates
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>N/A</b>

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<b>Objective</b>	To provide guidelines for the collection of rates and charges in accordance with the <i>Local Government Act 1995</i> .
<b>Policy</b>	<p>Ratepayers have the option of paying rates by four (4) instalments. The first instalment must be made by the due date on the original notice.</p> <p>Failure to pay the rates in full or choose the instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.</p> <p>After thirty-five (35) days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.</p>

## 2.4. RATES – CONDITIONS OF RATES INCENTIVE SCHEME

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Rates
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidelines for the collection of rates and charges in accordance with the *Local Government Act 1995*.

**Policy:** Payment in full to made by mail, electronic format or in person at the Shire Office, 9 Lynch Street, Corrigin by 4.30pm on the due date, to be eligible to enter into the prize draw to win a \$200 voucher from one of the participating local businesses.

The winner will be determined by random selection and announced at the first ordinary meeting after the due date. Winners will be notified by mail and a public notice will be advertised on the Shire website, Facebook page and in the Windmill newspaper.

Entry to the prize draw is open to the Shire of Corrigin ratepayers.

With the exception of the Pensioner Deferred Rates, all arrears must also be paid.

Only one entry per rate assessment.

## 2.5. RATES DISCOUNT

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

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**Objective:** To provide guidelines for the collection of rates and to delegate authority to the CEO to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the *Local Government Act 1995*.

**Policy:** **Rates Discount**  
To attract the rates discount, rates must be received in the Shire or via electronic means deposited into the Shire of Corrigin bank account by the usual closing time (4.30pm) on the due date. Under no circumstances will a discount be allowed after the due date.

## 2.6. RUBBISH SERVICE CHARGE DISCOUNT

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Rates
<b>Date of Approval:</b>	<b>4 July 2007</b>
<b>Amended:</b>	<b>21 April 2015</b>

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**Objective:** To provide guidelines for the collection of rubbish charges and to delegate authority to the CEO to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the *Local Government Act 1995*.

**Policy:** **Rubbish Service Charge Discount**  
A 25% discount will be allowed on the Rubbish Service charge to Pensioner Concession holders who have registered and are eligible for a rebate on their rates under the *Rates and Charges (Rebates and Deferments) Act 1992*.

Where the eligible pensioner is co-owner with a non-pensioner the full discount will still be allowed and any person who becomes eligible during the rating year will be allowed a pro-rata discount.

## 2.7. CHEQUE SIGNATORY/EFT REQUIREMENTS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Manager Finance
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>21 April 2015; 17 October 2017</b>

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**Objective:** To provide guidelines for the signing of cheques and authorisation of Electronic Funds Transfer (EFT) payments.

**Policy:** **Bank Authority – Specimen Signatures**

Following the Shire Elections and when a new President is elected, Council's bank shall be provided with a list of names and specimen signatures of the President and Officers authorised to sign cheques and staff make Electronic Funds Transfer payments.

**Cheque Signatory/EFT Requirements**

Any two of the following Officers/ President may jointly sign cheques and any two staff members may authorise Electronic Funds Transfer (EFT) payments on behalf of Council:

Chief Executive  
Deputy CEO  
~~Manager Finance~~  
Finance Officer  
President

## 2.8. CHARITABLE ORGANISATIONS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Rates
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To ensure that organisations claiming an exemption from rates, particularly under the ***Local Government Act 1995 Section 6.26 (2) (g)*** are eligible.

**Policy:** Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

## 2.9. PURCHASING POLICY

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>20 February 2007</b>
<b>Amended:</b>	<b>15 December 2016, 17 October 2017, 20 February 2018; 16 October 2018, 19 May 2020</b>

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

### 1 OBJECTIVES

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

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

### 2 ETHICS AND INTEGRITY

#### 2.1 Code of Conduct

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

#### 2.2 Purchasing Principles

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire’s policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and



- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### 3 VALUE FOR MONEY

#### 3.1 Policy

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

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

#### 3.2 Application

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

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

### 4 PURCHASING REQUIREMENTS

#### 4.1 Legislative / Regulatory Requirements

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

#### Policy

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section [04.4](#) of this Purchasing Policy.

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

#### 4.2 Purchasing Value Definition

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

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

#### 4.3 Purchasing from Existing Contracts

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

#### 4.4 Purchasing Thresholds

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

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire or obtain at least one (1) oral or written quotation from a suitable supplier, either from: <ul style="list-style-type: none"> <li>• an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or</li> <li>• from the open market.</li> <li>• Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.</li> </ul>
Over \$5,000 and up to \$50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: <ul style="list-style-type: none"> <li>• an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>• from the open market.</li> </ul> <p style="text-align: center;">Or</p> Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.

	Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
<b>Purchase Value Threshold</b>	<b>Purchasing Requirement</b>
Over \$50,000 and up to \$250,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> <li>• an existing panel of pre-qualified suppliers administered by the Shire; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Emergency Purchases (Within Budget)	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p>

	<p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Corrigin Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available)</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

#### 4.5 Tendering Exemptions

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

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

#### 4.6 Inviting Tenders Under the Tender Threshold

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

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

#### **4.7 Expressions of Interest**

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

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

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

#### **4.8 Unique Nature of Supply / Sole Source of Supply**

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

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

#### **4.9 Anti-Avoidance**

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

#### **4.10 Emergency Purchases**

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

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

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

#### **4.11 Contract Renewals, Extensions and Variations**

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

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

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

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

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

## **5 RECORDS MANAGEMENT**

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

For each procurement activity, such documents may include:

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

## **6 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY**

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

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

## **7 BUY LOCAL POLICY**

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

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

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

## 8 EXEMPTIONS

The following exemptions to the Purchasing Thresholds and Processes apply:

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

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

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

## **9 PURCHASING FROM DISABILITY ENTERPRISES**

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

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

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

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

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



## 10 PANELS OF PRE-QUALIFIED SUPPLIERS

### 10.1 Policy Objectives

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

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

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

### 10.2 Establishing a Panel

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

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

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

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

### 10.3 Distributing Work Amongst Panel Members

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

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause ~~040.3~~(b).

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

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

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

### 10.4 Purchasing from the Panel

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

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

### 10.5 Recordkeeping

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

For the creation of a Panel, this includes:

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

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

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

## 11 PURCHASING POLICY NON COMPLIANCE

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

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

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

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive Officer. A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

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

## 2.10. REGIONAL PRICE PREFERENCE POLICY

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>21 June 2016</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Corrigin (the 'Shire').

**Legislative Requirements:**

This policy sets out the requirements that must be complied with by the Shire for the implementation and application of a regional price preference when purchasing goods and/or services through a tender process. The policy is compliant with the *Local Government (Functions and General) Regulations 1996*, as the relevant legislation.

**Policy:**

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire Region in relation to all tenders invited by the Shire for the supply of goods, services and construction (building) services, unless the tender document specifically states prior to advertising of the tender that this policy does not apply.

The regional price preference enables tenders to be evaluated as if the proposed tender bid price were reduced in accordance with permitted price preferences as specified below in this policy. This policy will operate in conjunction with the purchasing considerations and procedures for tenders as outlined in the Shire's 'Purchasing Policy' when evaluating and awarding tender contracts.

**Qualifying Criteria:**

***Regional Tenderer***

A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

- a) that supplier has been operating a business continuously out of premises in the Region for at least six months before the time after which further tenders cannot be submitted. This is further defined as follows and the supplier will be required to meet all of these criteria:
  - i. the supplier to have a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located in the Region. This does not exclude suppliers whose registered business is located outside the Region but undertake the business from premises located in the Region;
  - ii. the physical location of the business premises in the Region has been operating on an ongoing basis for more than six months prior to the closing date for the tender;
  - iii. a business having permanent staff that are based at the business premises located in the Region;
  - iv. management or delivery of the majority of the tendered outcomes will be carried out from the business premises located in the Region; and
  - v. the business being registered or licensed in Western Australia; or
- b) some or all of the goods or services are to be supplied from regional sources. Goods and/or services that form a part of a tender submitted may be wholly supplied from regional sources; or partly supplied from regional sources, and partly

supplied from non-regional sources. Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when the regional price preference policy is in operation.

In order for the policy to apply, the tenderer is required to provide to the Shire written evidence within the tender submission which demonstrates compliance with the above criteria. Tenderers who claim that they will use goods, materials or services supplied from regional sources in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have actually used them.

### ***Regional Price Preference Categories***

The following levels of regional price preference will be applied (where relevant) to tenders received from a regional tenderer, as outlined above under this policy:

- ***Where the contract is for goods and services:*** Up to a 10% price preference (to a maximum price reduction of \$50,000 excluding GST) where goods and services are sourced from within the Shire Region.
- ***Where the contract is for construction (building) services:*** Up to a 5% price preference (up to a maximum price reduction of \$50,000 excluding GST) where construction (building) services are sourced from within the Shire Region.
- ***Where the contract is for goods or services (including construction (building) services), if the Shire is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire:***

Up to 5% price preference (up to a maximum price reduction of \$200,000 excluding GST) where goods or services (including construction (building) services) are sourced from within the Shire Region

### ***Competitive Purchasing***

Whilst price is a competitive consideration in the provision of goods and/or services via tender, it is only one aspect of the tender evaluation process. Value for money principles, as described within the Shire's 'Purchasing Policy', will be employed by assessing the price component in conjunction with the tender selection criteria and requirements in order to determine value for money. The tender offering the lowest price may not necessarily be successful.

### ***Terminology***

***Construction (building) services:*** is defined as the construction of and improvement to buildings (including housing) on or over any area of land, lake, river or ocean and any services related to that activity in the Shire Region.

***Goods:*** include tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

***Region:*** for the purposes of this policy the Region is specified as the entire geographical area encompassed within the boundaries of the Shire of Corrigin.

***Services:*** means any task, consultancy, work or advice to be performed or provided that is procured by the Shire. Included are services such as management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

## 2.11. AUTHORISATION TO PURCHASE GOODS AND SERVICES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>16 October 2018</b>

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**Objective:** To establish guidelines for the purchasing of goods and services by employees.

**Policy:** The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

Position	Amount
Deputy CEO	\$50,000
<del>Manager Finance</del>	<del>\$20,000</del>
Manager Works and Services	\$40,000
Building <del>Maintenance Officer</del> Supervisor	\$40,000
Environmental Health Officers	\$5,000
Pool Manager	\$5,000
Administration Officers, Finance Officers, Governance Officers and Community Resource Centre Coordinator	\$1,000

### Purchase Orders

A purchase order is required for all expenditure over \$100 and will only be raised for items within a budget. The CEO or Deputy CEO ~~or Manager Finance~~ may authorise expenditure without a purchase order for services that may include but not limited to the following: utilities, insurance premiums, subscription renewals, general service charges and the like.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- General ledger code (request code from Finance Officer if not known).
- Date required by if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Officer.

## 2.12. BUDGET CONSIDERATION/PREPARATION AND COMMUNITY GRANTS PROGRAM

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>6 November 2002</b>
<b>Amended:</b>	<b>21 April 2015; 17 October 2017; 16 October 2018</b>

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**Objective:** To provide guidelines for the timely management of the budget adoption process.

**Policy:** Public consultation and budget expenditure requests from Elected Members, community groups and individuals will commence in ~~March~~~~April~~ each year, with a closing date for such requests being ~~April~~~~May~~.

The Community Grants Program (CGP) provides funding support to enable Corrigin community based organisations to develop projects that increase participation and benefit the community.

Budget workshops with Councillors are to be held in the months ~~of May and June prior to budget adoption~~, presenting the draft budget with final adoption prior to 31 August.

### **Advertising**

The request for inclusion in the Annual budget will be advertised in ~~January~~~~March~~ in the Windmill, Shire website and social media.

### **Selection Criteria**

Each application will be assessed against the following criteria:

- Does the project meet a community need?
- Does the project benefit a sufficiently broad, or diverse, target group?
- Does the organisation have the capacity to undertake and manage the project?
- Does the application represent value for money?
- Collaborative community wide projects are encouraged

### **Eligible Projects may include:**

- Costs associated for public events or functions in Corrigin;
- Purchase of equipment required for the ongoing operations of a club or community group, e.g. shade tent, tables, chairs etc.; and
- In kind works and services to a community event or project or for upkeep of leased Council property, e.g. tree lopping.

### **Ineligible Projects**

The following items will not be funded

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in Corrigin;
- Projects that duplicate an existing or similar project/service within the community; or



- An item benefiting an individual.

### **Who can apply?**

Eligible groups and organisations must be:

- An incorporated not-for-profit organisation; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body or a local government authority.

### **Who can not apply?**

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for profit organisation;
- Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

### **Administration of Financial Assistance**

Financial assistance approvals shall be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of paid invoices, statements or receipts.
- Where approved financial assistance is not claimed by 31 May of the financial year in which the grant was approved the funding is considered as not required and the organisation will have to re-apply in the next funding year.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted or considered and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support and won't be considered.
- Council's decision is final and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year.

### **Timeframe**

All applicants will be notified of the outcome of their application within one month of Council's decision regarding budget requests.

### **Feedback**

~~All organisations that have money donated to them by Council will be requested to provide feedback on the benefit gained to the organisation by the usage of those funds.~~

Acquittal process and outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a brief report on the project to the Shire of Corrigin, within 30 days of project completion.

This information will be presented to Council by the CEO or DCEO.

Failure to complete the acquittal will disqualify the applicant for future funding.

## 2.13. INVESTMENT OF FUNDS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>17 August 2010</b>
<b>Amended:</b>	<b>21 April 2015; 16 October 2018</b>

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**Objective:** To invest the Shire of Corrigin's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

**Policy:** **Legislative Requirements**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28 and Regulation 49
- Australian Accounting Standards

**Delegation of Authority**

Authority of the implementation of the Investment of Funds Policy is delegated Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's investments to the Deputy CEO, ~~Manager Finance~~ and other Finance Officers subject to regular reviews.

**Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

**Approved Investments**

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper; and
- Bank negotiable Certificate of Deposits.

Investments may only be made with authorised institutions.

Definition of an "authorised institution" is as follows:

An authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

**Prohibited Investments**

Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

### **Risk Management Guidelines**

Investments are restricted to bank and WA Treasury investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

### **Reporting and Review**

A monthly report will be provided to Council in support of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage of exposure of total portfolio, maturity date and changes in market value, and enable the identification of the: –

- nature and location of all investments; and
- transactions related to each investment.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

## 2.14. ASSET ACCOUNTING CAPITALISATION THRESHOLDS

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer, Manager Finance  
**Date of Approval:** 18 August 2009  
**Amended:** 21 April 2015; 16 October 2018

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**Objective:** To establish minimum threshold values for capitalisation.

**Policy:** The following capitalisation thresholds for each classification of property, plant, equipment and infrastructure assets apply:

Land	\$Nil
Buildings	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure – Roads	\$5,000
Infrastructure – Drainage	\$5,000
Infrastructure – Parks and Gardens	\$5,000
Infrastructure – Footpaths <del>and Cycle-ways</del>	\$5,000
<del>Infrastructure – Airports</del>	<del>\$5,000*</del>
<del>Infrastructure – Sewerage</del>	<del>\$5,000</del>
Infrastructure – Other	\$5,000

\*Airports have various components, such as building, plant and equipment and the thresholds applicable to these components should be applied to each component.

## 2.15. SIGNIFICANT ACCOUNTING POLICIES

<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, <del>Manager Finance</del>
<b>Date of Approval:</b>	21 April 2015
<b>Amended:</b>	16 October 2018

**Objective:** To establish financial management procedures which provide full compliance with all local government statutory requirements and accepted accounting policies.

**Policy:** The significant accounting policies which have been adopted in the preparation of the financial report are:

**(a) Basis of Preparation**

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, other mandatory professional reporting requirements and the *Local Government Act 1995* ~~(as amended)~~ and accompanying regulations. ~~(as amended)~~.

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

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

On July 2020 the following new accounting standards are adopted:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards – Materiality

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial reports.

Specific impacts of AASB 2018-7 Amendments to Australian Accounting Standards – Materiality, have not been identified.

~~The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at a fair value through profit and loss and certain clauses of non-current assets.~~

**(b) Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

~~The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.~~

**(c) The Local Government Reporting Entity**

All funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of ~~the~~<sup>is</sup> financial reports. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears as a note~~at Note 19~~ to ~~the~~<sup>is</sup> financial report.

**(d) Grants, subsidies and contributions**

**(d) Goods and Services Tax**

~~In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST.~~

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

**(e) Fees and Charges Cash and Cash Equivalents**

Cash and cash equivalents in the statement of financial position comprise cash at bank and in hand and short-term deposits with an original maturity 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.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the statement of financial position.

**(e) Revenue (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.**

**(f) Trade and Other Receivables Interest Earnings**

Trade receivables, which generally have 30–90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible. Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired.

For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

**(g) Cash and Cash Equivalents Inventories**

**General**

Inventories are valued 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. Inventories held for trading are classified as current even if not expected to be realised within the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value.

Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing a binding contract of sale.

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

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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(h) ~~Restricted Assets~~Fixed Assets  
Initial Recognition**

~~All assets are initially recognised at cost. Cost is determined as the fair value of the of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable or fixed overheads.~~

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

### **Revaluation**

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

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

### **Land under Roads**

~~In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.~~

~~Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051—Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a) (i) prohibits local governments from recognising such land as an asset.~~

~~In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a) (i) prohibits local governments from recognising such land as an asset.~~

~~Whilst such treatment is inconsistent with the requirements of AASB1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.~~

~~Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.~~

**(i) Other Financial Assets at Amortised Cost**~~Depreciation of Non-Current Assets~~

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.

**(j) Financial assets at fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

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

~~Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:~~

Asset Class	
Buildings	30 to 50 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
-Heavy	15 years
-Light Vehicles	7.5 years
Infrastructure Parks & Ovals	30 to 50 years
Infrastructure Other	30 to 50 years
Sealed Roads and Streets	not depreciated
Clearing and earthworks	not depreciated
Construction/road base	50 years
Original surfacing and Major re-surfacing	
-Bituminous seals	20 years
-Asphalt surfaces	25 years
Gravel Roads	
Gravel sheet	15 years
Formed Roads (unsealed)	
Footpaths – slab	40 years
Sewerage piping	100 years
Water Supply piping and drainage systems	75 years

**(i) Investments and Other Financial Assets Impairment and Risk**

Information regarding impairment and exposure can be found in the notes of the financial reports.

**Classification**

~~Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets.~~

~~The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and,~~

in the case of assets classified as held-to-maturity, re-evaluates this designation at each balance date.

~~(i) Financial assets at fair value through profit and loss~~

~~Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.~~

~~(ii) Loans and receivables~~

~~Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the statement of financial position.~~

~~(iv) Available-for-sale financial assets~~

~~Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.~~

**Recognition and de-recognition**

~~Regular purchases and sales of financial assets are recognised on trade date—the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or losses are initially recognised at fair value and transaction costs are expensed in the statement of comprehensive income. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.~~

~~When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the statement of comprehensive income as gains and losses from investment securities.~~

**Subsequent Measurement**

~~Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.~~

~~Available-for-sale financial assets and financial assets at a fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the statement of comprehensive income with other income or expenses in the period which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the statement of comprehensive income as part of the revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.~~

**Impairment**

~~Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss—measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss—is removed from equity and recognised in the statement of comprehensive income. Impairment losses recognised in the statement of comprehensive income on equity instruments classified as available-for-sale and are not reversed through the statement of comprehensive income.~~

**(j)(k) Trade and Other Receivables Estimation of Fair Value**

~~The fair value of financial assets and financial liabilities must be estimated for recognition and measurement on for disclosure purposes.~~

~~The fair value of financial instruments traded in active markets is based on quoted market prices at balance date.~~

~~The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.~~

~~Quoted market prices or dealer quote for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value on the remaining financial instruments.~~

~~The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.~~

~~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 uncollectible 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.~~

#### **Impairment and risk exposure**

~~Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in the notes of the financial reports.~~

#### **Classification and subsequent measurement**

~~Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.~~

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

~~Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.~~

#### **(\*) (1) Inventories impairment**

##### **General**

~~In accordance with the Australian Accounting Standards the Council's assets, other than inventories are assessed at each balance date to determine whether there is any indication they may be impaired.~~

~~Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with the AASB 136 'Impairment of Assets' and appropriate adjustments made.~~

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. 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.

#### **(+)(m) Other Current Assets Trade and Other Payables**

~~Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.~~

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

#### **(+)(n) None Current Asserts Held for Sale Employee Benefits**

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

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

~~The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date.~~

~~The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.~~

##### ~~(ii) Long Service Leave (Long-term Benefits)~~

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

~~Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the~~

unconditional right to defer settlement beyond 12 months the liability is recognised as a current liability.

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings is determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in the notes of the financial reports.

### ~~(n)(o)~~ **Fixed Assets Interest-bearing Loans and Borrowings**

~~All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.~~

~~After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings. Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance date.~~

#### **Borrowing Costs**

~~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. 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.~~

#### **Initial recognition and measurement between mandatory revaluation dates**

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.

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 no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

#### **Revaluation**

The fair value of fixed assets is determined at least once every three to five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. At the end of each



period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

## **AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**

### **Land under control**

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in the notes of the financial reports.

### **Land under roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

## **(e)(p) Depreciation Provisions**

~~Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.~~

~~Provisions are not recognised for future operating losses.~~

~~Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.~~

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

### Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<u>Asset Class</u>	<u>Useful life</u>
	<u>30 to 50</u>
<u>Buildings</u>	<u>years</u>
<u>Furniture and equipment</u>	<u>10 years</u>
	<u>5 to 15</u>
<u>Plant and equipment</u>	<u>years</u>
<u>- Heavy Vehicles</u>	<u>15 years</u>
<u>- Light Vehicles</u>	<u>7.5 years</u>
	<u>30 to 50</u>
<u>Infrastructure Parks and Ovals</u>	<u>years</u>
	<u>30 to 50</u>
<u>Infrastructure Other</u>	<u>years</u>
	<u>not</u>
<u>Sealed roads and streets</u>	<u>depreciated</u>
	<u>not</u>
<u>Clearing and earthworks</u>	<u>depreciated</u>
<u>Construction/roadbase</u>	<u>50 years</u>
<u>Original surfacings and major resurfacing</u>	
<u>- bituminous seals</u>	<u>20 years</u>
<u>- asphalt surfaces</u>	<u>25 years</u>
<u>Gravel roads</u>	<u>-</u>
<u>Gravel sheet</u>	<u>15 years</u>
<u>Formed Roads ( Unsealed)</u>	<u>-</u>
<u>Footpaths - slab</u>	<u>40 years</u>
<u>Sewerage piping</u>	<u>100 years</u>
<u>Water supply piping and drainage systems</u>	<u>75 years</u>

### Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

### Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the notes.

### (p)(q) Leases

~~Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases.~~

~~Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.~~

~~Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.~~

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are also revalued.

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

### (e)(r) Computer Software Joint Venture

~~The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the statement of financial position and statement of comprehensive income. Information about the joint venture is set out in Note 16.~~

Costs associated with maintaining software programmes are recognised as an expense as incurred. Development costs that are directly attributable to the design and testing of identifiable and unique software products controlled by the the Shire are recognised as intangible assets where the following criteria are met:

- it is technically feasible to complete the software so that it will be available for use;
- management intends to complete the software and use or sell it;

- there is an ability to use or sell the software.
- it can be demonstrated how the software will generate probable future economic benefits;
- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and
- the expenditure attributable to the software during its development can be reliably measured.

Directly attributable costs that are capitalised as part of the software include employee costs and an appropriate portion of relevant overheads.

Capitalised development costs are recorded as intangible assets and amortised from the point at which the asset is ready for use.

### ~~(r)(s)~~ **Trade and Other Payables** ~~Rates, Grants, Donations and Other Contributions~~

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

~~Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.~~

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

#### Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

### ~~(s)(t)~~ **Financial Liabilities** ~~Superannuation~~

~~The Council contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.~~

~~Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.~~

#### **Current and Non-Current Classification**

~~In the determination of whether an asset or liability is a current or non-current, consideration is given to the time when each asset or liability is expected to be settled.~~

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

land held for resale where it is held as a non-current based on Council's intentions to release for sale.

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

### **Borrowing costs**

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.

### **Risk**

Information regarding exposure to risk can be found in the notes of the financial reports.

## **(t)(u) Employee Benefits Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

### **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 statement of financial position.

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

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements 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.

### **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.

### **(u)(v) Interests in joint arrangements Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

### **(v)(w) Rates Budget Comparative Figures**

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

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

### **(x) Goods and Services Tax (GST)**

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.

### **(y) Current and Non Current Classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be

settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

#### **(z) Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

#### **(aa) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

#### **(bb) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in the annual financial report relates to the original budget estimate for the relevant item of disclosure.

#### **(cc) Superannuation**

The Council contributes to a number of Superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

#### **(dd) Fair Value of Assets and Liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

#### **(ee) Fair Value Hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

##### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

### **Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

#### **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

#### **Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

#### **Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

#### **(ff) Impairment of Assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a



revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

## 2.16. CORPORATE CREDIT CARDS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer, Manager Finance
<b>Date of Approval:</b>	<b>19 June 2012</b>
<b>Amended:</b>	<b>21 April 2015; 17 October 2017; 19 June 2018; 16 October 2018</b>

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**Objective:** To establish guidelines for the use of the Shire of Corrigin credit cards and the responsibilities of cardholders using the credit cards.

The policy ensures that the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the shire.

**Policy:**

**Legislation**

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) requires the council to oversee the allocation of the local government’s finances and resources and determine the policies of the local government.
- Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulation 11(1) (a)* requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

**Authority for the Use of Corporate Credit Cards**

Shire of Corrigin credit cards may be issued to the following Shire of Corrigin employees, with credit card limits as described.

<b>Officer</b>	<b>Credit Card Limit</b>
CEO	\$10,000
Deputy CEO	\$5,000
Manager Works and Services	\$5,000

Approval for additional credit card holders and any change to credit card limits must be approved by Council.

The *Local Government Act 1995* does not allow for the issue of credit cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member.

An agreement between the cardholder and the Shire of Corrigin is to be signed which sets out the cardholder’s responsibilities, legal obligations and action to be taken in the event that the cardholder fails to comply with procedures.

A register is to be kept of all current cardholders which includes card number, expiry date of credit card, credit card limit and details of goods and services the cardholder has authority to purchase.

All new and existing cardholders are to be provided with a copy of this policy relating to the use of credit cards on an annual basis.

### **Purchases and Use of Corporate Credit Cards**

The shire's credit cards shall only be used for purchase of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash.

A compliant tax invoice/receipt must be provided for all purchases (irrespective of whether it has been purchased by facsimile, over the telephone or on the internet). The tax invoice/receipt and purchase order are to be forwarded to the responsible Finance Officer as soon as received. Credit card purchases will be checked and processed in accordance with normal accounts authorisation and payment processes. Credit card statements are to be reviewed and reconciled by the Manager Finance monthly.

For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Corrigin staff.

### **Card Lost or Stolen**

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity the cardholder is to notify the CEO, Deputy CEO or Manager Finance so that the cancellation of the card can be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

### **Misuse of Corporate Credit Cards**

Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the CEO which may result in the withdrawal of the card and/or disciplinary action. Cardholders that do not follow any component of this policy may also have their credit card cancelled and may be subject to disciplinary action.

### **Recovery of Unauthorised Expenditure**

Unauthorised expenditure and expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the cardholder's salary.

### **Rewards/Bonus Points**

Where the credit cards carry rewards or bonus points, these points will be accumulated in the name of the Shire of Corrigin. The CEO will decide how these points are to be utilised. Under no circumstances are reward or bonus points to be redeemed for a cardholder's private benefit.

### **Return of Cards**

In the event that a cardholder's employment ceases with the Shire of Corrigin, takes an extended period of leave, or moves to a position which does not require the use of a credit card the credit card is to be handed to the Manager Finance for cancellation of the corporate card account and destruction of card. Credit cards are not to be transferred to other users.

### **Credit Card Reporting**

A report is provided to Council on a monthly basis that addresses (but not limited to) an independent assessment undertaken by the Manager Finance along with a copy of the credit card statement.

## Payments

- The monthly credit card statement is paid via a direct debit on or before the due date.
- All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.
- The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the CEO.
- ~~The Deputy CEO or Manager Finance will be required to authorise and sign the CEO's statement.~~ The CEO will authorise and sign the DCEO & MWS credit card statement and the DCEO will authorise and sign the CEO credit card statement.

## Finance Officer Responsibilities

The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the CEO.
- Maintain a register of all cardholders.
- Provide cardholders with the credit card policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement on receipt of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

## Cardholders Responsibilities and Obligations

Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the credit card policy and procedures and purchasing policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

## 2.17. MOTOR VEHICLE REPLACEMENT

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer
<b>Date of Approval:</b>	<b>17 November 2009</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To facilitate better understanding and minimise the whole of life costs for the Shire of Corrigin light vehicle fleet.

**Policy:** Fleet cycle costs vary regularly due to a variety of factors including fuel costs, used vehicle prices, and market and industry trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost effective outcome at all times as part of the development of annual budgets and long term financial plan including the plant replacement program.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle type to minimise the whole of life costs to the Shire. This information will provide the basis of decision making as to when optimum replacement/changeover of light vehicles is deemed appropriate as market industry trends vary.

Vehicle changeover cycles will then be determined by Council through consultation between the CEO and the Deputy CEO after consideration of prevailing market conditions. Changeover will generally occur between two and six years or 50,000 to 100,000km. At all times, the net cost to Council will be the primary consideration in order to minimise change over costs.

The Policy will not override any relevant contractual arrangements with staff.

## 2.18. PETTY CASH POLICY

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<b>Policy Owner:</b>	Corporate Services
<b>Person Responsible:</b>	Manager Finance
<b>Date of Approval:</b>	<b>16 October 2018</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Corrigin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

**Policy:** The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over \$50 including GST must include a tax invoice.
- Petty cash claims under \$50 including GST must include one of the following:
  - a tax invoice
  - a cash register docket
  - a receipt
  - an invoice.
  - the name and ABN of the supplier, the date of purchase, and a description of the items purchased, and the amount paid.
- Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:
  - Date of the transaction
  - GL or job number
  - Description of the purchase
  - Amount reimbursed to employee
  - Signature of the employee reimbursed
- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.
- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding \$100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

### Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- Date of transaction
- Name of supplier
- Amount including GST
- GST Amount
- Details of the transaction
- GL/Job allocation
- Balance of petty cash remaining

Regulation 11 of the *Local Government (Financial Management) Regulations 1996* states:

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) petty cash systems.

# 3 RISK MANAGEMENT AND WORKPLACE POLICIES



## 3.1. RISK MANAGEMENT

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>21 October 2014</b>
<b>Amended:</b>	<b>21 April 2015, 16 June 2020</b>

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**Objective:** The Shire of Corrigin's (the Shire's) intention to identify risks before they occur so that impacts can be minimised or opportunities realised, ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

**Policy:** It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management - Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

### **Definitions**

**Risk:** Effect of uncertainty on objectives.

**Note 1:** An effect is a deviation from the expected – positive or negative.

**Note 2:** Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

**Risk Management:** Coordinated activities to direct and control an organisation with regard to risk.

**Risk Management Process:** Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

### **Risk Management Objectives**

- Optimise the achievement of our values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflects risk versus return within the Shire's risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations

### **Risk Assessment and Acceptance Criteria**

The Shire has quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

### **Roles, Responsibilities and Accountabilities**

Council's role is to:

- Review and approve the Shire's Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Establish and maintain an Audit and Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for the:

- Implementation of this Policy.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least every 18 months, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

### **Monitor and Review**

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Shire's Management Team and employees. It will be formally reviewed by Council biennially by the Audit and Risk Management Committee.

## 3.2. HEALTH SAFETY AND ENVIRONMENT

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>18 November 2014</b>
<b>Amended:</b>	<b>21 April 2015; 17 October 2017; 15 October 2019</b>

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**Objective:** The Shire of Corrigin Council and Executive is committed to, as far as is practicable, maintaining a working environment where persons at the workplace are not exposed to hazards.

**Policy:** The Shire of Corrigin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Corrigin. The Shire understands and acknowledges specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Corrigin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Corrigin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

### 3.3. WORKPLACE BEHAVIOUR POLICY

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>15 October 2019</b>

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**Objective:** The Shire of Corrigin is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. The Shire believes that in providing such a workplace it will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Corrigin prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to their Manager, Supervisor, or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

#### **Scope and Responsibilities:**

The policy applies to any person involved in the Shire of Corrigin, including all elected members, employees, potential employees, contractors, volunteers and visitors. All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Corrigin Code of Conduct, policies and procedures and builds on a positive workplace culture. All elected members and employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.

This policy applies to all activities during the course of work within the Shire of Corrigin including:

- In the workplace, including work outside normal working hours;
- During work activities, including dealing with members of the public; and
- At work related events, including conferences and social functions outside work premises.

Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand Council policies and procedures. They must also take all reasonable steps to ensure that the workplace is free from unacceptable behaviour.

## Policy:

### Discrimination

Discrimination is treating a person less favourably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

**Direct discrimination** occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

**Indirect discrimination** occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

### Unacceptable grounds or attributes of discrimination

Discrimination based on any of the following grounds or attributes is unacceptable:

- Age
- Family responsibility
- Family status
- Gender
- Gender history
- Disability or impairment
- Marital status
- Political conviction
- Pregnancy
- Race
- Religious conviction
- Sexual orientation
- Spent conviction
- Personal association: In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds.

### Examples of discriminatory behaviour

Discrimination may involve:

- Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like.
- Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory.
- Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'.
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance.
- Using stereotypes or assumptions when making decisions about a person's career.

### Exceptions

In some situations the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate

against a person with disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

## **Responsibilities**

### **Liability of people involved in unlawful acts**

A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the WA Equal Opportunity Act 1984 shall be considered to have done the act themselves.

### **Vicarious liability**

When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act unless the employer can demonstrate that they have taken all reasonable steps to prevent the employee/agent from acting unlawfully.

*Refer to the WA Equal Opportunity Act 1984 for more information.*

## **Sexual harassment**

A person sexually harasses another person if they:

- Make an 'unwelcome sexual advance'.
- Make an 'unwelcome request for sexual favours'.
- Engage in other 'unwelcome conduct of a sexual nature'.  
**and** the behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.

'Conduct of a sexual nature' can take many forms including, but not limited to:

- Unwelcome physical touching, hugging or kissing.
- Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person.
- Making any gesture, action or comment of a sexual nature.
- Staring or leering at someone, or at parts of their body.
- Suggestive comments or jokes.
- Insults or taunts based on sex.
- Sexually explicit pictures, e-mails or text messages.
- Intrusive questions about an employee's private life or body.

### **Motive or intention is irrelevant**

Sexual harassment is unwelcome, uninvited behaviour which is offensive from the viewpoint of the person being harassed. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

### **Examples of sexual harassment**

Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including either one-off incidents or a series of incidents. It also includes workplace behaviour or behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours. Depending on the circumstances, other examples of sexual harassment include:

- Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desks.
- Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts.
- Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- Leering or staring at a person's body.

- Inappropriate 'humour' such as smutty or sexist jokes or comments.
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.
- Repeatedly asking someone out, especially after prior refusal.
- Intrusive inquiries into a person's private life or in reference to a person's sexuality.

### **Behaviour can breach this policy even if it is not unlawful**

The Shire of Corrigin may decide that behaviour breaches this policy even if a complaint has not been raised. For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender. This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

### **Alcohol and functions**

Everyone who works for the Shire of Corrigin is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

### **Bullying**

Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety.

Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so. Bullying breaches this policy and also the Shire of Corrigin's Health, Safety and Environment policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

### **Examples of bullying**

Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.

There are two main types of bullying behaviour, overt and covert.

Examples of **overt** bullying include:

- Abusive, insulting or offensive language.
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming.
- Inappropriate comments about a person's appearance, lifestyle, or their family.
- Teasing or regularly making someone the brunt of pranks or practical jokes.
- Interfering with a person's personal effects or work equipment.
- Harmful or offensive initiation practices.
- Isolation of workers from others.
- Physical assault or threats.

**Covert** behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:

- Overloading a person with work or not providing enough work.
- Setting timelines that are difficult to achieve or constantly changing deadlines.
- Constantly setting tasks that are below or beyond a person's skill level.
- Ignoring or isolating a person.
- Deliberately denying access to information, consultation or resources.
- Unfair treatment in relation to accessing workplace entitlements such as leave or training.

### **What bullying does not include**

Bullying does not include:

- Genuine and reasonable disciplinary procedures.
- Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behaviour. For example, objective comments which indicate observable performance deficiencies.
- Directing and controlling how work is done (a fundamental right of all employers)

### **Victimisation**

Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue. The complaint need not actually have been made; it is sufficient that the original issue could have been raised as discrimination, harassment or bullying complaint, or that an individual:

- Intends to make a complaint.
- Makes a complaint.
- Intends to provide information as a witness.
- Provides information as a witness.
- Supports an individual who intends to make a complaint.
- Supports an individual who has made a complaint.
- Is believed to have done any of the above.

Victimisation also applies to anyone giving evidence about a complaint.

### **What is a detriment?**

A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.

### **Our approach**

The Shire of Corrigin does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

### **If someone raises a complaint with you about your behaviour**

If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour, and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with the CEO or your Manager or Supervisor.



### 3.4. EQUAL EMPLOYMENT OPPORTUNITY

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>21 April 2015; 15 October 2019</b>

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**Objective:** To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

**Policy:**

- (a) The Shire will recognise its legal obligations under the *WA Equal Opportunity Act 1984* and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, Gender history, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
- (b) The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
- (c) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Corrigin.
- (d) All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- (e) All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- (f) All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
- (g) The Shire shall not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, Gender history, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.

**Grievance**

The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the CEO.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

*To be read in conjunction with the Shire of Corrigin Equal Employment Opportunity Management Plan 2019-2021 – adopted 18 December 2018, Council Resolution 213/2018.*

### 3.5. PROTECTION FROM THE SUN FOR OUTDOOR WORK

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidelines for Shire staff to avoid harmful exposure to the elements.

**Policy:** The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and, long trousers. Unless for safety related reasons shirt sleeves may be rolled up (refer to Staff Uniform policy).

The basic dress code will apply all year round – exemptions may apply based upon written medical advice.

Council will supply hats, long sleeve shirts and trousers and sunscreen appropriate for the nature of the work. Council will not provide shorts.

Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 30+ or better.

An “outdoor employee” for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one (1) hour per day on a cumulative basis.

#### **Use of sunscreen cream**

All outdoor employees will be supplied with sunscreen cream, which should be applied to their uncovered skin in accordance with manufacturer directions. Information, instructions and supervision will be provided in the use of sunscreens (note Section 19(1) (b) of the *Occupational Safety and Health Act 1984*). In particular, this refers to their faces, ears, necks, backs of the hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ broad spectrum type.

Exemptions may apply based on written medical advice.

#### **Other people who work outdoors**

Those people who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis are also required to wear a broad brimmed hat or (equivalent) and sunscreen, both of which Council will supply. Such workers may be environmental health and building officers.

#### **Supply and use of sun glasses**

All staff working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with Australian Standards. These will be made available to relevant staff as part of the standard personal protective equipment issue.

### **Administrative and other controls**

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are:

- (a) Ambient and radiant temperature
- (b) Extent of air movement (wind)
- (c) Pace and physical demand of work
- (d) Adequacy of water replacement required by sweating
- (e) Humidity
- (f) Person's clothing.

Note: Actual temperatures experienced by workers will differ considerably dependent on their workplace. Working in a well-treed park will be vastly different to working on an open bitumen road.

Steps which should be taken to avoid overheating include:

1. All relevant staff should have ample supplies of fresh cool water. Where main water is unavailable a 5 litre water bottle will be provided to each person.
2. Exploiting the use of natural shade.
3. The erection of temporary shade where practicable.
4. Rescheduling of particularly heavy work outdoors between the period 10am to 2pm where practicable.
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water. Staff should report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff members are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

### **Consultation**

Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued in accordance with good management practices. (Note, also Section 35(1) (c) of the *Occupational Safety and Health Act 1984*).

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

### 3.6. CONTRACTORS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>21 April 2015; 15 October 2019</b>

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**Objective:** To ensure that Council employs suitably qualified and prepared contractors in conjunction with insurance and liability schemes through LGIS.

**Policy:** The Shire of Corrigin understands the legislative duties imposed by the *Occupational Safety and Health Act 1984 (WA)* in regards to contract work arrangements and will undertake appropriate activities to ensure that our legislative duties are duly fulfilled in relation to matters over which the Shire has capacity to exercise control.

### 3.7. EMPLOYEE INDUCTION

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer; Deputy Chief Executive Officer; Manager Works and Services; Governance Project Officer
<b>Date of Approval:</b>	21 April 2015
<b>Amended:</b>	17 October 2017; 15 October 2019

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**Objective:** To ensure the Shire of Corrigin inducts new employees in a structured and standardised method to effectively communicate the Shire's goals, policies, procedures or standards to new employees. This will assist to integrate new employees into the Shire's values and culture through the provision of counselling, coaching and mentoring, which are supported by the provision of information and learning materials to satisfy the technical or professional aspects of each job.

**Policy:** The immediate manager/supervisor should carry out the induction to meet the needs of the new employee, taking into account such factors as; their experience, previous knowledge and requirements of the position.

The Shire of Corrigin Induction Program should be presented to new employees prior to the commencement of duties and provide new employees with:

- an understanding of the Shires Occupational Safety and Health requirements and obligations;
- an understanding of human resource procedures and entitlements;
- clarifies their role, as outlined within their position description;
- an understanding of their supervisor's expectations;
- a training and development program;
- a set of probation goals to achieve;
- an understanding of the Shire's expectations regarding ethical behaviours;
- knowledge of where to find information regarding the Shire's policies and procedures.
- An overview of the Shires hazard identification, risk assessment, reporting and control process.

The induction program should discuss managing and supporting staff training along with staff development and performance management which should commence immediately.

### 3.8. LEGISLATIVE COMPLIANCE

<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	17 October 2017
<b>Amended:</b>	

**Objective:** To outline the obligations of Councillors and Staff to ensure that all legislative compliance is met.

**Policy:** A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Corrigin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the *Local Government Act 1995*.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.
2. The processes and structures will aim to –
  - A. Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
  - B. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
  - C. Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
  - D. Provide people with the resources to identify and remain up-to-date with new legislation.
  - E. Establish a mechanism for reporting non-compliance.
  - F. Review accidents, incidents and other situations where there may have been non-compliance.
  - G. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

### 3. Roles and Responsibilities

- A. Elected members and committee members – Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
- B. Senior management – Senior management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.
- C. Employees – Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- D. Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

### 4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

### 5. Legislative Compliance Procedures

- A. Identifying Current Legislation – The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au).
- B. Identifying New or Amended Legislation –
  - i. Western Australian Government Gazette  
The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at [slp.wa.gov.au](http://slp.wa.gov.au). It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.
  - ii. Department of Local Government, Sporting and Cultural Industries –  
The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the CEO and relevant Shire officers for implementation.
  - iii. Department of Planning, Lands and Heritage (DPLH) –  
The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through relevant Shire officers or contractors for implementation.
  - iv. Western Australian Local Government Association (WALGA) –  
The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.
- C. Obtaining advice on Legislative Provisions  
The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.
- D. Informing Council of legislative change
  - i. If appropriate the CEO will, on receipt of advice of legislative amendments,

advise the Council on new or amended legislation.

ii. The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance

The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

7. Reporting of Non-compliance

a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.

b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.

c) The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department.

d) The CEO will also take the necessary steps to improve compliance systems.



## 3.9. FRAUD AND CORRUPTION CONTROL

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<b>Policy Owner:</b>	<b>Governance and Compliance</b>
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	

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**Objective:** This policy details the Shires approach to fraud and corruption prevention, detection and response and to convey the Shire’s commitment to a zero tolerance concerning fraud and corruption in the performance of its functions.

### **Policy:**

This policy applies to –

- elected members, external committee members and employees of Shire of Corrigin, including volunteers and trainees;
- contractors, consultants and suppliers who provide goods or services to the Shire; and
- members of the public who may have business or other dealings with the Shire.

### **1. Definitions**

Fraud – Dishonest activity causing actual or potential financial loss to any person or entity, including theft of monies or other property by elected members, employees or persons external to the entity and where deception is used at the time immediately before or immediately following the activity (Australian Standard AS8001 – 2008 Fraud and Corruption Control).

Fraud can include deliberate falsification, concealment, destruction or use of falsified information; improper use of information or abuse of position for personal financial benefit; misappropriation of assets; manipulation of financial reporting.

Corruption – Dishonest activity in which an elected member, employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve personal gain or advantage for themselves or for another person or organization. The concept of “corruption” can also involve corrupt conduct by the entity or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity (Australian Standard AS8001 – 2008 Fraud and Corruption Control).

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest and fraudulent and may include concealed or undisclosed conflict of interest; failure to disclose acceptance of gifts or hospitality; acceptance of bribes; misuse of internet or email; release of confidential information or intellectual property.

### **2. Statement**

Shire of Corrigin is committed to an organizational culture that promotes a high standard of ethical and professional behavior, consistent with its Code of Conduct.

Shire of Corrigin commits to thoroughly investigating any reported or suspected acts of fraud or corruption regardless of position, title, length of service or standing of any person.

In all circumstances that the investigation indicates serious fraudulent or corrupt activity has occurred the matter will be reported to the appropriate authority being

either Public Sector Commission, Corruption and Crime Commission and/or Western Australian Police.

Any person who suspects or is aware of actual fraudulent or corrupt activity is encouraged to report such conduct to the appropriate senior person ie CEO, DCEO or Shire President. No detrimental action will be taken against a person acting in good faith, unless the report is malicious or the person is also involved with the fraudulent or corrupt activity.

### **3. Roles and Responsibilities**

Fraud and corruption control is the responsibility of every employee or elected member, however the following details specific roles and responsibilities:

<b><u>Role</u></b>	<b><u>Responsibility</u></b>
<b><u>Council</u></b>	<ul style="list-style-type: none"> <li>• <u>Adopts the Fraud and Corruption policy.</u></li> <li>• <u>Adheres to the Fraud and Corruption policy.</u></li> </ul>
<b><u>Chief Executive Officer</u></b>	<ul style="list-style-type: none"> <li>• <u>Legislated responsibility to exercise authority on behalf of the Shire.</u></li> <li>• <u>Overall accountability for prevention and detection of fraud and corruption in the workplace.</u></li> <li>• <u>Ensures integrity and accountability in the performance of the Shire's functions.</u></li> <li>• <u>Responsibility for the effective and efficient use of the Shire's resources.</u></li> <li>• <u>Promotes continuous evaluation and improvement of the Shire's management practices.</u></li> <li>• <u>Notifies the Corruption and Crime Commission or Public Sector Commission if misconduct is suspected.</u></li> </ul>
<b><u>Deputy Chief Executive Officer &amp;/or Governance Project Officer</u></b>	<ul style="list-style-type: none"> <li>• <u>Oversees implementation and continued monitoring of the fraud and corruption policy.</u></li> <li>• <u>Provides accurate and timely advice to the CEO and the Audit and Risk Committee on fraud and corruption matters.</u></li> <li>• <u>Ensures training and awareness programs are designed to assist employees and contractors to identify, prevent, detect and report fraud and corruption.</u></li> <li>• <u>Ensures the policy is reviewed annually.</u></li> </ul>
<b><u>All Executive Staff</u></b>	<ul style="list-style-type: none"> <li>• <u>Encourage and maintain a culture and working environment that fosters personal responsibility, integrity and accountability.</u></li> <li>• <u>Model the highest standards of integrity and ethical behaviour, consistent with the Code of Conduct.</u></li> <li>• <u>Ensure effective employee communication about the process for identifying and reporting potential fraudulent and corrupt activities.</u></li> </ul>
<b><u>Audit and Risk Committee</u></b>	<ul style="list-style-type: none"> <li>• <u>Oversight of risk management, including fraud and corruption control.</u></li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Review governance processes to ensure all matters relating to alleged fraud and corruption or unethical conduct are managed appropriately.</u></li> <li>• <u>Review the Shire’s risk dashboard for identifying, monitoring and managing business risk, including risks associated with fraud and corruption.</u></li> <li>• <u>Review the Internal Audit Plan annually to ensure it covers fraud and corruption risks.</u></li> </ul>
<u>PID Officers</u>	<ul style="list-style-type: none"> <li>• <u>Investigate disclosures under the <i>Public Interest Disclosure Act 2003</i>.</u></li> </ul>
<u>All Employees</u>	<ul style="list-style-type: none"> <li>• <u>Understand responsibilities associated with performing their official duties and commit to acting ethically and with integrity in accordance with the Shire’s Code of Conduct and relevant policies and procedures.</u></li> <li>• <u>Undertake awareness training and education.</u></li> <li>• <u>Report all suspected or actual incidents of fraud and corruption that they may be aware of to a line manager and/or director.</u></li> </ul>

#### 4. Prevention

Robust internal controls and systems are a prime defense mechanism against fraud and corruption. Shire of Corrigin demonstrates these by –

- Adopting a Code of Conduct, which reinforces a commitment to a high standard of integrity and accountability by demonstrating professional behaviours consistent with the Shire’s values.
- A commitment from the Executive staff to be role models and demonstrate ethical and accountable behaviour in their actions.
- Ensuring effective management of conflicts of interest in accordance with the Shire’s Conflict of Interest Guidelines.
- Establishing effective reporting mechanisms and protection for employees making disclosures about fraud and corruption activities.
- Promoting, practicing and adhering to risk management policies and procedures, ensuring risk assessments are conducted and regularly reviewed and controls developed to address identified risks as required.
- Pre-employment screening to verify qualifications, suitability and experience of a potential candidate for employment.
- Thorough screening of suppliers to verify credentials and stringent assessment of grant recipients.

#### 5. Detection

Shire of Corrigin has the following measures in place to identify and detect incidents of fraud and/or corruption –

- Risk management system to identify, analyse, evaluate and treat risk, including corruption and fraud;

- Segregation of duties in high risk areas (finance, procurement, contract management, regulatory functions etc.);
- Regular reviews and checks to detect irregularities in high risk areas;
- Reconciliations (payroll, accounts payable);
- Analysis of management accounts and financial statements;
- Delegations manual;
- IT system controls (access restrictions, strong passwords etc.);
- Internal audit plan covers high risk fraud areas (procurement, credit cards etc.); and
- Public Interest Disclosure.

## **6. Response**

- All reports of suspected fraud or corruption will be investigated by the Chief Executive Officer and the Deputy Chief Executive Officer.
- Immediate action will be taken to preserve relevant evidence from theft, removal, alteration or destruction. Evidence includes but is not limited to documents and IT (computers, laptops, portable devices, system access etc.).
- Appropriate action will be taken, which may include disciplinary action and/or referral to an external agency (CCC, Public Sector Commission or Police).
- Confidentiality will be maintained throughout this process.
- In each instance where fraud or corruption is detected, the Chief Executive Officer will instruct the Deputy Chief Executive Officer to reassess the adequacy of internal control systems, particularly those directly relating to the fraud and corruption incident and recommend improvements where necessary.

# 4 CODE OF CONDUCT

## 4.1. CODE OF CONDUCT

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<b>Policy Owner:</b>	Governance and Compliance
<b>Distribution:</b>	All Elected Members and Staff
<b>Person Responsible:</b>	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>15 June 2010</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:**     **PREAMBLE**  
 The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

**Policy:**     **STATUTORY ENVIRONMENT**  
 The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

### **RULES OF CONDUCT**

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and Local Government (Rules of Conduct) Regulations 2007.

#### **1. ROLES**

##### **1.1 Role of Council Member**

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the *Local Government Act 1995* follows:

A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and

- (e) performs such other functions as are given to a Councillor by this Act or any other written law.

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

## 1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S5.41 of the *Local Government Act 1995*:

*The CEO's functions are to;*

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

## 1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

- (1) The council —
  - (a) directs and controls the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

#### 1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the CEO and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions; and
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

## 2. CONFLICT AND DISCLOSURE OF INTEREST

### 2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the CEO describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

### 2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the *Local Government Act*.

### 2.3 Disclosure of Interest Definition

In accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.



- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
  - i) in a written notice given to the CEO before the meeting; or
  - ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
  - i) in a written notice given to the CEO before the meeting; or
  - ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
  - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
  - (i) to comply with a requirement made under item (a), the nature of person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e) (ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

### 3. PERSONAL BENEFIT

#### 3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

#### 3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

#### 3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

#### 3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

“gift” has the meaning given to that term in S 5.82(4) except that it does not include

- (a) a gift from a relative as defined in S 5.74(1); or
- (b) a gift that must be disclosed under Regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

“notifiable gift”, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

“prohibited gift”, in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- (b) A person who is an employee and who accepts a notifiable gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or

- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift"(whether or not it is also a notifiable gift under paragraph (a) of that definition) –
    - 1) a description; and
    - 2) the estimated value; and
    - 3) the date of acceptance,of each other gift accepted within a 10 day period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the *Local Government Act*) or an electoral gift (to which other disclosure provisions apply).

- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

#### **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF**

##### **4.1 Personal Behaviour**

- (a) Council Members, Committee Members and staff will:
  - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) always act in accordance with their obligation of fidelity to the Local Government.
  
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

##### **4.2 Honesty and Integrity**

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
  
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the CEO; and
  
- (c) be frank and honest in their official dealing with each other.

##### **4.3 Performance of Duties**

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
  
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

##### **4.4 Compliance with Lawful Orders**

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the CEO.

- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

#### **4.5 Administrative and Management Practices**

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### **4.6 Corporate Obligations**

##### **(a) Standard of Dress**

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

##### **(b) Communication and Public Relations**

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### **4.7 Appointments to Committees**

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

### **5. DEALING WITH COUNCIL PROPERTY**

#### **5.1 Use of Local Government Resources**

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

### **5.2 Travelling and Sustenance Expenses**

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the *Local Government Act*.

### **5.3 Access to Information**

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

**Adopted by the Council of the Shire of Corrigin on 15 June 2010**

**Adapted from the Western Australian Local Government Model Code of Conduct.**

# 5 STAFF POLICIES

## 5.1. CODE OF BEHAVIOUR – STAFF, VOLUNTEERS AND CONTRACTORS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer, Manager Works and Services
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** The Code of Behaviour clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Corrigin in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire’s other Human Resources Policies and Procedures and the official Code of Conduct.

**Policy:** Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty. The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire.

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire. The Code of Behaviour applies to all staff at the Shire.

### **Employee Responsibilities**

The Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire
- Act in a professional manner at all times
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner
- Act impartially, fairly and without prejudice or favouritism
- Treat the Shire customers with the highest level of customer service
- Abide by the policies, procedures and guidelines applicable to the Shire
- Be accountable for decisions made within the course of their duties
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity
- Respect an individual’s right to privacy
- Respect confidential information given to them in the course of employment
- Maintain open communication and accountability
- Behave honestly and ethically in all dealings
- Maintain and develop knowledge in their respective fields
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit
- Not solicit or encourage gifts or benefits in relation to their professional duties
- Make efficient and economical use of Shire resources
- Disclose fraud, corruption or maladministration
- Avoid making public comment regarding the Shire



- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents
- Use initiative and strive for excellence
- Ensure that actions or behaviour outside of work do not reflect negatively on the Shire of Corrigin

### **Managers Responsibilities**

In addition to the responsibilities as an employee managers also have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees
- Ensure staff maintain high standards of conduct in the workplace
- Support staff who disclose information regarding maladministration or corrupt conduct
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future
- Appropriately record all reports of actual or potential conflict or contraventions of the Code of Conduct

**Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.**

**This code of behaviour is an addendum to the formal Code of Conduct of Council.**

## 5.2. TRAINING AND DEVELOPMENT

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>17 October 2017; 16 October 2018</b>

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**Objective:** To facilitate the training and development of employees within areas which are of mutual benefit for the Shire and its employees.

**Policy:** The Shire will support employees to attend appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in position descriptions and their individual Training and Development Plan.

A training and development plan will be developed for each employee as part of the annual Performance Appraisal process. The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of an individual's training plan for the period until the next review.

The Shire of Corrigin is committed to creating a learning culture. The Shire of Corrigin recognises that the business environment is constantly changing and that employees need to acquire knowledge and expertise to keep us up to date.

During the budget preparation process the CEO shall propose for the consideration of Council an allocation of funds for staff attendance at conferences and seminars and for staff training for the ensuing financial year. There will be no payment of training fees or time off to attend training unless prior approval for training has been authorised through the appropriate channels:

- Approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference, seminar or training course has been identified in the employee's Training and Development Plan as being deemed to be of particular relevance to Council's operations and/or to the employee's professional development needs;
- Senior staff attendance at conferences that has been included in staff contracts will still require approval of the CEO;
- The following expenses incurred as a result of approved training will be met by Council and if paid by an employee can only be reimbursed with the production of a detailed receipt:
  - Registration fees;
  - Accommodation and reasonable meals costs\*;
  - Minor expenses, such as taxi, parking fees and telephone calls, internet access; and
  - Travelling expenses.Alcohol, mini bars and in house movies will not be paid by Council.

\*Reasonable meal costs (as per the Australian Taxation Office annual taxation determination for reasonable meal allowance expenses

Breakfast – \$27.05

Lunch - \$30.45

Dinner - \$51.85

These are reviewed annually in July each year but may not necessarily be increased as a result of such review.

If an employee is required to stay away from home overnight in accommodation booked breakfast charges at the hotel rates will be paid by the Shire, even if they are in excess of the amount listed above.

Any meal expenses incurred by employees in excess of the above limits:

- Are to be paid by the employee to the supplier of the meals prior to settlement of the account.
- May not be included on the Company's Credit Card Account.

- Partners may attend conferences at own cost.
- Air travel will be limited to economy class and will be organised by the ~~Governance~~ Executive Support Officer;
- The Shire will endeavour to provide transport where training or conferences are held away from the Shire office, however in the event that a personal vehicle is used, travel reimbursements may be claimed in accordance with the *Local Government Industry Award 2010*;
- Staff attending conferences shall conscientiously attend all conference proceedings unless carrying out other duties on behalf of the Shire during the term of the conference. An evaluation report on the attendance at each conference/seminar/course shall be prepared and submitted to the Deputy CEO or CEO if requested.

### 5.3. FIT FOR WORK

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<b>Policy Owner:</b>	Corporate and Community Services; Works and Services,
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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#### Objectives:

The objectives of this policy are to:

- Afford a clear understanding of the Council's position in relation to Unfit for Work, primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work through substances or fatigue.
- Ensure the Shire meets its duty of care under the *Occupational Safety and Health Act, 1984* to, where practicable, reduce hazards in the workplace.
- Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
- Prescribe the circumstances where an employee is deemed Unfit for Work and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
- Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an unfit state.

#### Definitions:

The following definitions and interpretations shall apply with respect to being under the influence of alcohol and/or other drugs:

- Impaired Work Performance - means sudden or gradual deterioration of a person's ability to function appropriately at work.
- Unfit for Work- means being impaired for work and therefore unable to perform duties in a safe manner.
- Use- means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse - means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol- means any beverage containing alcohol.
- Drugs - means amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance- means any drug that may have adverse effects causing impaired work performance.
- Fatigue - means the inability to perform work effectively or safely due to lack of sleep. Or the
- adverse effects of medication, alcohol, drugs and / or other substances (including, hangovers and/or "come downs").

- Fit for Work- means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
- Employee - means a person employed by the Shire in a permanent, part-time or casual role.
- Contractor- means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

## Policy:

### 1. RESPONSIBILITIES

#### 1.1 Supervisor

If a supervisor or manager has reasonable grounds to believe that an employee or contractor is affected by drugs and/or alcohol, steps will be taken to address the issue.

Reasonable grounds may include (but are not limited to) where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

#### 1.2 Employee/Contractor

The health and wellbeing of an employee and contract personnel is of great importance to the organisation. It is the responsibility of an employee to ensure he or she does not attend work in a manner or condition which will affect their work performance and that could endanger work colleagues, members of the public or cause damage to Shire equipment. An employee assistance program will be offered in order to support the affected employee- refer to Statement 3.0 of this policy.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee or contractor who is interested in receiving counselling services should seek assistance from their supervisor or manager.

### 2. APPLICATION

#### 2.1 Alcohol

- Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties with Calibrated Breathalyser testing is to be carried out on site by a trained manager/supervisor.
- Breath testing for alcohol shall be set at zero tolerance for all staff.
- Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-test within a prescribed amount of time as determined by the relevant manager/supervisor.
- If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the manager for the employee to return home.
- On occasions where alcohol may be included as part of a work function or other recognised work event, supervisors/managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.
- Where management has approved the consumption of alcohol at a shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.
- Failure to follow directions by management with regard to the consumption of alcohol at a shire function or event may result in disciplinary action being taken by the Shire.

- Employees must arrange their own transport in relation to shire function or event as the shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

## 2.2 ~~Drugs and Prescription Medication~~ Illicit Drugs and Other Substances

### ~~Illicit Drugs and Other Substances~~

- Illicit drugs and other substances are strictly prohibited by the Shire of Corrigin.
- Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premise will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid by the shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.
- Refusal to a drug screen by an employee may result in instant dismissal. If the drug screen proves positive results on the first offence, the employee will receive a written warning- refer to statement 4.1 of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning- refer to statement 4.2 of this policy.
- Any third offence may also result in instant dismissal - refer to statement 4.3 of this policy.

## 2.3 ~~Prescription and Other Medication~~

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day.
- This information is to be recorded on the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action - refer to statement 4.0 of this policy.

## 2.43 ~~Fatigue~~

- In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.
- This procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
  - Lack of sleep
  - Voluntary Work, or
  - External work commitments
- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the shire may come to an agreement with the employee to ensure there is equilibrium between regular hours worked at the

Shire, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

- If this agreement is reneged by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.
- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

## 2.5 Physical fitness including weight management to ensure that employees are able to perform the full range of tasks outlined in their position description.

### **3.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Shire of Corrigin understands employees may be experiencing difficulties external to work that may influence their behavior and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential Employee Assistance Program (EPA). Assistance may be offered to first offence employees through a coordinated group of strategies designed to encourage employees to seek professional, confidential counseling for personal problems that may significantly affect their work performance.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence. Employees who have failed to meet the guidelines of this procedure yet feel an EAP will benefit due to personal circumstances may request access to these services.

### **4.0 DISCIPLINARY ACTION - EMPLOYEES**

Should an employee contravene this policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes).

#### **4.1 First Offence:**

- The employee will be immediately suspended from duty without pay if found to be unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on; the unacceptability of the employee's behavior; the risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and if proved negative, may be sent home at the discretion of their supervisor.

#### **4.2 Second Offence:**

- The employee will be immediately suspended from duty without pay if found to be unfit for work. The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on;

- The unacceptability of the employee's behavior;
- The risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and proved negative, and may be sent home at the discretion of their supervisor.
- The employee will be submitted to fortnight or random alcohol and I or drug screening for the period of two months paid by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal may be exercised by the CEO.

#### 4.3 Third Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

#### 4.4 Instant Dismissal:

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
  - Any attempt to falsify the drug and alcohol screening
  - Cultivating, selling or supplying drugs and/ or other substances;
  - Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
  - Any other unlawful behavior.

#### 4.5 Other:

If an employee is sent home without pay, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If the next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely. The employee is to be advised that their vehicle must be collected the same day.

### 5.0 DISCIPLINARY ACTION -CONTRACTOR

Should a contractor be found to have breached this policy the shire may seek to review the contractual arrangements and if necessary (as determined by the CEO) move to cancel the purchase order and terminate the working arrangement without any form of compensation.

#### **Explanatory Note:**

This policy incorporates a procedure for disciplinary action under Statement 4.0 to address matters where an employee is deemed unfit for work, the Council acknowledges the CEO may, at his or her discretion accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the shire pursuant Section 5.41 of the *Local Government Act, 1995*.



## 5.4. STUDY ASSISTANCE

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** The Shire supports employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.

**Policy:** Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.  
Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.

Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.

Applications for study assistance must be made annually as part of the Performance Appraisal process. The Shire will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.

### **Financial Assistance**

The Shire will consider reimbursement to the maximum value of \$2,500 in any year for education through a recognised provider (i.e. University or TAFE).

- Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities.
- Employees must pay for the approved unit(s) up front and pass the unit(s), prior to any reimbursement claim being made.
- In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a transcript of results obtained.

### **Study Leave**

The Shire will consider up to five (5) hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or TAFE).

- For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence, etc., and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours).
- The five (5) hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.
- Time off is offered as an alternative to financial assistance and must be applied for on an annual basis.

Having regard to changing Government policy on student contributions towards the cost of study, the Shire will keep its policy on reimbursement of educational expenses under review.

### **Professional and Representative Bodies**

Subscription fees for members of an appropriate professional body which is recognised by the Shire of Corrigin will be reimbursed subject to approval of the CEO.

## 5.5. VOLUNTARY SERVICE

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To ensure that the Shire's employees who are emergency service volunteers (e.g. St John Ambulance, fire brigade officers) are paid whilst attending those emergencies.

**Policy:** **Paid Volunteering Time Off (PVTO)**  
All staff who are bona fide members of volunteer emergency service groups, (i.e. fire brigade, St John Ambulance), who are required for emergency service by those groups during ordinary working hours usually worked in that day or period during an emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purpose of this policy, ordinary working hours shall be the time ordinarily worked.

Employees are required to indicate PVTO on their timesheets where payments shall be made through normal pay channels and which may be subject to authentication by the officer controlling the relevant body or service.

During busy periods or when specific compliance deadlines require employees to dedicate their time fully to the activities of the employer, permission to take Paid Volunteering Time Off may not be granted.

### Conditions of Volunteering

1. Council employees either volunteering, or as members of volunteer organisations, are required to obtain permission the CEO, to attend an emergency during normal working hours.
2. Any Shire employee attending an emergency before or after their normal working hours will be considered to be a volunteer. Shire employees will be paid only for their normal hours of duty.
3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment, the Shire employees operating this equipment will be paid appropriate Enterprise agreement rates for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which the operator should be relieved from duty.

## 5.6. SENIOR EMPLOYEES

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>20 May 1998</b>
<b>Amended:</b>	<b>18 March 2014</b>

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**Objective:** The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

**Policy:** The following positions are classified as Senior Employees for the purposes of Section 5.37(1) of the *Local Government Act 1995*:

- CEO
- Deputy CEO

## 5.7. STAFF UNIFORMS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>21 April 2015</b>
<b>Amended:</b>	<b>19 July 2016; 17 October 2017; 16 October 2018</b>

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- Objective:** The Shire shall:
- Present a recognisable, tidy and professional image of staff to the community;
  - Ensure staff are appropriately dressed for their duties; and
  - Ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

- Policy:** The Shire shall adopt a corporate uniform for staff employed in the following areas:
- Administration Staff
  - Outside workforce
  - Any other groups of staff as the CEO may from time to time see fit.

It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise. Council shall supply employees with a uniform in accordance with guidelines set out below. The CEO is able to determine what a suitable uniform is, after consultation with staff, including colour and style of the uniform.

Casual employees shall not be eligible for uniforms under this policy except upon review of working conditions.

Part time employees working as outside staff quantities of clothing issued will be adjusted accordingly.

### Conditions of Supply

That the initial uniform for new outside staff be:

ITEM	QUANTITY	REPLACEMENT	VALUE
Long Sleeve Hi-Vis Shirts	3	Per Year	
Trousers	3	Per Year	
Safety Boots	1	Fair Wear and Tear	Up to \$200
Waterproof Jacket Hi-Vis	1	Fair Wear and Tear	
ITEM	QUANTITY	REPLACEMENT	VALUE
Jumper or Jacket Hi-Vis	1	2 Years	
Raincoat	1	Fair Wear and Tear	
Wide Brim Hat	1	Fair Wear and Tear	
Safety Glasses	1	Fair Wear and Tear	
Rubber boots Steel Cap	1	Fair Wear and Tear	
Overalls	If required	Fair Wear and Tear	

Employees engaged in bitumen/concrete works or undertaking other high wearing duties will be given adequate consideration with respect to replacement and fair wear and tear.

Shirt, trousers and jackets/jumpers will be provided as part of an annual/bi-annual clothing issue. All other personal protective clothing will be supplied on starting work (permanent) with the Shire and then on an as needs/fair wear and tear basis.

The Administration staff will be allocated an amount of \$600 per ~~financial year~~annum (pro rata for part time staff) as determined by the annual Budget.

### **High Visibility**

Workers must wear high visibility clothing of some description while within the road reserve or near vehicle access ways to ensure that they can be seen easily by vehicle users

For this reason all uniform supplied to the outside workforce will be high visibility clothing.

## 5.8. ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 18 February 2020  
**Amended:**

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**Objective:** The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire of Corrigin representatives or not.

**Policy:** This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Corrigin in their capacity as an Elected Member or employee of the Shire.

When considering whether an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues are:

- The business, community group or individual offering the gift, ticket or benefit.
- Value of the benefit.
- Expectation of anything of value in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards.
- Whether the value of that contribution outweighs the value of the benefit.

### Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

In accordance with the Local Government Act 1995 s 5.90A, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

### **Entertainment Events**

Any tickets accepted by an elected member, or employee, without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire of Corrigin or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or President's representative attends the event in an official capacity to perform a civic function. Where there is commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost.

### **Other Commercial (non-entertainment) Events**

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend (such as for their professional development or to

undertake a function as an elected member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost to enable attendance.

If the Shire of Corrigin does not pay for the event, free registration or any other benefit (such as hospitality) given to an elected member or employee would be classified as a 'gift' unless the contribution of the elected member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the elected member or employee.

### **Community/Local Business Events**

Acceptance of reasonable and modest hospitality by an elected member or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the elected member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the elected member or employee attends the event in his or her capacity as an elected member or employee - preferably where the attendance has been requested by the sporting club or community group, and is specifically authorised by the Shire of Corrigin, but otherwise where the person is performing his or her functions as an elected member or employee.

### **Conflicts of Interest**

Attendance at events may lead to a perceived or actual conflict, which may prevent council members participating, or employees, providing advice at a future meeting. If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate in the discussion and vote on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the Council or CEO must apply to the Minister for permission to allow the member or employee to participate.

### **Scope**

The policy provides guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

**Travel and accommodation excluded:** This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the Local Government Act 1995 (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift is still required to be recorded on the “gift register”.

### **Pre-Approved Events**

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

The Shire approves attendance at the following events by elected members, the Chief Executive Officer and employees of the Shire:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (elected members, the Chief Executive Officer only);
- (b) Meetings of clubs or organisations within the Shire of Corrigin;
- (c) Any free event held within the Shire of Corrigin;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by sporting clubs or not for profit organisations within the Shire of Corrigin to which the Shire President, elected member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Corrigin or District;
- (k) Cultural events/festivals within the Shire of Corrigin or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Corrigin;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Corrigin or District;
- (p) Recognition of Service event's within the Shire of Corrigin or District;
- (s) Where Shire President, elected member or Chief Executive Officer representation has been formally requested.

All elected members, the Chief Executive Officer and employees with the approval of the CEO, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire of Corrigin by way of reimbursement.

If there are more elected members than tickets provided then the Shire President shall allocate the tickets.



### **Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of Corrigin of the person attending.
- Alignment to the Shire of Corrigin Strategic Objectives.
- The number of Shire representatives already approved to attend.

### **Non-Approved Events**

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

### **Conference Registration, Bookings, Payment and Expenses**

Shall be dealt with in avoidance with Council Policies:

- 8.9 Elected Members' Business, Conferences and Training Expenses
- 8.7 Training and Development – Elected Members

### **Dispute Resolution**

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to elected members and the Chief Executive Officer and the CEO in relation to other employees.

### **Procedures**

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, elected member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire of Corrigin representative.

Free or discounted invitations / offers or tickets that are provided to the Shire of Corrigin without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on:

- the relative benefit to the organisation in attending the event,
- the overall cost in attending the event, inclusive of travel or accommodation,
- availability of representatives, and
- the expected role of the relevant elected member or employee.

## **Legislation**

*Local Government Act 1995*

- s 5.90A – requirement to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

- s 5.87A and 5.87B council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and

- are valued over \$300; or

- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

*Local Government (Administration) Regulations 1996 –*

- r.34B – required code of conduct contents about gifts to employees

*Local Government (Rules of Conduct) Regulations 2007.*

Department Circular No 11-2019 – New Gifts Framework

Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

## 5.9. RETIREMENT/RESIGNATION OF EMPLOYEES – COUNCIL GIFT/FUNCTIONS

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 31 March 1989  
**Amended:** 16 October 2018

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**Objective:** This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of a Shire employee.

**Policy:** Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of Service	Value of gift up to
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$250
10 – 15 years	\$350
15 – 20 years	\$450
20 years +	\$550

The objectives are:

- To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations.
- To frame a standard procedure when dealing with staff who leave Council's employment and to comply with the *Local Government Act 1995*.

Gifts will be given in accordance with the following guidelines:

- At the discretion of the CEO, a gift may be provided to employees leaving Council prior to two (2) years of service.

Functions will be given in accordance with the following guidelines:

- At the discretion of the CEO, a function may be provided to employees leaving Council prior to two (2) years of service.

Presentation for senior employees leaving Council to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 2 years	Nil	At the discretion of CEO
2 – 5 years	\$200	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 – 20 years	5 – 10yrs = \$250 10 – 15yrs = \$500 15 – 20yrs = \$750	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$1,000	Council sponsored reception (Elected Members, staff and partners).

**Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).**

The Chief Executive Office or Deputy CEO will notify the Governance Executive Officer of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The Governance Executive Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift in advance of the employee's final working day.

## 5.10. COUNCIL VEHICLES ISSUED TO STAFF

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 October 2013</b>
<b>Amended:</b>	<b>19 July 2016; 17 October 2017; 16 October 2018</b>

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**Objective:** To supply employees with a means of transportation in order that they may provide effective and efficient services.

**Policy:** No employee shall drive a Shire vehicle without a valid “C” class driver’s licence. Upon request, employees will produce their current driver’s licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All Shire vehicles are deemed to be ‘pool vehicles’ during normal business hours and are not exclusive in use to the respective assigned employees.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction. Smoking is banned in all Shire of Corrigin vehicles.

The following conditions shall apply to staff that have vehicles issued to them by Council:

### CEO

- Unrestricted use of the vehicle, unless otherwise specified in contract of employment in the South West Land Division of Western Australia or other use as approved by Council.
- No Shire logo
- Choice of colour
- Maximum value of vehicle \$65k (exc. GST) as per the annual budget

### Deputy CEO

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour
- Maximum value of vehicle \$45k (exc. GST) as per the annual budget

#### Manager Works and Services

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour
- Maximum value of vehicle \$40k (exc. GST) as per the annual budget

#### Environmental Health Officer/s

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO.
- No Shire logo
- No choice of colour
- Maximum value of vehicle \$35k (exc. GST) as per the annual budget

#### Building Maintenance Officer

- Unrestricted use of the vehicle within the Shire of Corrigin unless otherwise approved by the CEO.
- No Shire logo
- No choice of colour
- Maximum value of vehicle \$35k (exc. GST) as per the annual budget

Any alterations to the above allowances will be taken to Council for approval.

## 5.11. EMPLOYEE PLANT/VEHICLE USE

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	<b>19 July 2016; 16 October 2018</b>

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**Objective:** To provide guidance on the private use of Shire plant and vehicles by Shire employees.

**Policy:** Employees may not use the Shire plant and equipment after hours free of charge on their own residential land and Shire Residences, without the express approval of the CEO. This approval will be allowed or disallowed depending on the nature of the work to be carried out. Any damage from misuse is to be paid for by the operator. The CEO will establish a list of borrowers.

If permission to use Shire of Corrigin plant and equipment is granted the cost shall be at private works rates less the labour component. Use of small equipment will be charged as per fees and charges adopted by Council.

Permission will not be granted to use plant, equipment or vehicles outside of the Shire of Corrigin.

All requests for private use of a Council owned vehicle by a staff member are to be submitted to the CEO.

If a request for private use of a vehicle or item of plant is granted, the following conditions will apply:

- i) Only a person with the necessary licence and experience will be given permission to drive the vehicle;
- ii) It is not used for commercial purposes;
- iii) If the staff member is accompanying the driver, they must be with the vehicle at all times; and
- iv) The vehicle or item of plant is returned with a full tank of fuel.

## 5.12. LOSS OF DRIVERS LICENCE BY STAFF

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>7 June 1995</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidance in the event of a staff member losing their Motor Drivers Licence.

**Policy:** If a member of the staff loses their motor drivers licence and they rely on their licence to carry out their duties, they:

- Are to immediately advise the CEO; and
- As a result of the loss of licence, may be stood down until they have their licence back again.

The decision on whether the staff member is to be stood down will be made by the CEO.



## 5.13. REMOVAL EXPENSES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 October 2013</b>
<b>Amended:</b>	<b>19 July 2016; 17 October 2017</b>

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**Objective:** To establish guidelines for the reimbursement of employee's removal expenses when relocating to Corrigin for employment.

**Policy:** The reimbursement of employee removal expenses is to be provided as follows:

- CEO – 50% after 6 months satisfactory service and remaining balance after completion of 12 months service to a maximum of \$7,000 or other value as agreed to by Council.
- Deputy CEO – 50% after 6 months satisfactory service and remaining balance after completion of 12 months service to a maximum of \$5,000 or other value as agreed to by Council.
- Senior Staff/Managers – 50% after 6 months satisfactory service and the balance after completion of 12 months service to a maximum of \$2,500 or other value as agreed to by the CEO in consultation with the Shire President.

## 5.14. STAFF HOUSING

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer, Manager, Works and Services
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>17 October 2017; 16 October 2018</b>

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**Objective:** To provide clarity on the conditions for use of Council owned housing by allocated tenants and to ensure the residences and gardens are maintained to a suitable level expected by the community and ratepayers.

Council housing and rental subsidy is provided with the specific purpose of aiding Council in being able to attract and retain appropriate staff.

Shire staff who are entitled to a residence as part of their contract of employment or rental agreement are required to maintain the residence including lawns and gardens to a neat and tidy standard.

**Definitions:** Senior Officer means a person or an employee as defined under the *Local Government Act 1995* Section 5.37(1).

**Policy:** **Chief Executive Officer**

These provisions relate to the CEO as a Senior Employee appointed under Section 5.37(1) of the *Local Government Act 1995*.

In this regard:

- a) The CEO will be provided with a Shire owned or rented house to a minimum configuration of three (3) bedrooms and ~~one~~ two (2) bathrooms at a rental rate as defined under their contract of employment.
- b) If a rental house is required, the CEO in consultation with the Shire President shall determine an appropriate standard and location of the house to be rented.
- c) A housing allowance will be paid if the CEO owns own house.

**Deputy Chief Executive Officer**

The following will apply to the Deputy CEO:

- a) A Shire owned or rented house to a minimum configuration of three (3) bedrooms and ~~one~~ two (2) bathrooms at a rental as defined under their contract of employment.
- b) If a rental house is required, the CEO shall determine an appropriate standard and location of the house to be rented.
- c) A housing allowance will be paid if DCEO owns their own house.

## Other Employees

A Shire owned house to an appropriate standard and location the satisfaction of the CEO shall be provided at a discounted rental rate to be determined through the Annual Budget/Fees and Charges to the following positions:

<b>Employee Classification</b>
Manager of Works
Manager Finance
Pool Manager
Environmental Health Officer
Building Maintenance Officer
Other*

\*as deemed necessary by the CEO to secure occupation a position by a suitable person.

## Permanent fixtures

Permanent fixtures shall include the following:

- Hot water system
- Dish washer
- Authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- Authorised TV Antennae or Satellite equipment (i.e. authorised TV equipment is equipment installed and owned by Council to ensure the house is able to receive a television service)
- Stove
- Internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

## Improvements to housing by tenants

Any improvements carried out to Council's owned houses shall only be permitted with prior approval of the CEO.

## Tenancy Agreement

- a) All staff occupying Shire owned houses shall be required to complete a Form 1AA Residential Tenancy Agreement (under s27 of the *Residential Tenancies Act 1987 (WA)*) with the following requirements for the Lessee:
  - A security bond of an equivalent to 4 weeks rent and (where applicable) a pet bond of \$200 which may be paid as a lump sum or garnished from wages over a 10 week period.
  - Term of Agreement as per the tenancy agreement after cessation of employment of the Shire or other as agreed to be the CEO. Where an extension of the accommodation is accepted by the CEO, the rent will be at a rate 100% higher than the discounted rental rate or market rate.
- b) The CEO shall make appropriate arrangements through the employment of an independent property manager to undertake inspections of all Shire owned houses on at least twice per year to ensure that the houses and gardens are kept to an acceptable standard.
- c) The CEO may approve the lease of vacant Shire of Corrigin properties to persons other than employees.
- d) A property inspection will be carried out at least twice per year. Houses will be inspected for maintenance needs once per year.

## Maintenance of the Gardens

Provided tenants keep their lawns and gardens in good order, ~~Council will be responsible for all water charges for the first \$200 of water per financial year.~~ If gardens and lawns are not maintained employees will be responsible for 100% of water consumption.

## Paint in Shire Residences

Council uses neutral tones in all Council owned residential buildings, (Colour palate "Porcelain") however if a resident wishes to vary the colour of a room (for example a child's bedroom), that they be allowed to do so upon approval of the CEO.

All must be repainted in neutral colour at expense of the tenant on vacation of property.

## Use of Adhesives on Walls

Council requires tenants to ensure the proper care and maintenance of residential properties provided to staff and the community and to this end prohibits the use of adhesive tape, adhesive putty or any similar products, on the walls or ceilings of Council's residential properties as these are likely to cause damage to painted surfaces.

## Vacating Shire Houses

All tenants of Shire owned houses and flats are to arrange for the carpets to be professionally cleaned prior to vacating the residence as per the tenancy agreement.

Carpets must be professionally cleaned at the end of the tenancy agreement, at the expense of tenant and receipt provided.

## 5.15. STAFF SUPERANNUATION

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Finance Officer - Payroll
<b>Date of Approval:</b>	<b>21 May 2013</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** This policy sets out the criteria for the payment of additional superannuation to staff. It provides for guidance for officers involved in the recruitment and retention of staff.

The Shire of Corrigin is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known as Superannuation Guarantee (SG). The percentage payment may be adjusted by legislation from time to time.

The Shire of Corrigin and its employees may also make additional voluntary contributions to a complying fund.

**Policy:** Council will make superannuation contributions for employees on the following basis:

- In addition to the *Superannuation Guarantee Administration Act 1992* and *Superannuation Charge Act 1992*, employees may elect to make both salary sacrifice and post-tax contributions of their salary as an additional superannuation contribution.
- This policy applies to all permanent employees except where superannuation benefits have been varied for Senior Employees who are employed under negotiated performance based contracts. The Shire of Corrigin will match any superannuation contribution made by an employee up to a maximum of 5%, provided the total payment from Council does not exceed 14.5%.
- Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- The default fund shall be WA Super.

## 5.16. REDUNDANCY PAYMENTS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>18 September 1997</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** This policy is designed to provide guidelines for redundancy payments to employees whose employment with the Shire of Corrigin is finishing.

**Policy:** In respect to redundancies which result from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

- a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award, enterprise agreement or if *Schedule 2.1, Clause 11(4) of the Local Government Act 1995* applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of one years' salary at the time of completion of negotiations.

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

- a) Any Federal or State Award or industrial/enterprise agreement application to the employee
- b) Any applicable provisions with the employee contract of employment
- c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
- d) Where the Council so agrees, any recommendations made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Corrigin is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the *Local Government Act Section 5.50(2)*.

## 5.17. LOCAL GOVERNMENT HOLIDAYS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Manager Finance, Deputy Chief Executive Officer
<b>Date of Approval:</b>	<b>18 October 2012</b>
<b>Amended:</b>	<b>17 October 2017; 16 October 2018</b>

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**Objective:** To establish guidelines for the payment of Local Government public holidays.

**Policy:** Employees of the Shire of Corrigin shall be entitled to Western Australian gazetted public holidays. In addition to gazetted public holidays employees (excluding casual and employees on fixed term contracts) shall be entitled to Local Government public holidays on 2 January and Easter Tuesday of each year if the days fall on one of eligible employees ordinary work days.

When a Local Government public holiday falls on a day in which an employee is required to work, the employee will be paid in accordance with the *Shire of Corrigin Enterprise Agreement 2018* or *Local Government Industry Award 2010*. By mutual agreement between the Shire of Corrigin and the employee, an employee may choose to work a Local Government public holiday and take the day off at a later date.

## 5.18. STAFF SEEKING SECONDARY EMPLOYMENT

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.

**Preamble:** Staff wishing to engage in employment or business outside their official duties, must obtain prior permission from the CEO.

**Policy:** Staff that are approved to engage in secondary employment by this policy are to acknowledge that their first duty is to the Shire and they are not to be engaged in providing their service/expertise to clients that will require a decision of the Shire Council either by a Council resolution, delegated authority or Council policy.

- Staff shall not engage in secondary employment, which might be detrimental to their performance of official duties.
- Secondary employment should not affect their efficiency or performance.
- Should be wholly in the staff members private time; and If in the course of their official duties, they have access to confidential information not available to the public, they will not be permitted to engage in any secondary employment to which this information might be relevant; and
- Should the Shire/management resolve to change the spread of hours of the officer then the Shire as principal employer takes priority.



## 5.19. SOCIAL MEDIA

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To give guidelines for engaging in online conversations as representatives of the Shire of Corrigin regardless of private or work related access.

**Statement:** As a Local Government Agency the Shire of Corrigin and its representatives must follow certain rules when participating in social media.

**Scope:** These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Corrigin to apply to any online medium where information may reflect back on the image of the Shire of Corrigin. Therefore this Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, Wikipedia or other wikis, Twitter and LinkedIn. These guidelines also apply to any comments representatives of the Shire of Corrigin may leave on other people's blogs or Facebook pages, edits to wikis, responses to tweets, posting on message boards/forums and opinions on online polls.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

All social media accounts, blogs and web pages carrying the Shire of Corrigin brand identity are to be endorsed by the Shire of Corrigin. If the Shire of Corrigin is referenced in any media by its representatives these social media guidelines apply.

Reference should also be made to the Shire of Corrigin's Code of Conduct – Staff, Volunteers and Contractors.

### **Guidelines**

- 1. The internet is not anonymous, nor does it forget**  
Everything written on the Web can be traced back to its author one way or another and very easily.
- 2. There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.**  
With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Corrigin. Always write as if everyone knows you. Never write anything you wouldn't/couldn't say out loud to all parties involved.
- 3. Avoid hazardous materials**  
Do not post or link to any materials that are defamatory, harassing or indecent.
- 4. Don't promote other brands with our brand**  
Do not promote personal projects or endorse other brands, causes or opinions when posting on behalf of the Shire of Corrigin. The endorsement of the Shire can be sought if required. If a personal opinion must be posted, clearly state that it does not represent the opinions of the Shire.

**5. Maintain confidentiality**

Do not post any confidential information in regards to the Shire of Corrigin including personal information of employees, Councillors and other individuals associated with the Shire of Corrigin.

**6. Always acknowledge**

When reposting/referencing a post or someone else's comments provide a link to the original item or acknowledge the author.

**7. Identify yourself**

When relevant, identify your affiliation with the Shire of Corrigin to add credibility to your profile and to increase the visibility of the Shire of Corrigin.

**8. Do not qualify your work**

Do not post statements regarding the quality or quantity of your work/load.

**9. Do not return fire**

If a negative post or comment is found online about the Shire of Corrigin or one of its representatives, do not counter with another negative post. Publicly offer to remedy the situation through positive action.

**10. Do not action requests made through social media**

Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders blocked.

## 5.20. NOVATED VEHICLE LEASE ARRANGEMENTS

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>21 July 2016</b>
<b>Amended:</b>	N/A

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**Objective:** To provide Staff with an opportunity to enter into a novated vehicle lease where there is no cost or burden top the Shire.

**Policy:** Novated Vehicle Lease Arrangements

### **Leasing of Vehicles**

All employees are eligible to enter in to a full operating novated lease arrangement, subject to the following requirements:

- a) The criteria for a novated vehicle lease, as set out in the guidelines published by the Australian Taxation Office (ATO), being satisfied;
- b) The vehicle being leased in the employees name as a private vehicle with full entitlement afforded to use the vehicle for personal use and benefit outside the employee's conditions of employment with the Shire;
- c) The employee being solely responsible for any residual value of the vehicle at the end of the lease period;
- d) The employee accepting (in writing) full responsibility for the novated vehicle lease upon termination of employment with the Shire;
- e) Any cost incurred by the Shire is to be reimbursed by the employee; and
- f) The employee being fully responsible for any Fringe Benefits Tax (FBT) implications.

## 5.21. CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer/Shire President
<b>Date of Approval:</b>	19 July 2016
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To accord with s5.38 of the *Local Government Act 1995* in undertaking the performance review of the CEO.

**Policy:**

1. The performance of the CEO is to be reviewed by the Shire of Corrigin CEO Performance Review Occasional Committee ('Committee') at least once in relation to each year of employment using the performance criteria contained in the CEO's Position Description.

**Membership**

Membership of the Committee shall be all Councillors.

2. The objective of the Committee is as follows:
  - Compile the consensus response for each of the key result areas detailed in clause of the CEO's contract of employment.
  - Conduct a performance review feedback session with the CEO.
  - Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
  - Prepare and submit for Council approval the agreed performance objectives for the next review period.
  - Prepare and submit for Council approval any variations to the CEO's conditions of employment.
3. The Shire President and CEO may arrange for an appropriate consultant to undertake the CEO's performance review. ~~As part of the performance review, the consultant will undertake interviews with — (but not limited to):~~
  - ~~key members of the community who have a direct relationship with the CEO (e.g. committee members); and~~
  - ~~senior staff;~~

~~as determined by the Shire President.~~
4. The performance review will be carried out by the Committee in a closed meeting with the CEO.
5. A review of delegations and Key Performance Indicators forms part of the review process and which will reference s5.41. Functions of CEO under the *Local Government Act 1995*.
6. A record of proceedings be prepared by the CEO and when confirmed by the Committee will be forwarded to the next available Council meeting on a confidential basis for consideration.

## 5.22. SHIRE MOBILE PHONES AND OTHER ELECTRONIC COMMUNICATION

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended</b>	<b>17 October 2017</b>

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**Objective:** To establish clear direction on the allocation to staff and elected members and subsequent use of Shire mobile phones and other electronic communication devices.

**Definition:** Other Devices means electronic tablets (such as iPads, Tablets etc.) and satellite phones.

**Policy:**

1. The allocation of mobile phones and other devices for business purposes shall be determined by the CEO and the Deputy CEO based on operational need.
2. The purchase and replacement of mobile phones and other devices shall be determined by the CEO and DCEO.
3. All staff in receipt of a mobile phone and other device shall sign an acceptance form acknowledging the provisions of this policy.
4. A Shire mobile phone is to be used for business use except in the event of a personal emergency, unless otherwise approved by CEO or documented as a benefit in an Employee's Employment Package.
5. Should an employee's private use of a mobile phone and/or other device be determined by the CEO to unreasonable and excessive, such costs attributed to that use shall be reimbursed by the employee.
6. A Councillor or employee in possession of a mobile telephone and/or other device is responsible for its use and care, and shall provide immediate notification of any loss, damage or malfunction, with explanation to the particular circumstances.
7. The Shire may withdraw entitlement to use a mobile phone or other device should there be evidence or an admission as to personal neglect or abuse. Further, at the discretion of the CEO reimbursement of the cost for repair, replacement, or reimbursement of excessive use may be sought from the offending officer.
8. Staff may be required to return mobile phones and/or devices to the office or other staff members during period of leave.
9. Where deemed appropriate, the CEO may award a Mobile Phone Allowance to certain staff to allow them to carry and use their personal mobile phone for calls / texts for work purposes as and when the need arises.
10. Where a mobile phone or device is willingly or maliciously damaged or lost, the person to which the mobile phone or device is responsible shall repair or replace the mobile phone or device at their cost.

## 5.23. APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 17 October 2017  
**Amended:** N/A

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**Policy:**

1. Appointment of a person to a designated senior employee position on a temporary or acting basis will be in accordance with Local Government Act 1995 s 5.39 (1a).
2. In the event of an unforeseen absence of the CEO then the default Acting CEO will be the Deputy CEO, (and if the Deputy CEO is unavailable the ~~Manager of Finance or~~ Governance Project Officer) for a period not exceeding ten (10) working days.

## 5.24. DEALING WITH FAMILY MEMBERS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>N/A</b>

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- Objective:** To set out the Shire's position in relation to dealings with family members, specifically:
- Employment of individuals who are related to another employee or member of Council is covered by the *Equal Opportunities Act 1984* and Section 5.40 of the *Local Government Act 1995*.
  - Provision of services to individuals who are related to an employee or member of Council.
  - Procurement of goods or services from individuals who are related to an employee or member of Council.

**Policy:** **Conflict of Interest**  
Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Corrigin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

For the purposes of this policy, a family member is as defined in Section 6 of the Family Court Act 1997 (WA) and includes: wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

### **Employment of Family Members**

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Corrigin, the employee or member of Council will not sit on any selection panel relating to the position, and will not attempt to participate in or influence the selection process or decision in any way. Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed. No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

### **Provision of Services to Family Members**

In a small rural local government it is inevitable that situations will arise where the Shire of Corrigin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend. An employee should also consider if their impartiality is affected when dealing with a customer who they know is a family member or friend of another employee.

### **Procurement of Goods and Services from Family Members**

A situation may arise where the Shire of Corrigin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied.



## 5.25. RELATED PARTY DISCLOSURE

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** **To establish a procedure for related party disclosures.**

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

**Policy:** The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Corrigin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required. The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

### **Identification of Related Parties**

AASB 124 provides that the Shire of Corrigin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Corrigin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of CEO, Deputy CEO, Manager or Supervisor.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Corrigin will therefore be required to assess all transactions made with these persons or entities.

### **Identification of related party transactions**

A related party transaction is a transfer of resources, services or obligations between the Shire of Corrigin (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)].
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire of Corrigin for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire of Corrigin owned property or property sub-leased by the Shire of Corrigin through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Corrigin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Corrigin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Corrigin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Corrigin.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Corrigin can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

### **Disclosure Requirements**

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

### **Ordinary Citizen Transactions (OCTs)**

Management has determined that the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required for the following:

- Paying Rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

### **All other transactions**

For all other transactions listed ~~in point 2~~ above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

### **Frequency of disclosures**

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form each ~~year~~ yearquarter.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

### **Confidentiality**

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

### **Materiality**

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

### **Associated Regulatory Framework**

*AASB 124 Related Party Disclosures*

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## 5.26. LEAVE POLICY

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>16 October 2018</b>
<b>Amended</b>	<b>N/A</b>

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**Objective:** To ensure employees are familiar with the process for accessing their leave accruals in accordance with the National Employment Standards (NES) and the provisions of the relevant industrial instrument.

**Policy:** The purpose of this policy is to provide a consistent application of leave provisions in accordance with the (NES) and the relevant industrial instrument by:

- Facilitating consistency throughout the Shire of Corrigin in administering leave provisions for employees.
- Providing information to effectively manage Annual and Long Service Leave entitlements of employees.
- Encourage employees to take leave by reinforcing the positive benefits of taking leave when it becomes due.

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis (apart from long service leave provisions which apply to casuals).

- Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of the NES and the applicable industrial instrument.
- In circumstances other than a statutory entitlements, leave without pay will be granted at the complete discretion of the CEO. Unpaid leave will usually only be granted when the employee has exhausted all other paid leave entitlements.
- All employees should take annual leave and long service leave within one year from the date in which it is accrued unless it is postponed with the written permission from the CEO.
- All time in lieu should be cleared as close to the time of accrual and is to be used by the end of each financial year.
- No more than three RDO's are to be accrued at any one time unless written permission from the CEO.
- As per the Shire of Corrigin Enterprise Agreement 2018<sup>4</sup> up to 76 hours of annual leave per year may be cashed out by agreement between the employer and employee provided the requirement of the NES are complied with.
- Employees should be informed that under the provisions of the Local Government (Long Service Leave) Regulations:

*“Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of 6 months unless otherwise agreed in writing between the Local Government and employee”*

The manager shall manage the taking of leave including time in lieu and rostered days off and maintain a leave roster ensuring that adequate coverage of functions is maintained.

- Managers will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the shire must also be considered.

- Employees are entitled to receive 'pay in advance' for leave provided applications are approved and supplied to payroll before the end of the last pay period prior to the employee going on leave.
- Leave application forms must be signed by the employee and authorised by the responsible manager prior to the employee taking leave. All leave application forms will be approved or declined within three days and forwarded to the Payroll Officer for action before the affected pay period.
- In the event of unplanned leave, the employee must submit a leave application form on the first day back following absence and provide evidence of absence if required (i.e. medical certificate).
- Where an employee requires a period of personal leave, such as for injury of illness while on annual leave they may apply to have the leave reversed in line with the notice and evidence requirements set out in the Fair Work Act.

### Leave Rosters

- Managers are required to develop and maintain leave rosters that identify proposed relief/coverage arrangements for all employees within their area of responsibility.
- Where relief is required, this is to be negotiated with the relevant manager and if necessary, recruitment is to be arranged by the CEO, [DCEO](#) or Manager of Works [and Services](#).
- To encourage effective workforce planning, manager must monitor the leave roster to ensure that sufficient employees are available to cope with peak workload periods.
- The Payroll Officer will regularly monitor the leave taken to ensure that the total accrued leave does not exceed this policy.

### Approvals and Obligations

- Leave application forms are required to be completed at least three days prior to requested leave.
- A period of two months' notice must be given in writing for Long Service Leave in line with the provisions of the *Local Government (Long Service Leave) Regulations*.
- Leave applications will be considered in the context of needs of the operational requirements of the shire and the team leave roster (in particular if there are multiple employees seeking leave);
- Managers must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on leave;
- After approval, leave forms are forwarded to payroll for processing;
- It is the obligation of individual employees, in conjunction with the Manager, to determine whether there is a need to communicate their impending absence to other employees; and
- As a general rule managers should advise all employees of their absence and what acting arrangements, if any, have been arranged.

Where coverage is not possible to accommodate all leave applications, it shall be the responsibility of the manager to consult the employees regarding the situation and allow discussion to enable employees to resolve the situation. There may be a situation where some employees are happy to accommodate others leave applications but it is preferable that employees attempt to resolve the situation without any type of arbitration.

### **Deferral of Long Service Leave**

- Within 6 months of long service leave becoming due, the CEO will be advised by ~~the Manager Finance or~~ Payroll Officer of employees who have not cleared long service leave for that year, if the entitlement has become due;
- Employees are required to formally seek approval from the CEO to defer long service leave. This deferral request must be in writing and clearly identify the amount of leave accrued, at what date it will be cleared and why it has not been cleared; and
- Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire of Corrigin and employee.
- Deferrals in excess of this period require the approval of the CEO.

### **Variation to Policy**

This policy may be cancelled or varied from time to time at the discretion of CEO. All employees will be notified of any variation to this policy by the normal correspondence method. All employees are to read this policy prior to applying for leave.

# 6 COMMUNITY SERVICES AND FACILITIES

## 6.1. HIRE OF THE COMMUNITY BUS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Customer Service Officer
<b>Date of Approval:</b>	<b>15 July 2008</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To set the conditions for the hire of the Corrigin Community Bus.

**Policy:** The rate for the hire of the community bus will be set as part of the annual budget process; it will be a cent per kilometre rate (plus fuel).

Smoking is not permitted on the community bus.

Persons holding a WA Drivers Licence with a Light Rigid (LR) class or above are able to hire and drive the community bus. (Proof of Licence will be required as part of the booking procedure) If the driver is receiving reward for driving the bus the driver will be required to hold an "F" endorsement on their WA Drivers Licence. "Reward" is defined as an amount received for carrying those passengers intended to exceed the running costs of the motor vehicle.

Council does not object to the hire of the community bus to people from outside the Shire of Corrigin. If, however, the bus is hired by somebody who is not a resident of Corrigin, and the bus is subsequently required by a local, the non-local must be advised that the bus is no longer available to them. At least one week's notice must be given to the non-local of the cancellation of the hire to enable them to make other arrangements.

If the bus is returned in an untidy state and it is not possible to contact the hirer responsible prior to the next hire of the bus, the bus will be cleaned and the hirer will be responsible for the cost of the cleaning.

Hirers of the Corrigin Community Bus are expected to return the bus with a full fuel tank (filled to 3 'clicks of the fuel bowser) and in a clean condition.

Council will provide free use of the community bus for the following organisations on the provision that fuel costs are paid by the hirer:

- Senior Citizens activities plus one other event each calendar year; and
- Rotary Club of Corrigin trip to Perth plus one other event each calendar year;
- Shire staff social event; and
- Seniors Games.

All other conditions of hire of the community bus must be adhered to by the hirer.

Persons or clubs using the community bus where fees have not been paid or the tank is not filled or the bus has not been returned in a clean condition may be prohibited from using the bus in future.

A suitable member of the Shire staff must inspect the Community Bus after every hiring to ensure that it has been returned in an adequate state with no damage.



## 6.2. SHIRE BUILDINGS (NOT INCLUDING CREC) – HIRE

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Customer Service Officer
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To provide guidance on the hiring of Council buildings.

**Policy:** All applicants that wish to hire Shire buildings will be required to sign a 'Conditions of Hire' form before collection of the required keys. This form is to contain details of the standard of cleanliness required of the building after use and if the hirer does not meet those requirements, the following steps are to be taken:

- The Customer Service Officer should contact the hirer and request that the items that do not meet the required standard be attended to immediately.
- If the required cleaning is not carried out to the expected standard the Shire cleaning staff should attend to the matter and the hirer is to be levied the necessary cleaning expense based on the hours that the cleaner was required to work on the building.

### 6.3. CORRIGIN RECREATION AND EVENTS CENTRE - HIRE

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Customer Service Officer
<b>Date of Approval:</b>	<b>19 April 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidance on the hiring of Council buildings.

**Policy:** All applicants that wish to hire the Corrigin Recreation and Events Centre will be required to sign a 'Conditions of Hire' form before the booking can be confirmed and prior to collection of the required keys. This form is to contain details of the standard of cleanliness required of the building after use and if the hirer does not meet those requirements, the following steps are to be taken:

- The Customer Service Officer or CEO should contact the hirer and request that the items that do not meet the required standard be attended to immediately.
- If the required cleaning is not carried out to the expected standard the Shire cleaning staff should attend to the matter and the hirer is to be levied the necessary cleaning expense based on the hours that the cleaner was required to work on the building.

Prior to booking, hirers will be provided with the following forms:

- Booking Application form
- Clean-up checklist
- Application for discounted hire
- Application to consume alcohol
- CREC Hire Terms and Conditions

## 6.4. MAXIMUM NUMBER OF PERSONS – COUNCIL FACILITIES

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 23 August 1995  
**Amended:** 19 April 2016

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**Objective:** To provide guidance on the hiring of Council buildings.

**Policy:** All hirers are to be advised of the maximum number of persons allowed in the following facilities under the provisions of the *Health Act 1911*:

- Corrigin Town Hall - 400
- Corrigin Recreation and Events Centre - as per table below:

Public Building Area	Type of Use	Maximum Numbers
Function Room/Bar	Dining	242
	Conference	484
Foyer	Hall	172
	Exhibition	43
Gym/Crèche	Gymnasium	17
Sports Hall	Hall (with all exits available)	916
	Gymnasium	305
Hockey/Netball Kiosk Room	Meeting Room	38
Total (at any one time)	Hall	1000

## 6.5. HIRE OF CHAIRS AND TABLES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 July 2002</b>
<b>Amended:</b>	<b>19 April 2016</b>

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**Objective:** To provide guidance on the hiring of Council owned chairs and tables from Council buildings.

**Policy:** Council does not hire the chairs and tables from the Corrigin Town Hall or Corrigin Recreation and Events Centre, other than to the Corrigin Agricultural Society for use during the annual Agricultural Show at no cost.

Council has some chairs and tables available for hire from the CWA Hall. Fees and Charges are in accordance with those adopted in the annual budget process.

## 6.6. SWIMMING POOL – USE OF THE POOL BY CORRIGIN DISTRICT HIGH SCHOOL

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidance on the hiring of the outdoor swimming pools to the local District High School.

**Policy:** When Corrigin District High School is given exclusive use of the outdoor swimming pool for the annual faction swimming carnival or inter-school swimming carnival, all children and adults are allowed free entry to the facility.

No other members of the public can use the pool during the carnival.

## 6.7. SWIMMING POOL – VACATION SWIMMING LESSONS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidance on the entry charges for the outdoor swimming pools during Vacation Swimming Lessons (VAC swim).

**Policy:** Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed.

VAC swim swimming teachers are permitted free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

## 6.8. NO SMOKING AREAS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Environmental Health Officer
<b>Date of Approval:</b>	<b>21 May 1997</b>
<b>Amended:</b>	<b>N/A</b>

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- Objective:** The objectives of the Shire of Corrigin in banning smoking in various Council areas not covered by legislation is to:
- Improve the health of community members;
  - Improve public amenity and maintenance of Council property;
  - Raise community awareness of issues associated with smoking;
  - Provide community leadership in taking measures to protect the health and social wellbeing of the community;
  - Minimise cigarette butt pollution on Council owned properties.

This policy will help Council fulfil its obligation under the *Tobacco Control Regulations 2006*, to prevent smoke entry.

- Policy:** Smoking is prohibited inside all Council public buildings (*which for the purpose of this Policy includes the Shire Depot and yard along with the Transfer Station*) as a requirement of the *Tobacco Control Act 2006*.

Smoking is prohibited inside all Shire vehicles.

Council is required to ensure that tobacco smoke does not enter all public buildings from the outside, and in doing so is applying the following:

- No smoking within 5 metres of an entrance/exits to buildings including covered areas of those buildings such as verandas and patios
- No smoking within 10 metres of air conditioning units.

The Corrigin War Memorial Pool is the only Council facility which is designated by Council as a no-smoking outdoor area. Smoking at the facility will not be tolerated, and patrons who wish to smoke are to do so outside the pool enclosure.

Designated outdoor smoking areas are to be appropriately signed with “SMOKING AREA” signs and include sufficient cigarette butt disposal bins.

Outdoor areas where the public tend to congregate are to be signed with “NO SMOKING AREA” signs.

The Shire is responsible for the provision of signs for smoking and non-smoking areas and cigarette disposal bins, and for the emptying of those bins.

## 6.9. USE OF THE CORRIGIN RECREATION PRECINCT (O'SHEA PLACE) FACILITIES

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** **19 September 2001**  
**Amended:** **17 October 2017**

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**Objective:** To provide guidance in the use of the facilities at the Corrigin Recreation Precinct (O'Shea Place) facilities.

**Policy:** **Ram Field Days**  
The only people permitted to display rams in the recreation ground area for ram field days be those groups approved by Corrigin Ram Breeders Association is to be used. The Eastern portion only of the grassed area is to be used for such events.

**Circus Visits**

Circuses are permitted within the Shire of Corrigin subject to consultation with the CEO and Manager of Works.

**Use of the Oval**

Only activities of a sporting nature are to be allowed on the Football, Cricket and Hockey areas, with the exception of the Corrigin Agricultural Show and the biannual Rotary Club of Corrigin's Car Event. The Eastern portion of the grassed area can be used for both sporting and other events.



## 6.10. CASUAL HIRERS LIABILITY INSURANCE

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Deputy Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Preamble:** Local Government Insurance Services advise WA that the following situation exists with respect to hire of buildings/facilities to other parties.

*Unincorporated Bodies*

Where Council has in place a 'Casual Hirers Liability Policy' the Council and the hirer are indemnified against bodily injury and/or property damage.

*Incorporated Bodies*

As these bodies are legal entities in their own right they are required to carry their own public liability insurance. If the incorporated bodies do not have public liability cover then the Council could be subject to claims for damages and the following was made policy:

**Objective:** To provide security for users of Council halls and facilities.

**Policy:** *Insurance – Incorporated Bodies*

That any incorporated body that wishes to hire or use a Council facility must provide on request details of insurance cover that will indemnify Council against any possible insurance claim as a result of that use or hire.

*Insurance – Unincorporated Bodies*

That any unincorporated body that wishes to hire or use a Council facility in excess of ten times per annum, must provide detail of insurance cover that will indemnify Council against any possible insurance claim as a result of that use or hire.

**Process:** Persons and groups wishing to hire Council halls and facilities are to make application to Council on the designated application form. Applications are to be assessed by the CEO or DCEO and officers delegated by the CEO.

# 7 PARKS AND LANDSCAPING POLICIES

## 7.1. ROAD VERGE DEVELOPMENT CRITERIA

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>19 April 2016</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide guidance to Council, the general public and the Shire administration on the appropriate landscaping development on road verges.

**Policy :**

- i) Council shall encourage and support the development of road verges in urban areas, using a dry garden style of either a native garden or cleared gravel.
- ii) The preferred style for the Native Garden option is with irrigation for establishment and up to two trees/20m frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler is preferred.
- iii) The trees shall be planted to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with the Manager of Works and Services.
- iv) Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non-frangible items shall be placed on the road reserve. Weed control using weed mat with aggregate, mulch, gravel overlay is acceptable.
- v) No assistance shall be given by Council for development, ongoing operation or maintenance costs.

## 7.2. CEMETERY PLANTINGS

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**Policy Owner:** Works and Services  
**Person Responsible:** Manager Works and Services  
**Date of Approval:** **19 December 2001**  
**Amended:** **N/A**

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**Objective:** To ensure the Corrigin Cemetery is maintained in an organised manner.

**Policy:** No planting of trees around the gravesites is permitted. Any beautification of gravesites involving vegetation is to be submitted to the CEO for prior approval.

### 7.3. STREET TREES

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To guide Council and Administration on appropriate removal and replacement of street trees within the Shire of Corrigin.

**Policy:** Street Tree Removal:  
Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the CEO.

Street Tree Planting:  
Street tree planting is only to be carried out during optimum planting periods and the species of tree to be planted must suit the location with due regard to power, telephone and water services.

The street tree replacement program is to be continued which will replace all the gum trees in the townsite that are currently causing problems with power lines and the roads and footpaths, and these are to be replaced with a more suitable variety.

## 7.4. SHIRE OF CORRIGIN SIGNAGE POLICY

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

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**Objective:** The Shire of Corrigin Signage Policy seeks to:

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

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

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

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

### SIGNAGE CATEGORIES

There are ~~threesix~~ signage categories:

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



**Sign Category No. 1 (actual)**

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



**Sign Category No. 2 (Indicative)**

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



**Sign Category No. 3 (Indicative examples)**

**Category 34:** Historical Sites and Locality Signage.

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

Historical Place:

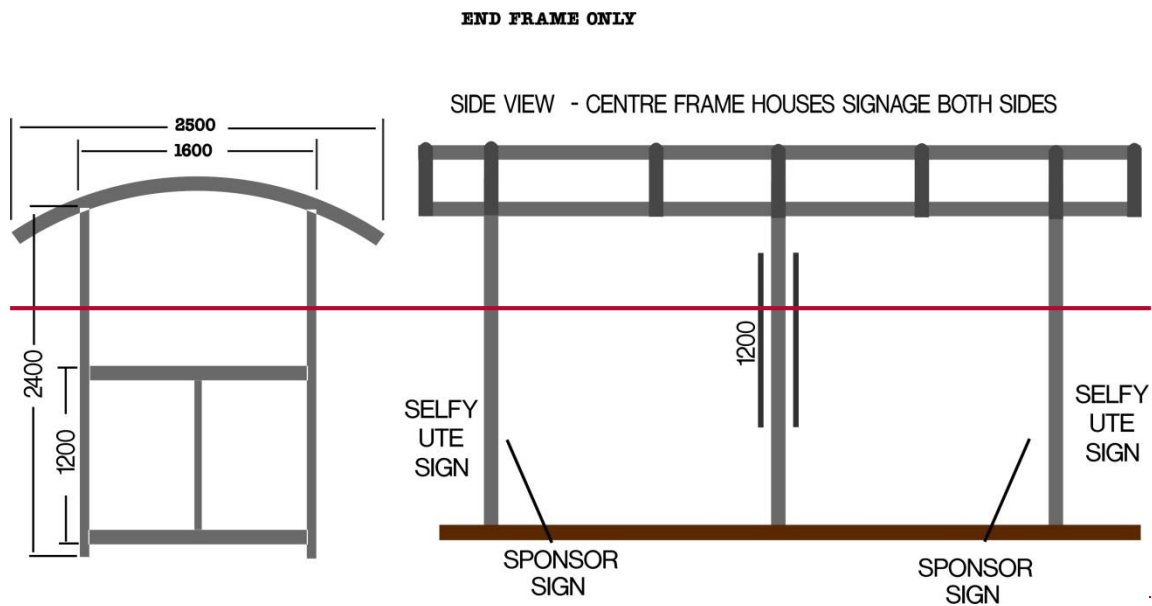
- Gnerkadilling
- Glenmore
- Jubuk
- Kurrenkutten
- Lomos
- Nambadilling
- Nornakin
- Sewells Rock
- Stretton
- Wogerlin

Locality Signs:

- Bulyee
- Kunjin
- Corrigin
- Gorge Rock

**Category 5: Visitor Information Bays.**

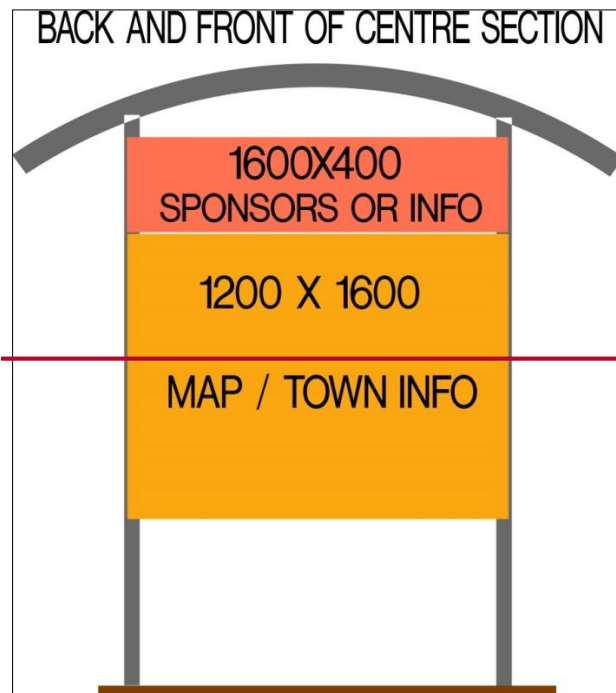
The sites chosen are the existing Visitor Bay at Rotary Park with two new Bays located at equal distances of 5.5km from Corrigin, along the Brookton-Corrigin Road. The Visitor Information Bays will incorporate signage displays, a map, business signage that promotes Corrigin. At the ends of the Information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







**Information Bay Sign Category No. 5 (Indicative)**



**Indicative Information Bays and Sign Category No. 45**

**Category 46:** Business and Industrial Area signage to provide guidance to visitors and residents as to where businesses are located in the industrial area and within the townsite. The Shire provides two industrial area signs frames on the corner of Boyd Street and Walton Street with the main highway (Kunjin Street). Businesses are able purchase for the cost of the signage a

fingerboard sign that can be installed on these frames. These are the only signs that can have personal business names on them within the townsite. Farm businesses or other businesses outside of the town boundary may have blue directional signs installed on existing road signage by the Shire. The full cost of the sign and installation will be at the farm/business owner's expense.

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

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



Industrial Centre signage



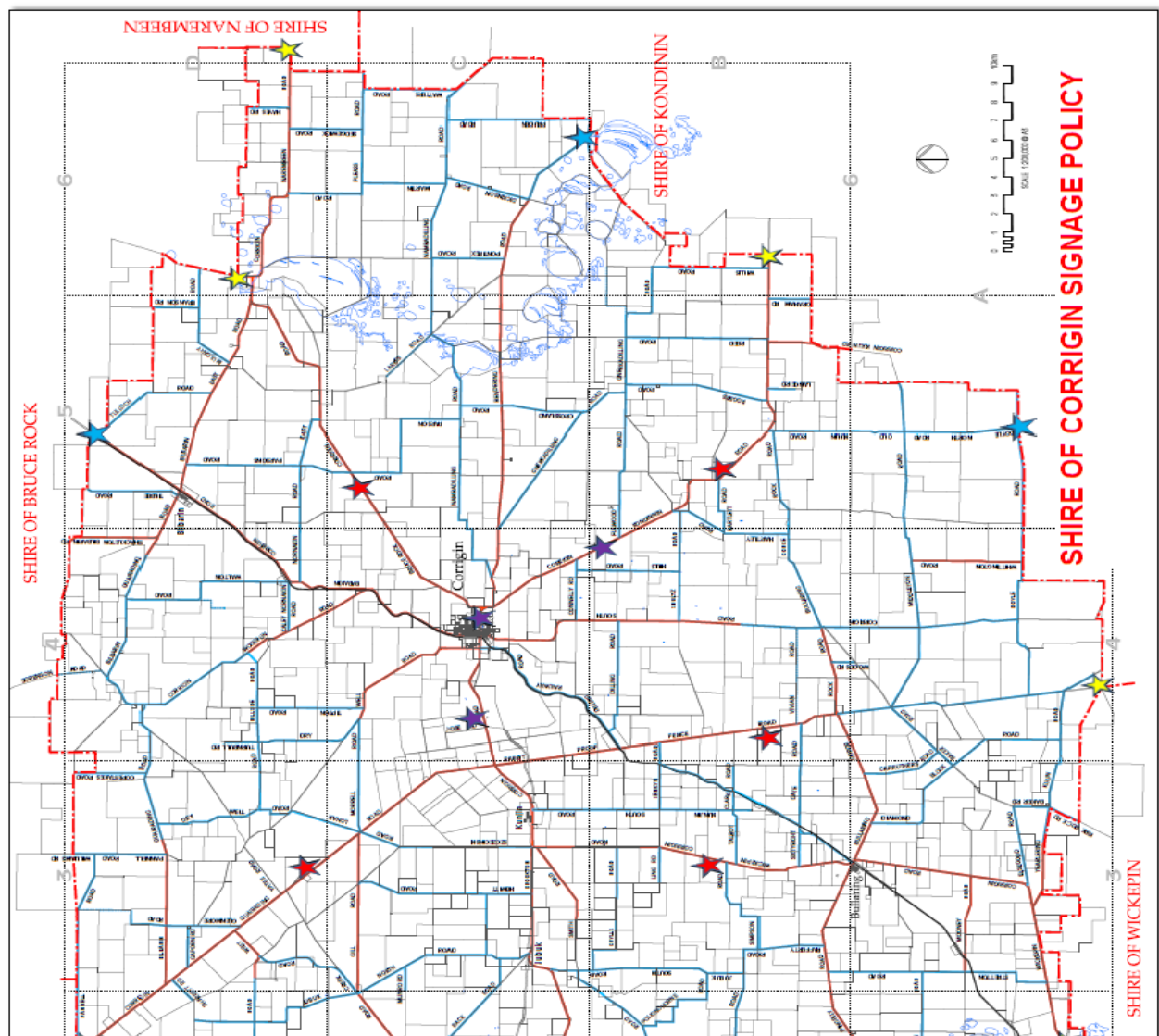
Business/Information Signs



### PROPOSED LOCATIONS FOR SIGN AND VISITOR BAY OPTIONS

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

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



# 8 COUNCIL/ELECTED MEMBERS

## 8.1. TRAVEL AND ACCOMMODATION

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To establish clear guidelines for travel and accommodation arrangements for elected members who are required to travel for Council business.

**Policy:** Approved travel and accommodation will be booked by the office of the CEO ensuring the use of negotiation and any available corporate/government rates to secure the most competitive rates.

Air travel will be by economy class with on the most economical flight.  
The reimbursement of reasonable out of pocket expenses will be made to Elected Members on official Council business as determined by the CEO.

## 8.2. INVITATION TO END OF YEAR LUNCHEON

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>20 November 1996</b>
<b>Amended:</b>	<b>16 October 2018</b>

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**Objective:** To ensure the continuity of the annual end of year luncheon hosted by Council.

**Policy:** That all current Councillors, past Presidents, Freemans of the Shire and local Members of Parliament, including partners are invited to the annual end of year luncheon of Council.

All senior designated employees and partners are also to be invited to the luncheon. Any other members of staff may be invited at the CEO's discretion.

### 8.3. CIRCULATION OF AGENDAS AND MINUTES

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Governance Executive Officer
<b>Date of Approval:</b>	<b>15 October 2013</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To ensure the appropriate distribution of agendas and minutes of Special and Ordinary Council meetings.

**Policy:** Copies of the agendas and minutes of Special and Ordinary Meetings of Council are to be made available on the Shire of Corrigin website and sent to all retired Councillors, Presidents and Freemans of the Shire on request.

The Shire will provide all current Councillors with:

- An email containing a link to a copy of agendas and minutes within the appropriate legislative timeframes; and
- Where requested by the Councillor, a hard copy of agendas and minutes to be collected by the Councillor from the Shire Administration Office.

## 8.4. DRESS STANDARD

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>20 June 2001</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To present a tidy and professional image of staff and elected members to the community.

**Policy:** Dress requirements for Councillors and Staff attending the following meetings will be:

- Special and Ordinary Council meetings is to be business attire, coat and tie for males, with equivalent standard of dress for females; and
- Committee Meeting is to be neat casual clothes or good work clothes (depending on the nature of the business to be discussed).



## 8.5. REPORTS OF SEMINARS OR MEETINGS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	All Elected Members
<b>Date of Approval:</b>	<b>17 October 2001</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To ensure effective communication between Councillors and staff in regards to attendance at seminars, training and meetings.

**Policy:** Councillors who represent the Shire at meetings or seminars shall make every effort to present a written report back to Council for the agenda, where minutes of the meeting are not made available. If a written report is not possible Councillors may provide a verbal report during Councillors report section of the meeting.

## 8.6. MONTHLY ORDINARY COUNCIL MEETINGS AND COUNCILLOR DISCUSSION PERIOD

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 December 2006</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To provide guidance to the Executive staff on the appropriate day and time for the regular meetings of Council.

**Definitions:** **Ordinary Council Meeting** means a meeting of Council that is open to the public, conducted at least once every three (3) months dealing with general business of the Local Government.

**Councillor Discussion Period** means a forum convened to discuss strategic or important operational matters and receive presentations from community organisations and government agencies.

**EXPLANATORY NOTES:**

A Local Government is required to hold an Ordinary Council Meeting at least once in every three (3) month period pursuant to s5.3(2) of the Local government Act, 1995.

A Councillor Discussion Period is conducted between Councillors and staff to discuss strategic items, receive project updates and be briefed on important operational matters and may be of a confidential or sensitive nature. This forum is also used to receive presentations from community organisations and government agencies, but is not to facilitate or debate on forthcoming prepared agenda items.

**Policy:**

1. That Ordinary Council Meetings be conducted on the third Tuesday of each month, except January, unless otherwise determined by Council as a 'Special meeting'.
2. That Council meetings commence at 3.00pm unless otherwise determined by the Shire President.
3. The CEO may convene a Councillor Discussion Period on the third Tuesday of each month (prior to the Council meeting), except January unless a Special meeting has been determined by Council.
4. Councillor Discussion Period is closed to general public with attendance by invitation only by the Shire President.

**EXPLANATORY NOTES:**

~~A Local Government is required to hold an Ordinary Council Meeting at least once in every three (3) month period pursuant to s5.3(2) of the Local Government Act, 1995.~~

~~A Councillor Discussion Period is conducted between Councillors and staff to discuss strategic items, receive project updates and be briefed on important operational matters and may be of a confidential or sensitive nature. This forum is also used to receive presentations from community~~

~~organisations and government agencies, but is not to facilitate or debate on forthcoming prepared agenda items.~~

## 8.7. TRAINING AND PROFESSIONAL DEVELOPMENT – ELECTED MEMBERS

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	President, Councillors and Chief Executive Officer
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>17 October 2017</b>
	<b>18 March 2020</b>

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**Objective:** To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Shire.

**Policy:** Elected Members are strongly encouraged to participate in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

Council shall ensure adequate resources are allocated annually in the Shire’s budget to provide the opportunity for Councillors to participate in appropriate training and development. (I.e. \$2,000 per Councillor plus an additional \$3,000 for the President to attend an interstate conference or function annually).

### **Mandatory Training**

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following mandatory training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council’s preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed within the first 12 months following their election to Council. The training is valid for a period of five years.

It is Council’s preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

### **Additional Authorised Training / Conferences**

Elected Members are permitted to attend the following training opportunities without requiring further Council authorisation:

- WALGA Elected Member Training Modules, seminars, forums webinars, and workshops that in particular address:
  - CEO Performance Appraisals (face to face)\*

- Introduction to the Local Government Act for Elected Members (Webinar)\*
- Decision Making in Practice - Delegations (Webinar)\*
- Local Government Gift Declaration (Webinar)\*
- Introduction to the Local Government Act for Elected Members (Webinar)\*
- Communications Webinar for Elected Members (Webinar)\*
- Chairing of Meetings (Webinar)\*
- WALGA Annual Local Government Week Conference and associated training courses;
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums; and
- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email.

*\*Council considers these seminars, forums webinars, and workshops a 'essential training requirement' for any Councillor and should be carried out within the first two years of becoming a Councillor.*

Requests for course participation or conference attendance may be initiated by the Elected Member and should be forwarded to the CEO prior to enrolment or registration.

The CEO is authorised to approve request from Elected Members for professional development, training and conference attendance without referral to Council providing that the cost does not exceed a total of \$5,000 for Councillors and \$8,000 for the President in any 12 month period, and the course or conference is organised by an identified, industry-recognised training provider.

~~A register of elected member training will be published on the Shire of Corrigin website and updated regularly. The CEO will keep a log of all seminars, forums, webinars, and workshops attended by Elected Members and present the log to the President before the last Council meeting of the Calendar year.~~

Any requests outside this policy, including those for attendance at course or conferences outside Western Australia, are to be submitted to Council for consideration.

## 8.8. ELECTED MEMBERS' FEES, ALLOWANCES AND BENEFITS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Manager Finance
<b>Date of Approval:</b>	<b>15 August 2006</b>
<b>Amended:</b>	<b>17 October 2017; 16 October 2018</b>

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**Objective:** To clearly outline the timing of payment to Elected Members of Members fees and allowances within the provisions of the *Local Government Act 1995*.

**Policy:** At the end of December and June, Council staff shall arrange payment to Councillors for all entitled allowances within the provisions of the *Local Government Act 1995*.

The determination of allowances to be paid will be set out during the annual budget adoption process including information technology and telephone allowance.-

Elected members payments are to be provided by electronic funds transfer with elected members notifying the Deputy CEO~~Manager Finance~~ of their account details upon election.

A statement of payments received will be provided to elected members at the end of the financial year on request.

## 8.9. ELECTED MEMBERS' BUSINESS, CONFERENCES AND TRAINING EXPENSES

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** This policy sets out the guidelines to cover Elected Members in conducting Council business, attending conferences or training relating to Council activities.

~~**Definitions:** 'Interstate' refers to travel between different states of Australia.~~

~~'Intrastate' refers to travel within the state of Western Australia.~~

**Policy:**

1. Any approval for travel by Elected Members shall be subject to the availability of adequate funds allocated in the budget for this purpose.
2. Accommodation, travel, business or conference expenses and meals, will be prepaid where possible.
3. Moderate claims for alcoholic beverages, when consumed in conjunction with a meal, are an acceptable expense. Unrelated mini-bar costs, alcoholic beverages and in-house movie hire are considered personal expenses and will not be paid for or reimbursed by Council.
4. No "Business Class" or "First Class" air travel permitted unless approved by Council.
5. All expenses incurred by an accompanying partner will be at the personal expense of the Elected Member other than the cost of shared accommodation unless otherwise resolved by Council or covered by this policy.
6. The following conferences have been identified by Council with attendance at these conferences by the Shire President or their nominee and the CEO or their nominee approved on an ongoing basis:
  - Sustainable Economic Growth for Regional Australia
  - Australian Local Government Association - National General Assembly (plus one additional Elected Member)
  - ~~LGMA National Congress~~
  - National Roads Forum
7. Conferences not identified in this policy for ongoing attendance will be subject to a report to Council and assessed according to merit.
8. The CEO or their nominee and all interested Elected Members are approved on an ongoing basis to attend WALGA Local Government Convention with associated accommodation, travel, meals including partner's meals and business or conference expenses incurred by

them to be paid for or reimbursed by the Shire. The Shire President and Deputy Shire President or their nominee to be the voting delegates at the WALGA Annual General meeting (AGM).

9. Elected Members can access an allocation of two training days per year through WALGA or the Department of Local Government, with approval by the CEO, including registration, travel, meals and accommodation without reference to Council. Training attendance above the allocation is subject to Council approval.
10. Reimbursement of Expenses~~Extent of expenses to be reimbursed~~  
~~\_(1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.~~  
(1) Telephone allowance determined in budget.  
 (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$25 per hour, ~~whichever is the lesser amount.~~  
 (3) The extent to which a council member of a local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is:  
 (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or  
 (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:  
 (i) for the person to travel from the person's place of residence or work to the meeting and back; or  
 (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.  
 (4) The extent to which a council member of a regional local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.  
 (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather



than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as at the date of this determination.

(6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$25 per hour, whichever is the lesser amount.

(7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

(8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

## 8.10. USE OF VEHICLE FOR COUNCIL RELATED BUSINESS

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 20 April 2005  
**Amended:** N/A

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**Objective:** To supply elected members with a means of transportation in order that they may provide effective and efficient services.

**Policy:** Council allows Councillors, staff and other members of the community use of a Shire vehicle to attend training seminars, conferences or meetings when they are acting as a representative of Council, at the discretion of the CEO and/or President.

If a suitable car is unavailable the attendee will be reimbursed a rate specified in the Local Government Industry Award for use of their private vehicle, provided an appropriate claim form/invoice is submitted.

## 8.11. AUDIT AND RISK MANAGEMENT COMMITTEE

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>N/A</b>

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- Objective:** To provide guidance and assistance to the Council in:
- a) carrying out its audit functions under Part 7 of the *Local Government Act 1995*;
  - b) the development of a process to be used to select and appoint an auditor;
  - c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
  - d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
  - e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;
  - f) receiving and verifying the annual Local Government Statutory Compliance Return;
  - g) review reports provided by the CEO on the Shire's systems and procedures in relation to –
    - i. risk management;
    - ii. internal control; and
    - iii. legislative compliance at least once every 2 years and report to Council the results of that review. (Ref: s16-17 Local Government (Audit) Regulations 1996)

To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:

- the community;
- the workforce;
- vehicles and plant;
- buildings and similar property;
- revenue streams;
- legal liability;
- electronically stored information;
- environmental impact;
- fraud; and
- reputation.

**Policy:** Council will establish a committee under the powers given in Section 5.8 and Section 7.1 A of the *Local Government Act 1995*, *Local Government Amendment Act 2004* and Audit Regulations, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee").

## **Membership**

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

No member of staff including the CEO is to be a member of the Committee, but the CEO may participate as Council's principal advisor, unless expressly excluded by resolution of the Committee.

Appointments of external consultant/s and up to one 'Independent Community Member' ('ICM') shall be made by the CEO following a decision of Council and the allocation of sufficient funds to provide consultation fees using relevant professional fee schedules.

Any ICM shall be:

- a person who is on the Electoral Role and can vote in local government elections within the shire of Corrigin; and
- appointed after the CEO has undertaken public advertisement of the role through local news outlets (Windmill) and relevant social media sites for not less than 21 days.

Should an ICM be appointed by Council, they have demonstrated:

- detailed knowledge and experience in the operations of large organisation; and
- understanding of financial management, risk management, reporting and governance practices.

The terms of appointment of the ICM will be for an initial period not exceeding two years after which they will be eligible for extension or re-appointment, for a further two (2) year terms after a formal review of their performance, such review to be undertaken by the Chief Executive Officer with the two Councillor Committee members and final approval by Council.

The terms of ICM will only be extended after the Council determines that members have satisfied the following performance criteria:

- satisfactory contribution to Committee discussions and deliberations;
- demonstrated preparation for all meetings (knowledge of agenda items and associated reports);
- demonstrated ability to raise pertinent issues and appropriately question auditors and officers; capacity to stay apprised of contemporary good governance, risk management and audit practice, and;
- satisfactory attendance of Committee members.

In the event of a vacancy of an independent member arising prior to the expiration of an authorised term, Council shall publicly advertise for the position to be filled for the remainder of the current term. Reimbursement of approved expenses will be paid to each ICM.

### **Presiding Member**

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law). The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees.

The Presiding Member, if different from the President, is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

### **The Role of the Committee**

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, the *Local Government Amendment Act 2004* and the *Local Government (Audit) Amendment Regulations 2005*, local laws and policies of the Shire of Corrigin and this Instrument.

Their role will be to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

### **Conduct of Meetings**

The Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members.

As an indicative guide, meetings should be arranged to coincide with relevant Council reporting deadlines, for example in February to discuss the Statutory Compliance Return, in July to discuss the year's financial performance and to discuss the annual audit program and in November to discuss the Annual Financial Report. Additional meetings shall be convened at the discretion of the Presiding Member.

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

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

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

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

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

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

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

### **Quorum**

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

### **No Delegated Powers**

The Audit and Risk Management Committee is a formally appointed committee of Council and is responsible to that body.

Council will not provide the Committee with delegated powers under the *Local Government Act* and the Committee is to advise and make recommendations to Council only.

The Committee will not have:

- executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility; or
- any management functions and is therefore independent of management.

The Council when preparing the Committee Charter may make guidelines to provide further direction from Council for the operation of the Committee.

## 8.12. **APPOINTMENT OF AN AUDITOR**, ~~SCOPE OF WORKS AND NOTIFICATION OF APPOINTMENTS~~

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>16 October 2018</b>

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**Objective:** ~~To ensure compliance of legislative audit requirements for the Shire for each financial year. To ensure an independent audit opinion of the accounts and annual financial reports of the Shire for each financial year covered by the term of the audit appointment~~

**Policy:** ~~As of 28 October 2017 the *Local Government Amendment (Auditing) Act 2017* gave the mandate of all Local Government financial and performance audits to the Office of the Auditor General (OAG).~~

~~The OAG implemented a staged approach to the mandate to allow for existing independent audit contracts to expire with the Local Governments. The Shire of Corrigin was nominated as a stage 2 Council and came under the OAG as of the 2018/2019 Financial Year.~~

~~The Auditor General has the mandate to:~~

- ~~• audit Council's annual report~~
- ~~• conduct a performance audit of Council~~
- ~~• perform supplementary audits where requested by the Minister for Local Government~~
- ~~• report to Parliament the results of Councils financial and performance audit.~~

~~The OAG will appoint an independent accredited audit firm to carry out the audit on their behalf to ensure that the audit is completed within a timely manner.~~

~~The Shire of Corrigin's obligations under the *Local Government Act 1995* in relation to the audit remain unchanged. Section 7.12A requires Council to examine the audit report from the OAG and take action on the matters raised where required and prepare a report stating the actions taken on significant findings. Council must send the report to the Minister for Local Government and publish the report on Councils webpage as required under section 7.12A(5) of the Act.~~

~~This policy will become obsolete as of the 2021 Policy Manual Review.~~

~~1. Subject to the promulgation of the *Local Government Amendment (Auditing) Bill 2016*:~~

- ~~○ the contract period of an auditor shall not exceed (3) three years; and~~
- ~~○ Council shall not normally retain the same single auditor for more than two (2) contract periods in succession.~~

~~2. The President will be given not less than five (5) working days' notice of a visit to the Shire of the appointed auditor and given an opportunity to meet with the auditor without the attendance of Shire staff at the discretion of the President.~~

~~3. In carrying out an audit, the appointed auditor is to be provided unfettered access to meet with any staff member during normal working hours. The CEO is expected to make staff available to the auditor upon request (either verbal or written).~~

~~On 24 August 2017, amendments to the *Local Government Act 1995* were passed by State Parliament that will enable the Auditor General to audit council finances and performance.~~

~~The changes to the Act have been supported by amendments to the *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit Regulations)* gazetted on Tuesday, 26 June 2018,~~

~~Unless otherwise specified, the changes to the regulations commence on 27 June 2018. Regulations 13 and 14 of the *Local Government (Financial Management) Regulations 1996* commence on 1 July 2018.~~

~~4. The following will be included as the 'scope of works' for the appointment of an auditor:~~



## **SHIRE OF CORRIGIN AUDIT SERVICES**

### **SPECIFICATION**

#### **Objectives of the Audit**

~~To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.~~

#### **Term of Audit Appointment**

~~For the financial years commencing XXX through to XXX~~

#### **Scope of the Audit**

~~The Auditor is to—~~

~~Carry out such work as necessary to form an opinion as to whether—~~

- ~~—— a) —— the accounts are properly kept; and~~
- ~~—— b) —— the annual financial report:
  - ~~(i) —— is prepared in accordance with the financial records; and~~
  - ~~(ii) —— represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and other mandatory professional reporting requirements.~~~~

~~Give an opinion in his or her audit report on—~~

- ~~—— a) —— the financial position of the local government; and~~
- ~~—— b) —— the results of the operation of the local government.~~

~~Include in his or her report—~~

- ~~a) —— any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;~~
- ~~b) —— any matters including non-compliance with financial management requirements of the Act, Regulations and any other written law.~~

#### **Audit Methodology and Approach**

- ~~a) —— The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.~~
- ~~b) —— An audit is to be carried out in accordance with “Auditing Standards” and “Auditing Guidance Statements” adopted from time to time by the Australian~~

*Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.*

- c) The auditor is to provide the local government with a general outline of his/her methodology.*
- d) The auditor is to provide the local government with a plan for the audit including:
 
  - Timing of interim audit visits;*
  - Final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);*
  - Timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and*
  - The method to be used to communicate with, and provide advice and information to, the local government.**
- e) The auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report.*

### **Critical Matters to be audited**

#### *(i) Revenue*

- Rates Revenue*
- Fees and Charges (user pays) revenue*
- Profit on sale of non-current assets*
- Accounts Receivable*
- Investment Policies*
- Other Income*
- Third part revenue collection (e.g. FESA Levy)*

#### *(ii) Grants*

- Grants Receipts*
- Grants Expenditure*
- Grants Acquittal*
- Government Grants compliance*

#### *(iii) Expenditure*

- Payroll*
- Payments to Elected Members*
- Insurances*
- Bad Debts*
- Depreciation*
- Materials and contract expenditure*
- Profit / Loss on sale of non-current assets*
- Taxation—indirect revenues (GST, FBT, PAYG)*
- Expenditure against budget*

#### *(iv) Current Assets*

- Cash at Bank*
- Financial Investments*
- Accounts Receivables and prepayments*
- Inventory*
- Asset Registers*

#### *(v) Non-Current Assets*

- Property, plant, furniture and equipment*

- ~~Infrastructure~~
- ~~Depreciation~~
- (vi) ~~Current Liabilities~~
  - ~~Accounts Payable~~
  - ~~Accrued payments~~
  - ~~Short term loan and overdraft borrowings~~
  - ~~Provision and reserves for employee entitlements~~
  - ~~Other reserve funds~~
- (vii) ~~Liabilities~~
  - ~~Contingent liabilities~~
- (viii) ~~Reporting~~
  - ~~Accounting Policies and Standards~~
  - ~~Financial Statements and Notes~~
  - ~~Any other statutory obligations~~
  - ~~Cash, Reserve Funds and Liquidity control~~
  - ~~Cost Control~~
  - ~~Financial Management~~
  - ~~Capital Commitments~~
- (ix) ~~Process Controls~~
  - ~~Budgeting and expenditure controls~~
  - ~~Compliance systems and policy compliance~~
  - ~~Corporate Governance~~
  - ~~Annual Audit Plan~~
  - ~~Corporate Planning and Performance Indicators~~
  - ~~Information Management and Reporting~~
  - ~~Customer Service and Complaints Handling Process~~
  - ~~Controls and securities of IT Systems~~
  - ~~Forensic testing of IT systems and financial transactions~~
  - ~~Procurement and Tenders, Tender Register~~
  - ~~Contract Management~~
  - ~~Probity Audit~~
  - ~~Governance, inclusive of Council minutes~~
  - ~~Human Resource Management and Recruitment~~
  - ~~Risk Management~~
  - ~~Records Management~~
  - ~~Freedom of Information Requests~~
  - ~~Asset Management~~
  - ~~Internal Control Policy and Procedures~~
  - ~~Implementation and follow up of Previous Audit Recommendations~~

### **Hours, Fees and Expenditure**

~~The auditor general may appoint an auditor to the Shire of Corrigin. The auditor is to provide:~~

- ~~Estimate of the time to be spent on the audit.~~
- ~~Fees for completing the audit in accordance with this specification.~~
- ~~Nominated auditor(s) and registered company audit number(s).~~
- ~~Experience of the nominated auditors in completing local government audits.~~

*The auditor is to provide a fee for any additional audit requested by Council.*

## 8.13. CHILD CARE FEES – ELECTED MEMBERS

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>17 October 2017</b>
<b>Amended:</b>	<b>N/A</b>

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- Preamble:** Under Section 5.98 of the *Local Government Act 1995*, Councillors with children are allowed to claim professional child care fees, where meetings are scheduled that require their children to be put into child care so that they can attend a meeting.
- Objective:** To ensure that Councillors are not out of pocket by having to pay for professional child care so that they can attend a Council or committee meeting.
- Policy:** In accordance with the *Local Government Act, 1995*, Council allow for elected members to be reimbursed for child care costs incurred whilst they are in attendance at a Council meeting or a meeting of a Committee of which he/she is a member on the following basis:
- a) child carer not be close relative of the member, being for example husband, wife, grandparent;
  - b) reimbursement to be only paid on production of a receipt of cost incurred; and
- Process:** A Councillor can claim for child care at the time of their fees and allowance payments provided they have a receipt showing the fees paid for the Councillors children showing the date and if possible the time that they were in child care. The Councillor should note which meeting it refers too.

## 8.14. RETIREMENT/RESIGNATION OF ELECTED MEMBERS – COUNCIL GIFT/FUNCTIONS

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:**  
**Amended:**

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**Objective:** This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of an Elected Member.

**Policy:** Upon resignation/retirement of an Elected Member who has provided satisfactory service to Council for four (4) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that member.

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the Local Government (Administration) Regulations 1996 s.34AC, on the basis of –
  - a) \$50.00 per year for each Elected Member,
  - b) an additional \$25.00 per year for each year of service as Deputy President / President,
  - c) an additional \$50.00 per year for each year of service as Deputy President / President,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

### Functions

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 4 years	Nil	At the discretion of Council
4-8 years	\$200	Council sponsored sun downer (all elected members and partners) with nibbles, beer, wine and soft drink.
8 – 16 years	\$1000	Council sponsored sun downer (Elected Members, staff partners) with nibbles, beer, wine and soft drink.
16- 20yrs plus	\$2,000	Council sponsored reception (Elected Members, staff and partners as well as previous CEO's and elected members from neighbouring Councils).

The executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift.

#### Statutory context: *Local Government Act 1995* –

- s.5.60 – when a person has an interest
- s.5.60A – financial interest
- s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings
- s.5.100A – gifts to elected members may only be made in prescribed circumstances

#### *Local Government (Administration) Regulations 1996*

- r.34AC – gifts to council members, when permitted
- etc. (1) at least one 4 year term must be completed
- (2) maximum gift of \$100 per year of service to maximum of \$1,000

# 9 BUSH FIRE CONTROL

## 9.1. ROADSIDE BURNING AND SPRAYING

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**Policy Owner:** Governance and Compliance  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** **20 August 1998**  
**Amended:** **N/A**

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**Objective:** To ensure appropriate approvals are in place before any roadside maintenance occurs.

**Policy:** No roadside burning is allowed by any persons within the Shire without the approval of the CEO in consultation with the Chief Bushfire Control Officer or Deputy Bushfire Control Officer. Similarly, any application to use chemicals on road reserves for firebreak protection must be submitted to the CEO for approval.



## 9.2. BUSH FIRE CONTROL OFFICERS - ELIGIBILITY

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 July 1995</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To ensure Bush Fire Control Officers receive adequate training.

**Policy:** Within 12 months of any appointment all Bush Fire Control Officers should attend a Fire Control Officers course conducted by the Department of Fire and Emergency Services (DFES). This is to occur within a reasonable time of their appointment to be able to act in that position.

### 9.3. BUSH FIRE CONTROL

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:**

- To minimise the risk of out of control fires
- To minimise the damage from fires
- To control burning within the Shire
- To ensure fire fighters receive adequate training
- To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

**Policy:**

The Council of the Shire of Corrigin is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

**Bush Fire Advisory Committee**

The Council is to establish a Bush Fire Advisor Committee. The objectives of the Committee are to:

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

The Committee will advise the local government on matters relating to:

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

The Advisory Committee will meet twice yearly, (generally) once in March/April to elect officers and once in September/October to discuss pre-season requirements.

### **Restricted and Prohibited Burning Periods**

The Bush Fire Advisor Committee will recommend to Council the Restricted and Prohibited Burning Periods.

### **Automatic Harvest and Movement of Vehicle Ban**

The Shire of Corrigin will impose an automatic Harvest and Movement of Vehicle ban on the following days:

- Christmas Day
- Boxing Day
- New Year's Day

### **Burning on Sundays**

Within the restricted burning period, no person is allowed to light a fire on Sunday without the approval of a Bush Fire Control Officer.

### **Easter and Public Holidays**

When Easter falls within the Restricted Burning Period, no burning is to be allowed during the Easter break or on a public holiday.

### **Movement of Vehicle Ban – Contractors in Paddocks**

Contractors carting lime, gypsum and fertilizers are allowed to enter into a property owners paddocks to unload at any time there is a total movement of vehicles ban in place, on the condition that a manned fire unit with at least 400 litres of water in attendance.

The land owner is to ensure due care is taken to minimise fire risk when unloading in a paddock.

# 10 HOUSING AND LAND

## 10.1. DOCTOR AND DENTIST RESIDENCE GARDEN MAINTENANCE

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To ensure the Doctor and Dentist residences are maintained to a suitable level expected by the community, ratepayers and residents.

**Policy:** The Shire of Corrigin works staff will mow and maintain the lawns and gardens at the following residence as required, free of charge:

- Doctors residence
- Dentist residence

## 10.2. PROCEEDS OF THE SALE OF INDUSTRIAL OR RESIDENTIAL LAND

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<b>Policy Owner:</b>	Corporate and Community Services
<b>Person Responsible:</b>	Manager Finance
<b>Date of Approval:</b>	<b>6 November 2002</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To ensure funds are set aside for the future expansion of the Shire of Corrigin townsite.

**Policy:** The proceeds of the sale (less all annual loan repayments) of any residential or industrial land shall be placed in the Land Subdivision Reserve Fund.

# 11 WORKS AND SERVICES

## 11.1. SCHOOL BUS STOP SIGNAGE

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>19 July 2016</b>

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**Objective:** To provide guidance on the erection of suitable signage at designated school bus stops.

**Policy:** The Shire will arrange for suitable signage to be located at every new school bus stop. This includes crossing signs and turning bus signs. The number and design of suitable signage is at the discretion of the Manager of Works and Services.

If the bus driver or parents have concerns regarding the signage they are to address these to the CEO.

The school and Public Transport Authority will be asked to provide up to date bus routes in November each year.

Once signage is no longer required at the location parents are asked to contact the Shire for the removal of the signage. To aid in this process an annual advertisement will be placed in the local newspaper asking parents to notify of the need for removal.



## 11.2. GRAVEL SUPPLIES – ROAD CONSTRUCTION

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>31 March 1989</b>
<b>Amended:</b>	<b>17 October 2017</b>

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**Objective:** To provide guidance on the sourcing of suitable Gravel for road construction.

**Policy:** It is Council policy that where possible gravel for road building not be obtained from road reserves.

Where gravel supplies are required for roadworks, the Manager of Works and Services is to source gravel from landowners close to the road requiring maintenance. The Manager of Works and Service should approach the landowner concerned at least one month prior to the time when the works are due to commence. This notice is necessary to give the landowner time to make any domestic arrangement in relation to stock, etc. An agreement must also be signed the Shire of Corrigin and landowner.

If landowners are unwilling to allow Council access for the gravel reserves on their land, that it be Council policy to arrange a meeting with the Shire President and/or local Councillor, CEO and Manager of Works and Services. If the landowner is still unwilling to allow Council access then Council can proceed to resume the land to enable the gravel to be obtained following the required legislative process.

All gravel pits opened on private property are to be reclaimed before the plant moves to the next programmed job unless other firm arrangements are negotiated with the landowner.

All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Where proven, Council will consider compensation for crop loss on a 'case by case' basis.

## 11.3. ROAD HIERARCHY, MAINTENANCE AND RENEWAL POLICY

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<b>Policy Owner:</b>	Works and Services/Governance and Compliance
<b>Person Responsible:</b>	Manager Works and Services/Governance Executive Officer
<b>Date of Approval:</b>	<b>15 October 2019</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** The purpose of the Road Maintenance and Renewal Policy is to establish the framework for implementing consistent and equitable road management processes throughout the Shire of Corrigin.

**Policy:** Council’s aim is to provide a safe and secure road network that contributes to an improved quality of life for the community. The road network in the Shire of Corrigin is separated into various components and funded from different sources.

### Background

Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council is committed to implementing a systematic management regime across the road network that falls under Council’s responsibility.

The aim is to strike a balance between optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context. Roads vary in their construction and the environment in which they are required to function. Competing demands for resources across a full range of Council services means that the resources available to undertake new construction work and maintenance activities may not always meet community expectations.

A strategic approach to road management will ensure Council delivers the highest level of service within budget constraints. Regional roads as identified in MRWA’s *“Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road”* 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 (Roads to Recovery funding). Without these grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In terms of an overall Asset Management Process Council has adopted an Asset Management Plan Council Policies: 2.16 *‘Significant Accounting Policies’* (noting that the policy addresses major depreciation periods for roads) and 11.3 *‘Road Maintenance’* (noting that this policy replaces 11.3 *‘Road Maintenance’*). This policy draws on elements of the Asset Management Plan and Council Policies and is also linked to the delivery of the community’s priorities and expectations captured in Shire of Corrigin Strategic Community Plan 2017-2021 (Revised July 2019) and Shire of Corrigin Corporate Business Plan (Revised July 2019).

### Role of Council

With the high levels of road infrastructure assets held by the Shire in the areas of roads, streets, footpaths, kerbs, drains etc there is a need to define minimum standard roads which reflect and meet community needs but not necessarily community expectations.

The Local Government Act 1995 defines the role of Council as follows:

*s2.7. Role of council*

*(1) The council —*

*(a) governs the local government's affairs; and*

*(b) is responsible for the performance of the local government's functions.*

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

*(a) oversee the allocation of the local government's finances and resources; and*

*(b) determine the local government's policies.*

With regard to the maintenance, renewal and upgrade of the road network, the role of Council is to assess the priorities and deliver a realistic and achievable program to the community based on available funding and resources.

### **Levels of Service / Intervention Levels**

Levels of service describe what Council intends to deliver within an acceptable timeframe. Performance indicators and targets are used to measure how Council meets its obligations.

Factors such as the condition of the road asset, capacity and projected demands influence the Shire of Corrigin's ability to meet levels of service. Intervention levels are linked to the levels of service and define trigger points in asset conditions that determine the types of work to be carried out on an asset. The intervention levels and maintenance programs are the primary source of determining requests for service from members of the community. This approach aims to support consistent and equitable outcomes to our decisions.

The Shire of Corrigin will undertake a road inspection each year to monitor the condition of the road assets and assess whether the 10 Year Road and Footpath Program needs to be amended. Special attention is to be given to the maintenance of major transport and school bus routes. These routes should receive priority at the commencement of the winter maintenance grading season and at the beginning of the school year.

The schools and Public Transport Authority will be asked to provide up to date bus routes in February each year.

### **Risk Management**

The identification and prioritising of risks will determine what resources are required to minimise any possible impact to the travelling public.

### **Budgeting**

In formulating the road component of the Council's annual budget, every effort will be made to allocate appropriate funding to maintain and enhance the long term condition of the road network. Budget constraints and funding availability will determine the allocation of finances and resources and the implementation of policies and procedures associated with the road network.

### **Transport Infrastructure**

Council has set standards for roads which are expected to meet current and projected transport demand. Local Governments are under pressure to meet the expectations of transport operators for bigger, faster and heavier

vehicles and must balance this demand against the limitations of funding and resources to upgrade and maintain the road network.

Many of the roads in the Shire of Corrigin have now been added to the Main Roads Heavy Vehicle – Restricted Access Vehicle (RAV) network. Council can request Main Roads WA (MRWA) to review the RAV rating at any time however in doing so, Council will have regard to the impacts of an increased RAV rating on the road network and the ability of the Shire to maintain a road to the RAV rating sought.

RAV rated roads have been assessed by MRWA and can be found on the MRWA website:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/rav.aspx>

### Road Hierarchy

The following roads have been previously identified by Council as priority roads and are shown on a map in Appendix 5.

Road Name	2030 Road	Council Road Hierarchy Level	Length currently to Type 5 Standard** (km)	Length currently to Type 4 Standard** (km)	Length currently to Type 3 Standard*** (km)	Total Length (km)
<b>2030 Roads – to be constructed to Type 5 Standard Road</b>						
Babakin – Corrigin Rd	Yes	Priority Collector Route # 1	14.59	5.99		20.58
Bullaring – Pingelly Rd	Yes	Priority Collector Route # 2	8.45	9.32		17.77
Bullaring – Gorge Rock Rd	Yes	Priority Collector Route # 2	1.21	12.03	11.24	24.48
Bulyee Rd	Yes	Priority Collector Route # 1	11.98			11.98
Corrigin – Bruce Rock Rd	Yes	Priority Collector Route # 1	14.48	8.72		23.20
Corrigin – Narembeen Rd	Yes	Priority Collector Route # 1	12.14	1.21		13.35
Lomos South Rd	Yes	Priority Collector Route # 3	6.97			6.97
Quairading – Corrigin Rd	Yes	Priority Collector Route # 1	7.17	18.51		25.68
Rabbit Proof Fence Rd	Yes	Priority Collector Route # 1	16.64	12.66		29.30
Wickepin – Corrigin Rd	Yes	Priority Collector Route # 2	5.50	27.36		32.86
Walton St	Yes	Limited Rural Road	1.90			1.90
Yealering – Kulin Rd	Yes	Limited Rural Road	0.16	2.34	11.39	13.89
<b>Total Lengths (2030 Roads)</b>			<b>101.19</b>	<b>95.80</b>	<b>22.63</b>	<b>221.52</b>
<b>Non 2030 Roads But Priority Collector Route Roads (Shire Hierarchy Policy)</b>						
Bilbarin East Rd	No	Priority Collector Route # 3	0.26	10.51		10.77
Bilbarin – Quairading Rd	No	Priority Collector Route # 3		12.62	16.23	28.85
Barber Rd	No	Priority Collector Route # ?			19.00	19.00
Bendering Rd	No	Priority Collector Route # 3	0.71	21.34	5.78	27.83
Bulyee – Kweda Rd	No	Priority Collector Route # ?	0.03	0.15	8.26	8.44
Bulyee – Quairading Rd	No	Priority Collector Route # 3	0.46	14.40		14.86
Corrigin South Rd	No	Priority Collector Route # 1	1.71	15.48	9.41	26.60
Doyle Rd	No	Priority Collector Route # 1			4.39	4.39
Dry Well Rd	No	Priority Collector Route # ?	0.26	7.35	14.21	21.82
Gill Rd	No	Priority Collector Route # ?		14.47	0.1	14.57
Lomos North Rd	No	Priority Collector Route # ?			16.90	16.90
<b>Total Lengths (Non - 2030 Roads)</b>			<b>3.43</b>	<b>96.32</b>	<b>94.28</b>	<b>194.03</b>
<b>Total Lengths (2030 &amp; Non - 2030 Roads)</b>			<b>104.62</b>	<b>192.12</b>	<b>116.91</b>	<b>415.55</b>
** Note : Type 5 standard is a sealed pavement to 7.0m seal width. Type 4 standard is a sealed pavement with seal width < 7.0m.						
*** Note : Type 3 standard is an unsealed (but paved) road.						
Note : Those roads shown with an unknown (?) Priority Collector Route level, are listed in Council's Road Maintenance, Renewal and Hierarchy Policy as Priority Collector Routes, but are not highlighted on the marked up Shire Road network plan which shows the level of Priority.						

The Council has set a road hierarchy and associated maintenance and renewal levels and standard road. Works staff will be required to meet and maintain these standard roads as a performance measure across the organisation. Roads may be defined as follows:

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

### Major Roads and Collector Roads

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

### Performance Measures – Major Roads and Collector Roads

The priority given to road maintenance due to the importance of retaining and preserving the existing road at an acceptable standard and it is the primary level of service delivery for the transport needs of the community. Road maintenance of major roads and collector roads will be as follows:

- Maintenance grading of roads, cleaning of back cuts, drains and culverts at times of optimum moisture content is to be a priority in works programming. Maintenance grading is to include the use of rollers for compaction (where applicable).
- Every major road in the Shire is to be maintenance graded at least once per annum during the optimum moisture period (where applicable).
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. Bus routes are to be graded at least once per year and inspected on a regular basis. Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs (where applicable).
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface (where applicable).
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- Additional maintenance grading or remedial grading is to be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on school bus routes with these being inspected at least once a month.
- Guide posts and signs to be replaced as needed as part of the road maintenance programme.
- Shoulders on bitumen roads to be maintenance graded in periods of optimum moisture. Work to include compaction and sweeping.
- Pothole repairs to be addressed within one week of being formally reported. This also applies to bitumen edge failures, culvert failures/blockages cleared and other road defects.
- All culverts and drains to be inspected prior to winter each year and any blockages cleared.
- Where back cuts can be identified on road verges these are to be graded at least once in each three years to retain the exemption under the Clearing of Native Vegetation Regulations and to provide a transport corridor clear of vegetation.
- Longitudinal and non-off drains on all roads are to be kept clear of vegetation and debris. Scouring is to be rectified as practical.

### List of Limited Rural Roads

Road Name	No. Maintenance Grades per annum
Baker Road, Bullaring	1
Bartlett Road, Gorge Rock	1
Beeson Road, Bullaring	1
Branson Road, Gorge Rock	1
Boundary Road, Corrigin	1
Bullaring Railway Road, Bullaring	1
Bulyee Kweda Road, Bulyee/Kweda	1
Caley Nornakin Road, Corrigin	1
Caley Watson Road	1
Caporn Road, Adamsvale	1
Carruthers Road, Bullaring	1
Copestakes Road, Shackleton	1
Connelly Road, Corrigin	1
Corrigin - Wogerlin Road, Corrigin	1
Corry Road, Bulyee	1
Cowcill Road, Bulyee	1
Creek Road, Adamsvale	1
Crossland Road	1
Diamond Block Road	1
Dickinson Road, Kurrenkutten	1
Dilling Road, Corrigin	1
Dilling Railway Road, Corrigin	1
Dillon Road	1
Doyle Road, Bullaring	1
Duncanson Road, Bulyee	1
Dwarlaking Road, Bulyee	1
Elsegood Road, Bullaring	1
Fulwood Road, Gorge Rock	1
Gardners Road, Bulyee	1
49 Gate West Road	1
Georges Road, Kurrenkutten	1
Glenmore Road, Adamsvale	1
Gnerkadilling Road, Gorge Rock	1
Graham Road, Gorge Rock	1
Grylls Road, Kunjin	1
Harris Road, Kunjin	1
Hartley Road, Corrigin	1
Hewett Road, Kunjin	1
Hayes Road, Kurrenkutten	1
Heal Road, Corrigin	1
Hills Road, Corrigin	1
Hillside Road, Adamsvale	1
Hovell Road, Bullaring	1
Jenkyns Road, Kunjin	1
Jose Road, Corrigin	1
Jubuk Back Road, Kunjin	1
Jubuk North Road, Kunjin	1
Jubuk South Road, Kunjin	1
Kunjin South Road, Kunjin	1
Larkes Road	1
Lange Road, Gorge Rock	1
Ling Road, Kunjin	1



Lohoar Road, Adamsvale	1
Martin Road, Kurrenkutten	1
Middleton Road, Gorge Rock	1
Morrell Road, Corrigin	1
Mooney Road, Bullaring	1
Mulcahy Road, Babakin	1
Munro Road, Kunjin	1
Nambadilling Road, Corrigin	1
Nornakin East Road	1
Old Kulin Road, Gorge Rock	1
Pannell Road (near) Wamenusking	1
Overheu Road	1
Parsons Road, Corrigin	1
Pontifex Road, Kurrenkutten	1
Polkinghorne Road, Kunjin	1
Poultney Road, Kunjin	1
Pruden Road, Kurrenkutten	1
Rafferty Road, Bullaring	1
Reed Road, Gorge Rock	1
Rigby Road, Bulyee	1
Rogers Road, Gorge Rock	1
Sedgewick Road	1
Schultz Road, Gorge Rock	1
Shackleton-Bilbarin Road, Bilbarin	1 (edge)
Simpson Road, Bullaring	1
Sharret Road, Adamsvale	1
68 Gate Road, Bullaring	1
Shipley Road, Bullaring	1
Sorensons Road, Babakin	1
Smith Road, Kunjin	1
Szczecinski Road, Adamsvale	1
Stones Road (near) Wamenusking	1
Stretton Road, Bullaring	1
Squiers Road, Bulyee	1
Swainston Road, Bullaring	1
Talbot Clark Road, Bullaring	1
Tilbee Road, Babakin	1
Tipton Road, Corrigin	1
Turnbull Road, Adamsvale	1
Tulloch Road, Bilbarin	1
Watt Road, Bulyee	1
Walton Road, Bilbarin	1
Whittington Road , Bullaring	1
Williams Road	1
Willis Road, Gorge Rock	1
Wilson Road	1
Woods Road	1
Yates Road	1
Yealering-Kulin Road, Yealering	1
Yealering South East Road, Yealering edge	1
Vivian Road, Bullaring	1

### Performance Measures - Limited Local Roads

The priority given to road maintenance is due to the importance of retaining and preserving the existing road to an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of Limited Local Roads will be as follows:

- Every limited rural road in the Shire included on the list below is to be maintenance graded at least once per year during the optimum moisture period. Compaction is to be part of the road maintenance process. All roads that are reconstructed are to be cleared to a width of 14 (fourteen) metres.
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. School bus routes will be inspected regularly and where-ever possible will be graded twice per year. Additional maintenance or remedial grading of school bus routes will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs.
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface.
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to culvert failures or damaged signs.
- This high priority designation has been given to renewal as this is a primary method of preserving and enhancing road assets in at least the existing standard road and it is the secondary level of service delivery for road infrastructure behind road maintenance.

### Town Roads

Adams Street	Crossland Street
Airstrip Access Road	Dartee Street
Attwood Street	Davies Street
Bonds Road	Forrest Street
Boyd Street	Franklyn Street
Caley Way	Gayfer Street
Camm Street	Goyder Street
Campbell Street	Hill Street
Campbell Street West	Janes Drive
Centenary Avenue	Jose Street
Channon Close	Kirkwood Street
Connelly Parade	Larke Crescent
Courboules Crescent	Lynch Street
Kirkwood Street	Murphy Street
Larke Crescent	Newman Street
Lynch Street	Osborne Street
Knight Court	Rendell Street
Malcolm Street	Rolf Street
Mcandrew Avenue	Seimons Avenue
Mann Street	Scenic Lookout Road

Murphy Street	Spanney Street
Newman Street	Station Street
Larke Crescent	Talbot Street
Lynch Street	Tassell Street
Knight Court	Turner Avenue
Malcolm Street	Walton Street
McAndrew Avenue	Williams Road
Mann Street	

**Feeder access routes**

Gorge Rock Access	Town Laneways
Dry Well Road Spur Road	War Memorial Access
Bulyee Road Spur	

**Performance Measures – Town Roads and Feeder Access routes**

The priority given to road maintenance due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of feeder roads and streets will be as follows:

- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to bitumen edge failures, culvert failures or damaged signs.

**Road Maintenance**

Within the roads classifications works can be programmed based purely on asset preservation priorities and performance measures. Asset management priorities and delivery standard roads Council has and will focus on preservation methodologies across the transport modules to maximise community benefits through rigorous asset management.

The asset management processes will also be used to set performance measures across the organisation which is identifiable and quantifiable to ensure that nominated objectives and targets are met.

The provision of Sealed and unsealed road standards and are provided in Appendix 1 and 2. Appendix 3 provides guidelines for the temporary closure of unsealed roads during and after rainfall events.

To ensure continuity of road grading performance, the Policy also includes a Maintenance Grader Manual and declaration from the employee that they have read and understood the Maintenance Grader Manual at Appendix 4.

## Road Renewal

Renewals must be properly considered in planning for the future and long term asset and financial management plans as failure to do so will result in the need for full or partial re- construction at a much higher cost than programmed renewals and ongoing maintenance.

The construction of major roads is almost always dependant on external source funding and work is generally at a high cost.

- a) Regional road grant applications to be a priority for renewal projects.
- b) Crack patching, pothole repairs and bitumen edge reinstatements and sealed road shoulder repairs to prevent edge drop-off and surface damage are to be programmed and done progressively.

Allocations of renewal expenditure will be based on retaining fit for purpose standard roads the road category traffic volumes, road safety and surface deterioration levels. Priority is given to renewal projects in grant fund applications (regional roads and roads to recovery) as works will significantly extend both the life and the standard road of the road/street. Additionally renewal projects score more heavily in regional road funds through the multi criteria analysis than upgrade or expansion projects.

Consideration may need to be given to the use of asphalt as surface renewal on town streets as this provides a greater surface life, it corrects surface anomalies, improves road safety, improves drainage and significantly improves town site aesthetics. The use of asphalt may also need to be considered for intersections of feeder and major roads to protect the road surface in the turning circle of heavy vehicles. Crack patching, pothole repairs, bitumen edge reinstatements and the prevention of edge drop-offs are of prime importance in the asset preservation of sealed roads.

The capacity of the Shire of Corrigin to extend or enhance road assets under existing and projected financial resources is limited. The Shire of Corrigin receives significant funds from Roads to Recovery however there is no certainty that this fund will continue or be distributed at the same level and under the same conditions as it has been in the past.

Roads which have been upgraded or expanded over the past ten years have been identified and programmed for renewal and maintenance as these are likely to be high value assets and will need re-seals, re-sheets in the next ten years.

The 10 Year Road and Footpath Program and Asset Management Plan outlines the proposed maintenance, renewal and upgrade of roads and footpaths in the Shire of Corrigin from 2019 to 2029. This plan will be reviewed annually and adjusted according to available funds and changes in road condition, traffic volumes and transport requirements.

## Road Expansion

This component of road programming is creating an enhanced and higher value asset in the first instance and it necessitates planning for maintenance and renewal in the second instance.

The enhanced/upgraded roads would generally fall under the feeder and major roads categories and are of strategic importance in dealing with the agricultural production freight tasks. The financial capacity to continue to create new assets or to add value to existing assets is under threat and may no longer be realistic, achievable or sustainable into the future.

Expansion programming should be justified and quantified by relevant data and not be based on assumptions or sector demand. Road counts to verify traffic volumes, types of vehicles and equivalent standard road axle use must be quantified by official road counts. Road counters will be in use for a minimum of 40 weeks per year in peak and low seasons as specified and required for Main Roads WA grant applications.

Road Counters are to be undertaken on the following basis:

- These are to be in operation across the Shire of Corrigin's road network for a minimum of 40 weeks per year.
- Count periods for regional road grant roads are to be strictly in line with Main Roads WA guidelines and directions.
- Road count data is to be downloaded into the RAMM/Roman II system within one week hours of the count completion.

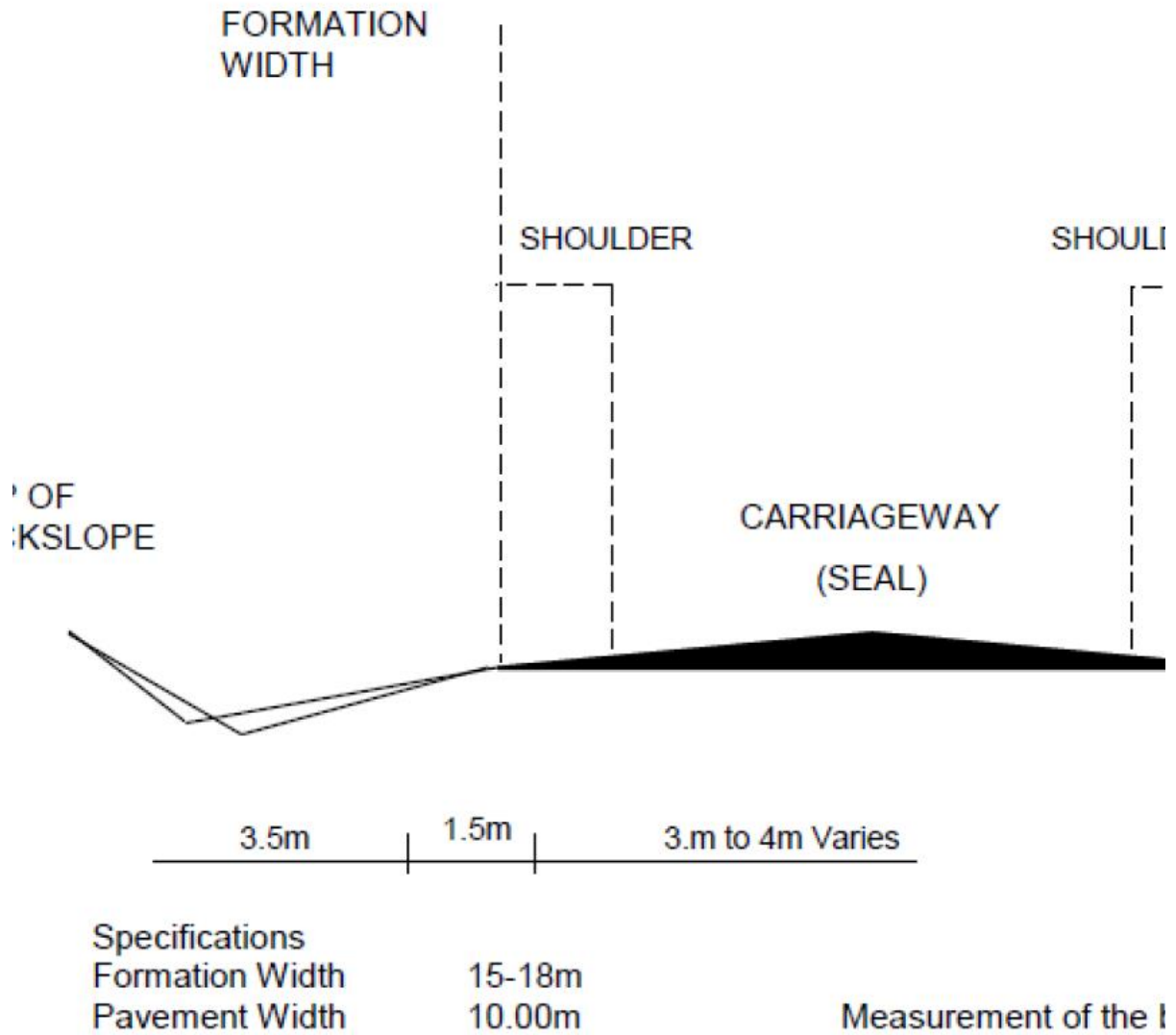
The priority given to road maintenance is due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community.

The road categories determined by Council are strongly supported by the road listings under *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road* which accredits the designated roads as regional roads with a qualification for funding under the State Agreement for regional road projects.

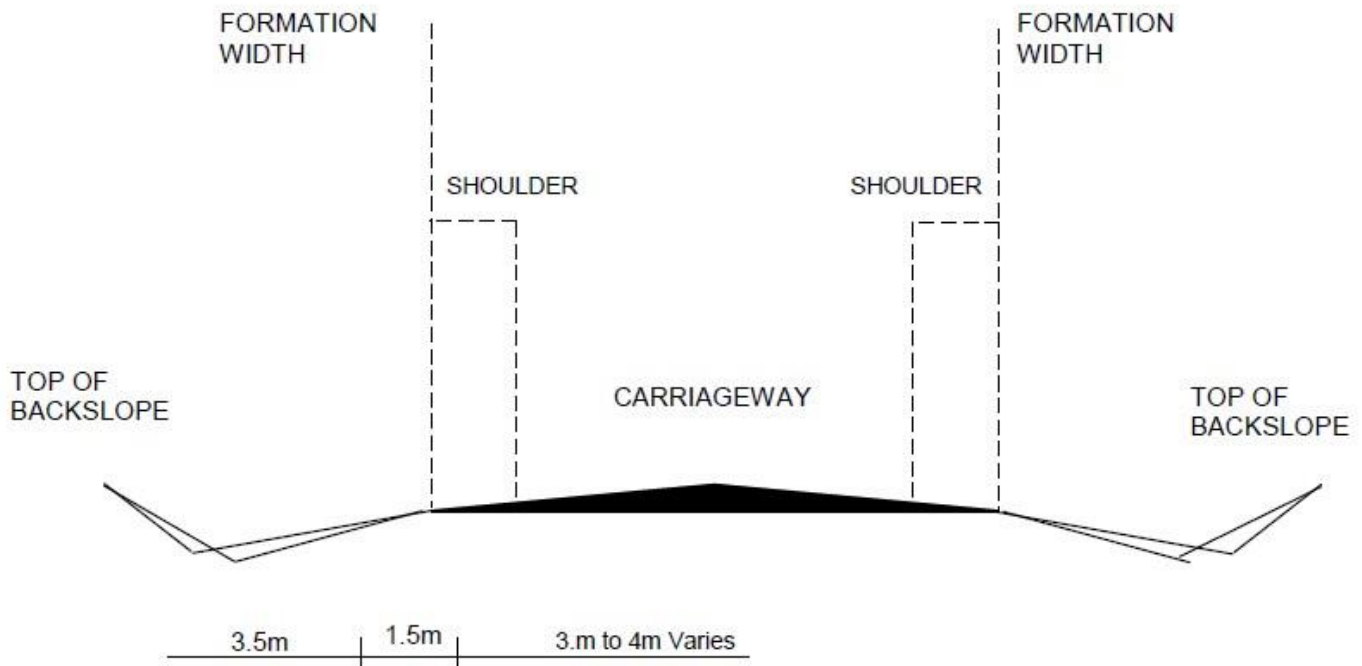
**APPENDIX 1 Sealed and Unsealed Road Standards**

The following provides a generic definition of the standard applicable to sealed and unsealed road construction and maintenance as follows:

**ATTACHMENT 5.11(A) SEALED/UNSEALED ROADS  
ROAD PROFILE AND SPECIFICATIONS "A" & "B" CLASS ROADS**



## ATTACHMENT 5.11(B) UNSEALED ROADS ROAD PROFILE AND SPECIFICATIONS "C" CLASS ROADS



**Specifications**

Formation Width	15-18m
Pavement Width	8.00m
Carriageway Width	6.00m
Shoulders	2 x 1.0m
Traffic Lanes	3.00m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope.

## APPEXDIX 2: Sealing of Unsealed Roads at Sealed Road Intersections

### Policy

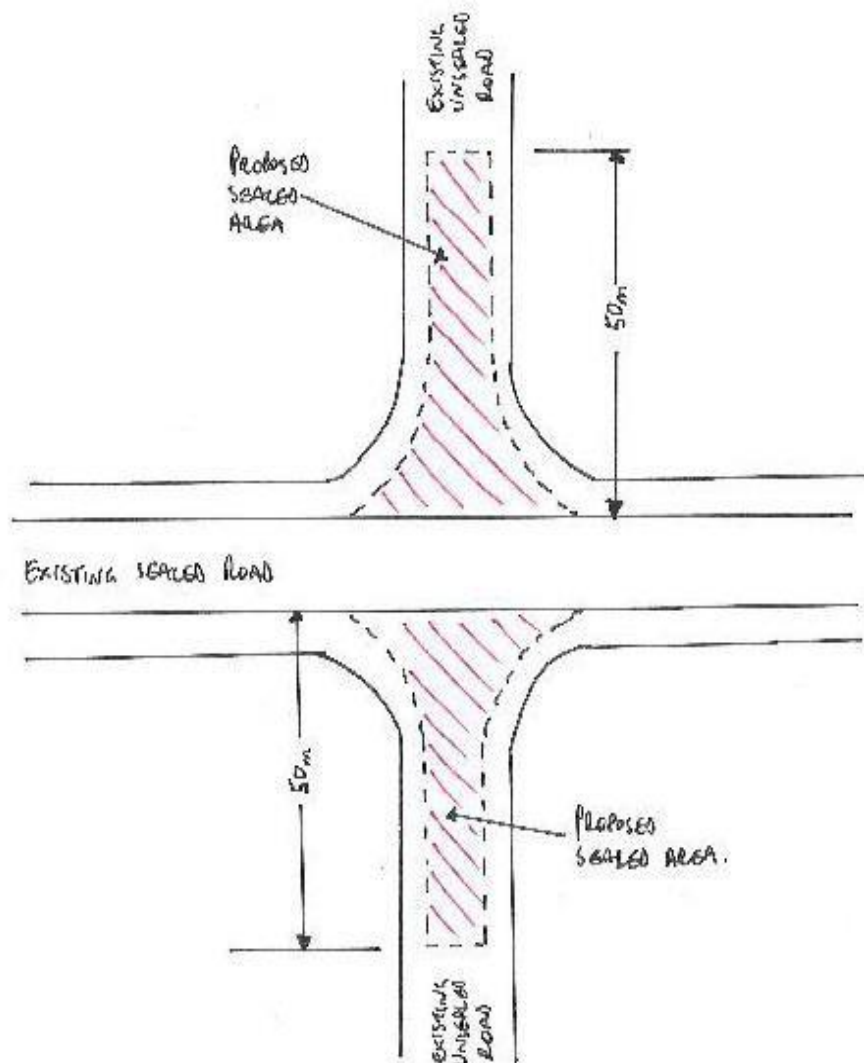
The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.

### Objectives

To reduce maintenance costs of unsealed roads at sealed road intersections.

### Guidelines

Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection. The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road. Each occurrence should be considered on its merits based on traffic volumes and maintenance history





## **APPENDIX 3 Temporary Closure of Unsealed Road During/After Rainfall Events**

### **Policy**

Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996.

### **Objective**

To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.

### **Guidelines**

Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.

Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining local governments, via notices will be posted at the Shire Administration Office the Shire Website, Facebook posts and where applicable, using the Harvest Ban text messaging service.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by the most efficient means possible.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the Local Government Act 1995. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the Local Government Act 1995 and S4, Part 2 of the Local Government (Function and General) Regulations 1996.

## APPENDIX 4 Maintenance Grader Manual

### Machine Maintenance and Operations

- A pre start check of machine is to be under taken before machines are started.
- Blades are to be rotated at the drivers' discretion to gain maximum life out of the cutting edge. When changing your blades always have the assistance of another person.
- When turning the blade check to make sure that blade does not come into contact with the steps, tires, any hydraulic fittings or the under body of the machine.
- The machine is to be greased at least every second day or every ten machine hours. Air cleaner is to be checked and cleaned out on a regular basis, do not go by the dust indicator on the side of the air cleaner. Make sure that the air cleaner to the air conditioning unit is checked regularly and cleaned.
- Tyre pressure is to be kept at the right pressures for the machine. If you are not sure ask your supervisor.
- Starting and all operations of machine are to be done only when you are sitting in the operator's seat.
- Keep windows clean at all the times so that your vision is not impeded. Keep inside of machine clean at all times so that the operations of the machine can be carried out in a safe manner.
- Do not move machine forward or in reverse until you have made sure it is safe to do so.
- Before shutting down the machine lower rippers and blade onto the ground. Always put your handbrake on when leaving machine unattended.
- Never place any part of your body under the blade or ripper if they are in the raised position.

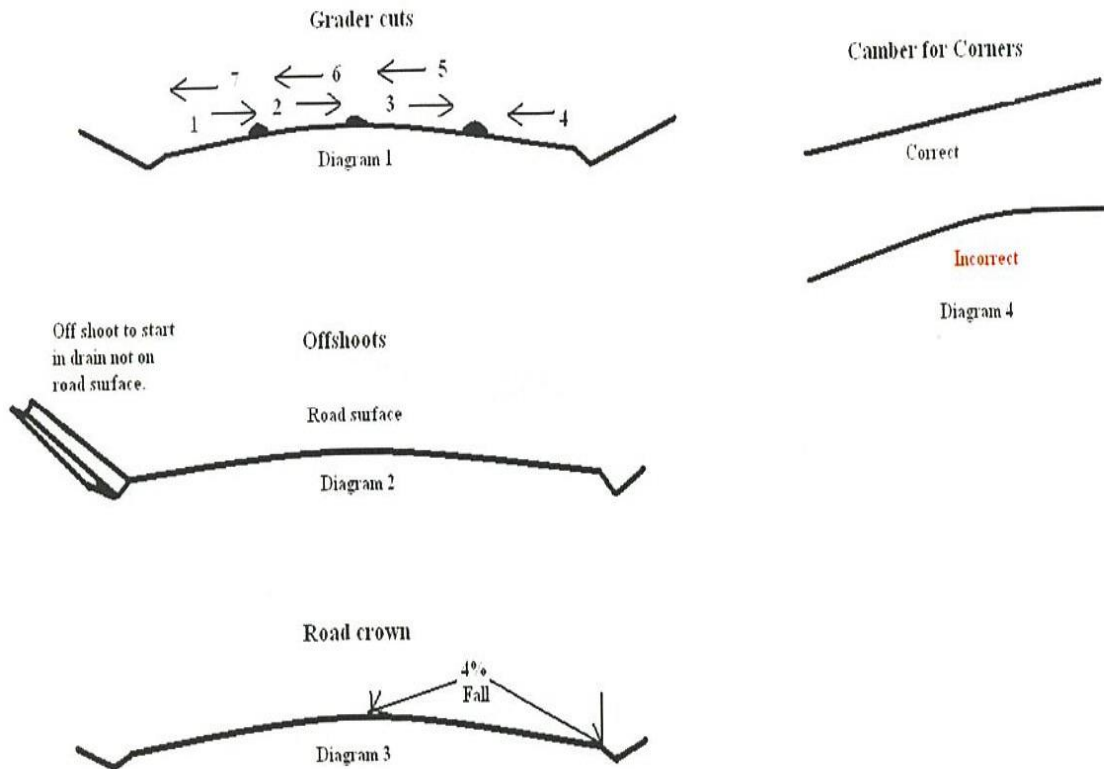
### Daily Operations

- It is expected that a minimum of five (5) kilometres of road (Winter Grade) is completed in a normal working day inclusive of all 7 cuts and drains.
- The fuel truck is to be filled at the end of the working day.
- Report all damage to your supervisor.
- If conditions are too wet, stop work and contact your supervisor
- The machine is to be parked in a clear area so not to cause an obstruction to the public or cause a traffic hazard.
- If signs and guide posts are observed to be missing or damaged, record the type and location and pass on to your supervisor.
- When grading past culverts ensure that you do not hit the top of the culvert and damage it. If damage does occur, record the details and pass on to your supervisor.
- All floodways are to be cleaned of any grass or overburden, windrows are not to be left that restrict the flow of water

### Maintenance Grading Guide

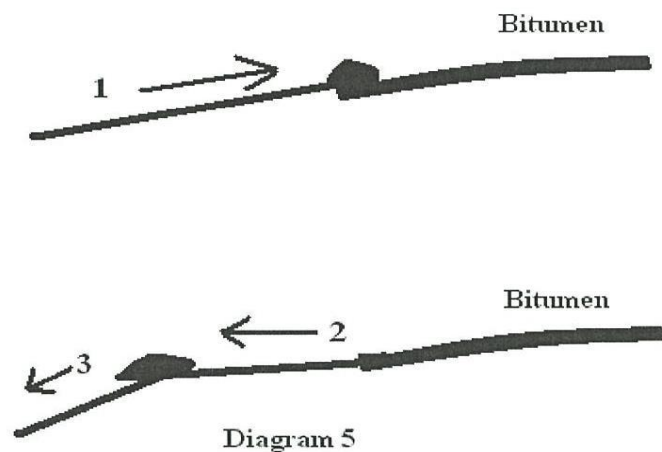
- **Winter Grades;** are to be three (3) cuts across road and four (4) back as can be seen on diagram below this may vary according to the width of the road.
- Traffic Management Plans for maintenance grading shall be in place prior to the commencement of grading. Flashing lights are to working at all times.

- The first grader cut should be started on the opposite side of the road to where the final cut was made when it was last graded. (This will stop one side of the road losing its coarse base).
- All grass is to be graded off road before grading is to start.
- A crown with a least a 4% fall is to be maintained at all times. As shown on diagram below. We do not want flat roads.
- Where the batters on a road can be graded without damage to machines they are to be battered. If trees or shrubs are causing a traffic hazard they are to be removed. If a grader cannot do the job report it to your supervisor.
- If a load of gravel is needed to fill in potholes or a wash away, request for a load of gravel and repair damage while you are there.
- There is to be no windrow left at the completion of the grading. All rocks and sticks are to be removed off the road surface.
- Any excess soil is to be graded up the batter.
- No loose sand or rocks are to be left in the middle of the road, if it can't be compacted grade it off.
- All curves in the road surface are to be free of any loose stones or gravel.
- All cambers on the bends in our roads are to be maintained as can be seen on diagram below and shall not be graded so that there is a crown in the middle of the road.
- All off shoots to be cleaned out so that water will flow out the back of them. They are to be graded in a way so that the soil is not flat and water will flow down them not over the top of them. At least 2 cuts is preferred
- In order to avoid causing a traffic hazard, the start of an offshoot is not to start on the driving surface of the road, but in the drain as shown on diagram below.
- Windrows are not to be left so as to obstruct driveways, gateways or across intersections.
- To prevent the formation of potholes, all roads are to be graded up to all sections of bitumen
- Shrubs or grass affecting the line of site on a bend shall be removed for a distance of 180 metres.
  
- **Summer Grades;** are to be four (4) cuts across the road with the windrow left on the side of
- the road. Cuts are to be made in the windrow to allow water flow into the off shoots. To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks.
- The roller should be behind the grader on cut 1 compacting the windrow into the bitumen edge.
- A minimum amount of soil should be placed on the bitumen. Note: if the shoulder does not have enough width, lift the blade to ensure the windrow falls on the edge of the bitumen.
- The roller should make at least two passes following cuts two (2) and three (3).
- If grass covers the bitumen, cut it off prior to the commencement of grading.
- All offshoots should be cleaned out.
- To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks. If there is too much soil left on the road following grading, contact your supervisor to arrange the road to be swept.



## Bitumen Shoulder Grading

Is to be done with one (1) cut up to the bitumen and two cuts off the bitumen as shown on the diagram below



### **Manager of Works and Services**

The employee has been instructed on the contents contained in the Shire of Corrigin Maintenance Grader Manual and issued with a copy.

Signature of Manager of Works and Services

Date

### **Employees Declaration:**

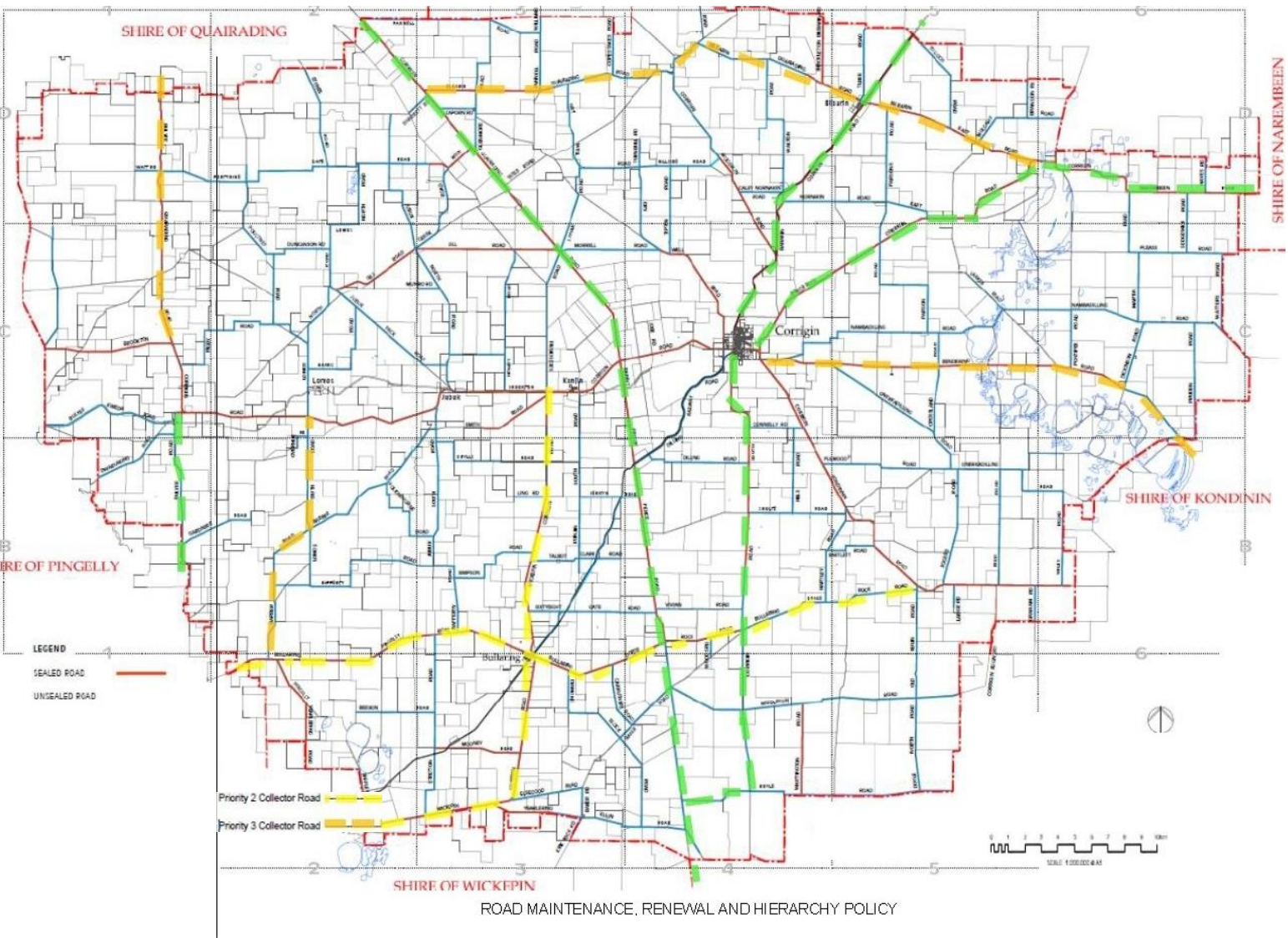
I have received the Shire of Corrigin Maintenance Grader Manual and been instructed on its contents. I declare that I have read and accept the information and requirements contained in the Shire of Corrigin Maintenance Grader manual.

**Employee Name**

**Signature**

**Date**

# APPENDIX 5 Road Hierarchy



ROAD MAINTENANCE, RENEWAL AND HIERARCHY POLICY

## 11.4. CROSSOVERS

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>19 August 1998</b>
<b>Amended:</b>	<b>19 July 2016</b>

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**Objective:** The purpose of this policy is to provide a subsidy towards the construction of a vehicle crossover to a private property within the Shire of Corrigin.

**Policy:** Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

- (1) Where —
- (a) a local government —
    - (i) under regulation 12 constructs or approves the construction of; or
    - (ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
  - (b) the crossing is the first crossing in respect of the land; and
  - (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

- (2) In subregulation (1) —

**first crossing**, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 of the *Local Government Act 1960* as in force at any time before 1 July 1996;

**standard crossing** means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

### **Rural Crossover**

Where landowners require a new culvert crossover, Council will provide one crossover free of charge and where required, necessary pipework to protect the Shire's road assets. Should an additional crossover is required Council will provide the labour to install the culvert where the landowner pays for the culverts.

### **Townsite Crossovers**

Council will provide one crossover per lot at 50% of the cost to rate payers. Additional costs involved in wider or additional crossover (less the footpath portion) will be at the cost of the ratepayer. Where Council undertakes road works affecting existing crossovers Council will bear the cost of replacement.

## 11.5. MINIMUM STANDARD OF FOOTPATHS AND VEHICLE CROSSOVERS

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Manager Works and Services
<b>Date of Approval:</b>	<b>18 September 1996</b>
<b>Amended:</b>	<b>19 July 2016</b>

---

**Objective:** To ensure that the quality and standard of developments in the Shire are kept to a level to ensure the maximum benefit to both Council assets and adjacent properties.

- To ensure that development costs are kept to a minimum to assist property owners, but not allow unregulated development.

**Policy:** ***Footpaths/dual use paths***

Footpaths/dual use paths are to be constructed in concrete:

- to a depth of 75mm deep
- 25mpa concrete; and
- to a width of up to 2.0m.

***Townsite crossovers***

1. A standard crossing as referred to by the Regulation 15 of the Uniform Local Provisions Regulations comprises either:
  - A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate.
  - A minimum of 75mm reinforced concrete over a compacted sub-base; or
  - other as approved by Council from kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
2. The minimum width of the standard crossing shall be 3.0 metres for residences, 4.0 metres for commercial, 6.0 metres for light industrial, 6.0 metres for heavy industrial and 7.5 metres for service stations each with a 1.5 metre radius "fishtail" onto-the kerb line.
3. The gradient shall be positive 2% for the first 1.5 metres from the kerb line.
4. The Shire will contribute to one crossing per property only.
5. Where the ratepayer elects to construct a crossover, the Council's contribution shall not exceed 50% of the cost of the crossover as defined in paragraphs (1) and (2) and in Council's Fees and Charges Schedule. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The ratepayer must produce documents stating the full cost of the crossing.

**Rural Crossover**

1. A standard rural crossover is to be 8 (eight) metres wide.



## 11.6. STREET TREES

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**Policy Owner:** Works and Services  
**Person Responsible:** Manager Works and Services  
**Date of Approval:** **18 September 1996**  
**Amended:** **N/A**

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**Objective:** To guide Council and Administration on appropriate removal of street trees within the Shire of Corrigin.

**Policy:** Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the CEO.

## 11.7. VEGETATION ON NEW FENCE LINES

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**Policy Owner:** Corporate Services  
**Person Responsible:** Chief Executive Officer  
**Date of Approval:** 15 November 2000  
**Amended:** N/A

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**Objective:** To provide guidance on the clearing of vegetation on new fence lines within the Shire of Corrigin.

**Policy:** When farmers or landowners are installing a new fence, they are not to remove any vegetation on the road reserve, other than within 1 metre of the survey line with all debris to be placed on the farmer's property.

## 11.8. ROAD NAME CHANGES

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>15 November 2000</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** To provide easy identification of Shire roads.

**Policy:** Except as provided below, a road name shall not be proposed for a new existing road if that road name is currently in use within the Shire. This includes the use of:

- i) like-sounding names e.g. names with the addition/deletion of “s”; or
- ii) same name with a different suffix, e.g. road as opposed to street;
- iii) where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approved reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Corrigin area and its neighbourhood;
- persons having a distinguished record of achievement within the Shire’s history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into a reserved road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by applying to Council stating their reasons, and Council is to write to all landholders adjoining the affected road to obtain their views.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

## 11.9. ASSESSING APPLICATIONS TO OPERATE RESTRICTED ACCESS VEHICLES (RAV) ON LOCAL GOVERNMENT ROADS

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<b>Policy Owner:</b>	Works and Services
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	<b>19 March 2019</b>
<b>Amended:</b>	<b>N/A</b>

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**Objective:** The objective of this policy is to provide guidance when assessing an application to add or amend a road on the Restricted Access Vehicle network.

**Policy:** This policy authorises the CEO to conduct a preliminary assessment of RAV applications to ensure there are no obvious issues that would deem RAV access unsuitable and provide Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network. If the road is deemed unsuitable it may be considered for a Restricted Local Access Permit (RLAP), or the matter brought to Council for consideration.

### Background

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a Permit.

Operators may apply to add or amend a RAV route. It is Main Road WA's policy to consult with Local Governments before adding or amending a RAV route. The Shire of Corrigin may request that Main Roads WA consider certain conditions for the RAV route.

### Statutory Authority

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

### Assessing Support

The Shire of Corrigin must first determine if it supports the application and an assessment is to be undertaken by the Manager of Works, suitably qualified officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.

The following criteria should be considered.

- Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
- What is the designated Main Roads hierarchy?
- Does the route provide connectivity to activity centres?
- Does the route provide connectivity to the State road network?

- Is the proposed RAV rating consistent with the connecting routes?
- If the route crosses into adjacent Shires, have they been consulted?
- Are there alternative routes that would be preferable for the RAV access?
- Does the route impact community facilities e.g. schools, hospitals and town sites?
- Will the proposed access impact public safety?
- Is the proposed access likely to result in extraordinary damage to the road pavement?
- Consult the Local Government Heavy Vehicle Charging Policy.
- Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
- Are there any known physical or topographical constraints?
- Is the road listed in ROADS 2030?

A preliminary assessment will be conducted using the following criteria:

- Road width assessed to ensure the road is suitable for the level of RAV access being requested.
- Steepness of longitudinal grades assessed to ensure they are within the specified limits.
- Stacking and sight distances of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements.

## **Operating Conditions**

### **Standard Operating Conditions**

The Shire of Corrigin may recommend that operating conditions be applied as a condition of the support for a RAV assessment. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements.

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

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (\*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines).

5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick- ups have been completed on the road.
8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 condition.

### **Other Operating Conditions**

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.
- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

### **Restricted Local Access Period Permit**

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider recommending to Main Roads that the application be considered for a Restricted Local Access Permit (RLAP). The RLAP provides access to the final destination of a particular transport task. This may include access to a farm gate or local business. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

### **Timeframe**

The Shire of Corrigin will endeavour to return the assessment to Main Roads within four weeks of receipt. If Main Roads do not receive support from the Shire of Corrigin within three (3) months, it is acknowledged that Main Roads may undertake an assessment of the road and add to the relevant network if deemed suitable.

## 11.10. COLLECTION OF NATIVE SEED AND PLANTS IN SHIRE OF CORRIGIN

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Policy Owner:	Works and Services
Person Responsible:	Chief Executive Officer
Date of Approval:	19 March 2019
Amended:	N/A

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### Objectives

This policy provides guidance on the collection of native plant material and seeds from land under the control and management of the Shire of Corrigin. Native plants are a valuable resource and this policy provides regulatory framework for issuing native plant material collection permits to ensure sustainable collection activities.

### Policy

The policy applies to:

- All applicant's requesting permission to collect native plant material pursuant to Regulation 101 of the Biodiversity Conservation Regulations 2018, including both commercial and non-commercial harvesters;
- All persons collecting plant material for non-scientific activities such as, but not limited to revegetation activities, bush food and floral art.

### POLICY DETAIL

#### Native Seed and Wildflower Specimen Collection

The following conditions are to be adhered to:

- All collectors of native wildflower seeds are to be licensed according to the Wildlife Conservation Act 1950 and will abide by the conditions of the licence.
- Approval is granted for a one (1), two (2) or three (3) year period only commencing 1 July and is to be specified on application.
- Collection is only to be undertaken by the licence holder and may not be delegated to others.
- Appropriate hygiene procedures will be followed and adhered to at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation or erosion.
- A portion of the Native Seed collected from within the Shire of Corrigin (approximately 10%) of is to be provided to the Shire of Corrigin for the replanting of native park and gardens within the shire and failure to do so will result in cancellation of approval and licence.



## DEFINITIONS

In this policy, unless contrary intention appears:-

**native plant material** means all plants in reserves, but does not include any plant that is dead.

**plant** for the purposes of harvesting, includes flowers, seeds, fruits and any other part of the vegetation

**licence holder** is the person authorised to collect native plant material on land as applied for through an application for Flora Taking (Commercial) Licence – Crown Land with the Department of Biodiversity, Conservation and Attractions.

## RELATED LEGISLATION

Regulation 101 of the Biodiversity Conservation Regulations 2018  
Regulation 101 of the Biodiversity Conservation Regulations 2018  
101. Access to land (licensees)

(1) In this regulation

designated activity means any of the following activities —

(a) taking, disturbing, releasing, feeding, or processing fauna;

(b) taking, possessing for supply, or processing flora.

(2) A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without the written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Local Government Act 1995 section 5.42

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5). (illegal development) \* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 section 3.54

Reserves under control of local government

(1) If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under *section 5 of the Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Land Administration Act 1997

46. Care, control and management of reserves

(1) The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Parks and Reserves Act 1895

5. Boards' specific functions

(1) In the exercise of its general powers in respect of the land placed under its control, a Board may, among other things, do as follows —

(a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof; and

(b) construct dams and reservoirs for the retention and formation of sheets of water thereon; and

(c) otherwise improve or ornament the land, and do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment; and

(d) establish and maintain zoological gardens therein; and

(e) grant licences for the depasturing of animals on the land, and take for the same such fees as the Board may, by any by-law, from time to time appoint; and

(f) grant licences for the removal of any sand, gravel, or other earth or mineral, and for cutting and removing wood under such restrictions, and at such reasonable price, or such weekly, monthly, or yearly sum as the Board may think fit.

(1a) A Board shall not grant a licence under subsection (1)(e) or (f) unless —

(a) the approval of the Minister has been first obtained; or

(b) the purpose for which the land the subject of the proposed licence is placed under the control of the Board is specifically that for which the licence is proposed to be granted.

(2) Nothing in this section contained shall be construed to limit the general powers of a Board.

# 12 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

## 12.1. FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

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<b>Policy Owner:</b>	Governance
<b>Person Responsible:</b>	Environmental Health Officer
<b>Date of Approval:</b>	<b>18 October 2011</b>
<b>Amended:</b>	<b>N/A</b>

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### Objective:

#### Scope and Objectives

##### Scope:

The Department of Health (WA) administers the *Food Act 2008* (The Act). The Shire of Corrigin is a designated enforcement agency under the provisions of the Act.

The objectives of the Act as defined in Section 3 of the Act include the following:

- to ensure food for sale is both safe and suitable for human consumption,
- to prevent misleading conduct in connection with the sale of food,
- to provide for the application in the State of the Food Standards Code.

The Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act, 1991* of the Commonwealth of Australia. Enforcement of the Food Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly the Department of Health (WA) and the Shire of Corrigin are committed to ensuring there is a high level of compliance with the Food Act and Regulations.

This policy sets out the Shire's policy on compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act in a manner that is:

- Authorised by law;
- Procedurally fair;
- Accountable and transparent;
- Consistent; and
- Proportionate.

The policy recognises that most food businesses want to comply with the law and produce food that is safe and correctly labelled. The compliance and enforcement role of the Shire of Corrigin is to protect consumers from a minority who may not act in the interests of food safety.

The enforcement options of this policy are not required to be enacted on food businesses who act responsibly and it is the Council's aim to provide education to food handlers to maintain the safety of food products produced or sold within the Shire of Corrigin.

It is however important that these enforcement options are clearly understood so that any action the Council takes against a food handler or food premises is within the scope of the law and is appropriate for the given circumstances.

The range of offences under the Act and Regulations vary greatly in their seriousness and accordingly a variable range of penalties and enforcement options that are available under the Act and Regulations.

This policy describes the options that are available and provides details of the matters that will be considered in their application toward achieving the objectives of the Act.

This policy also sets out the principles the Council will apply in its compliance and enforcement activities. Breaches of the Act are classified as criminal offences and penalties of up to \$500,000 and/or two years imprisonment apply.

#### Objectives:

The objectives of this policy are:

- To provide transparency to consumers and industry on how the Shire of Corrigin will make decisions on enforcement action;
- To guide decision making and action by Council Officers in the use of enforcement options;
- To use regulatory implements in such a way as to best achieve the Council's strategic and operational objectives.

#### **Compliance and Enforcement Principles**

As a regulatory authority the Shire of Corrigin will endeavour to:

- Act in the public interest;
- Act consistently, impartially and fairly according to law;
- Promote consistency through effective liaison with field staff and the adherence to policies and procedures;
- Ensure we do not discriminate on the basis of race, religion, sex, national origin or political association;
- Ensure that enforcement action is taken against the right person for the right offence;
- Ensure that all relevant evidence is placed before the courts or appeals tribunals;
- Make food businesses aware of their legal obligations through the widest possible dissemination of information;
- Explain the benefits of compliance to food businesses and discuss specific compliance failures or problems;
- Provide advice on mechanisms that can be used by food businesses to improve compliance;
- Confirm advice in writing when requested and provide written advice in a clear and simple manner, explaining what and why remedial work is to be undertaken, over what time period and ensure that all legal requirements are clearly explained;
- Advise proprietors of their right of appeal where provided by law;
- Provide alleged offenders with an opportunity to discuss the circumstances of their case; and
- Seek the support of industry leaders to influence compliance levels.

#### **Decision Making Criteria**

Each case will be considered individually and the appropriate enforcement action to be taken determined on the particular circumstances of the case.

The Prosecution Policy of the Commonwealth states:

“The objectives previously stated – especially fairness and consistency – are of particular importance. However, fairness need not mean weakness and consistency does not mean rigidity.

The criteria for the exercise of this discretion cannot be reduced to something akin to a mathematical formula; indeed it would be undesirable to do so. The breadth of the factors to be considered in exercising this discretion indicates a candid recognition of the need to tailor general principles to individual cases” (1)

The following issues need to be considered and balanced in making a decision as to the type of enforcement action, if any, that is applied:

- The knowledge of the alleged offender as to the consequences of their actions;
- The degree of care taken by the alleged offender to ensure they did not commit an offence;
- The capability of the alleged offender to understand, cope and comply with the relevant requirements;
- The alleged offender’s antecedents and background, including culture and language ability;
- The openness, honesty and cooperation demonstrated by the alleged offender;
- The contrition demonstrated by the alleged offender;
- Any mitigating or aggravating circumstances;
- The culpability of the alleged offender and role played by other parties that may have contributed to the offence;
- The timeliness, the age, duration and magnitude of the offence;
- The totality of offences that may have been allegedly committed;
- The proportionality of the selected enforcement option so that the action will not be unduly harsh or oppressive;
- The prevalence of the alleged offence within the industry and any need for a deterrent effect;
- The difficulty and resources expended by the Shire of Corrigin in investigating and proving the elements of the particular offence or the type of offence;
- The efficiency and cost to the Shire of Corrigin of the compliance and enforcement option that is used;
- Whether the enforcement action required to achieve the objectives of the Act are appropriate;
- Whether or not the enforcement action would be perceived as counterproductive – for example, by bringing the law into disrepute;
- Whether or not the offence is of considerable general public concern;
- The necessity to maintain public confidence in the enforcement of the Act;
- The existence of any risk to public health and the nature and extent of that risk;
- The extent to which consumers have been defrauded;
- The need to protect the consumers either in or visiting the Shire of Corrigin.

The overriding consideration in taking enforcement action will always be the public interest.

(1) Commonwealth Director of Public Prosecutions 2004, Prosecution Policy of the Commonwealth.

### **Privacy**

The Shire of Corrigin must observe the privacy principles set out in the *Freedom of Information Act 1992*. Information relating to compliance and enforcement action will generally be made available only where consistent with the *Freedom of Information Act 1992* and Section 121 of the *Food Act 2008*.

### **Policy:**

#### **Application of Compliance and Enforcement Options**

A range of compliance and enforcement options are available to Authorised Officers. This section gives guidance on when these options may be applied. The decision-making criteria outlined in Section 3 will be considered in deciding which, if any, enforcement action is appropriate in each case.

#### Types of Compliance and Enforcement Action

The compliance and enforcement options available to Authorised Officers include:

- Verbal advice;
- Warning letters;
- The issuing of a statutory Improvement Notice which requires cleaning, repair, replacement, revision of food safety program, implementation of a food safety program or implementation of the Food Safety Standards;
- The issuing of a Prohibition Order which controls certain activities where there is failure to comply with an Improvement Notice or to prevent or mitigate a serious danger to public health;
- The seizure of food, vehicles, equipment, and labelling or advertising materials which do not comply with a provision of the Act or Regulations;
- The issuing of a Penalty Infringement Notice;
- The institution of proceedings in the Magistrates Court;
- Request for court orders for corrective advertising by a person found guilty of an offence;
- Publication of the names of offenders immediately after conviction.

#### Verbal Advice and Warning

Authorised Officers will routinely give advice on compliance to food businesses. This advice will relate to principles of food safety and explain the benefits of compliance or the purpose of the law. Verbal warnings should normally only be given for extremely trivial offences, where the offence is only of a technical nature or where there is insufficient evidence to justify a warning letter.

#### Written Warnings

Where there is evidence that minor breaches of the Act have occurred, written warning may be issued at the discretion of the Authorised Officer. Written warnings may be inappropriate where there are a large number of minor offences on one occasion within one food business. Similarly written

warnings will not normally be issued for a series of offences within a relatively short period of time or in those cases where written warnings have previously been issued.

The totality of the offences should be considered in deciding the appropriate course of action. Where significant non-compliance is evident, more significant enforcement action may be appropriate.

Warning letters will detail the exact nature of the offence, required remedial action, cite relevant clauses of the legislation, and specify the maximum penalty for the offence and the intention of the Council to enforce the legislation. Warning letters will be followed-up within no less than 3 months to ensure the required actions have been taken. Further written warnings will not be issued for a subsequent similar offence except in exceptional circumstances.

#### Improvement Notices

Authorised Officers may serve Improvement Notices under Section 63 of the Act. An Improvement Notice is an order that may require, in relation to premises, food transport vehicles or equipment, cleaning, repair, replacement, and relating to the handling of food, revision of a food safety program, implementation of a food safety program or implementation of the Food Safety Standards. The orders may also require food to be handled in a specified way or for a specified purpose.

Improvement Notices should be issued with the same considerations as for a warning letter but should also only be used where there is an intention to proceed to a Prohibition Order following non-compliance with that Improvement Notice. In other circumstances a warning letter or other enforcement options should be considered.

An Improvement Notice must specify the specific legislative provision to which it relates and may specify the particular action to be taken by a person. The Improvement Notice must specify the date by which compliance must be achieved.

While extension of the date of compliance is at the discretion of the Authorised Officers, extensions of time for compliance will not be granted for matters related to cleaning or food handling without the prior approval of the CEO. Appeals concerning Improvement Notices will be considered by the CEO.

Improvement Notices must be served on the proprietor of the food business. The person on whom an Improvement Notice has been served must be provided with a copy of the Improvement Notice upon request. Should the proprietor wish to seek an extension of time for compliance, that request must be in writing stating the reasons the extension is being sought. That request is to be submitted to the Shire of Corrigin before the date of compliance as indicated in the Notice.

Improvement Notices are differentiated from warning letters in that they are a statutory notice that may lead to the issuing of a Prohibition Order under Section 65 of the Act. The issuing of an Improvement Notice does not preclude the issuing of a Penalty Infringement Notice or the institution of court proceedings in circumstances where these types of actions may be warranted.



### Prohibition Orders

Prohibition Orders may be issued where an Improvement Notice has been issued and there has been a failure to comply with the Improvement Notice by the date of completion **or** where the issue of a Prohibition Order is necessary to prevent or mitigate a serious danger to public health.

A Prohibition Order will take a form that prohibits the handling of food on specified food premises, vehicle or equipment, or that food is not to be handled in a specified way or for a specified purpose.

It should be noted that Section 8 of the Act defines food handling very broadly, including activities such as collection, transporting, storing or displaying food. Breach of a Prohibition Order will normally result in prosecution.

A Prohibition Order will remain in place until a Certificate of Clearance is issued following a written request for an inspection. An inspection will be undertaken within 48 hours of a written request being made by the proprietor of the food business to the Shire of Corrigin or to the Authorised Officer who made the order. If an inspection is not made within 48 hours of the written request for an inspection, a Certificate of Clearance is deemed to have been granted.

Section 69 of the Act provides for appeal to the State Administrative Tribunal (SAT) if there is a refusal to issue a Certificate of Clearance. Section 70 of the Act provides for compensation to be paid if there were no grounds for the making of the Prohibition Order. Prohibition Orders may only be issued by the CEO, being a duly authorised delegate under Section 118 of the Act. A brief of evidence sufficient to prove all elements of a prosecution will be the normal standard required prior to the issue of a Prohibition Order.

### Seizure Powers

Authorised Officers have power under Section 40 of the Act to seize food, vehicles, equipment, and labelling and advertising materials which the Authorised Officer reasonably believes do not comply with a provision of the Act or Regulations or which there is evidence that an offence has been committed.

Whilst seizures are undertaken to collect evidence or to prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising materials is seized. The impact of a seizure should be considered in the application of any other enforcement action. Persons from whom items are seized must be provided with a statement that describes the items seized, states the reasons for the seizure and the address at which the items will be held.

Where it becomes evident that there has been no contravention of the Act or Regulations in relation to items which have been seized they are to be returned as soon as possible to the person from whom the items were seized. The person from whom items have been seized must also be informed of their right under Section 57 to appeal within 10 days of the seizure to the Magistrates Court for an order disallowing the seizure. Compensation may be paid if there has been no application to a Magistrates Court and no contravention of the Act or Regulations had occurred in relation to the seized items.

### Penalty Infringement Notices

An Infringement Notice is a notice to the effect that the person to whom it is directed has committed a specified offence and that, if the person does not wish to have the matter dealt with by a court, the person may pay the specified amount for the offence within a specified time.

A penalty notice is issued under Section 126 of the Act. The notice requires payment of a specified monetary penalty, unless the person alleged to have committed the offence elects to have the matter dealt with by a court.

When an Authorised Officer during an inspection of premises, vehicles or equipment, detects or observes conditions or circumstances that give rise to the potential for the issue of an infringement notice, verbal advice will be given, at that time, to the person allegedly responsible for the alleged offence that an infringement notice may be issued for that alleged offence.

Prior to an infringement notice being issued, Authorised Officers must prepare briefs of evidence, which prove each element of the alleged offence to the standard required for prosecution. Further than establishing a prima facie case there must also be a reasonable prospect of a conviction being secured if the alleged offender chooses to have the matter heard in a court.

That brief is to be submitted to the Principal Environmental Health Officer for consideration and authorisation for the penalty notice to be issued.

When a decision has been made that an infringement notice is to be issued, that notice will be forwarded by post or hand delivered to the person alleged to have committed the offence. The infringement notice is to be accompanied by a written advice giving the reasons for the issuing of the infringement notice in that instance and also providing advice and information as to the means or requirements for the remedying or rectification of that condition or circumstance that gave rise to the infringement notice.

The decision-making criteria outlined in Section 3 will be considered in the issuing of an infringement notice. Infringement notices provide a cost effective and efficient method of dealing with offences and will generally be sufficient response to breaches of the Act.

Infringement notices should not be used where the penalty is considered totally inadequate for the offence or where the penalty is likely to have no impact on the proprietor of the food business.

Infringement notices are not available for serious offences contained in Part 3, Division 1 of the Act. These relate to the handling of food in a manner that a person knows will render, or is likely to render, the food unsafe or where the food is handled in a manner that the person ought reasonably to know is likely to render the food unsafe.

A payment of a penalty notice is not an admission of liability and the person is not liable to any further proceedings for the alleged offence.

### Prosecution

Prior to any prosecution being launched Authorised Officers must prepare briefs of evidence which prove each element of the alleged offence to the

standard required for prosecution. That brief is to be submitted to the CEO for consideration and authorisation for the prosecution to proceed.

The resources available for prosecuting are finite and should not be expended pursuing inappropriate cases. The decision-making criteria outlined in Section 3 will be considered in making a decision to prosecute. Prosecution will normally be reserved for the more serious breaches.

While the Act provides that proceedings must be commenced within 6 months for matters relating to food samples and 12 months for other matters, all matters should be prepared for hearing as quickly as possible.

The Act extends liability to a wide range of persons who may be involved in some way with contraventions of the Act or Regulations, including employees, proprietors, and individual directors of companies. Where the Shire of Corrigin has selected prosecution as the appropriate option, the Council will not necessarily proceed against all those who may be potentially liable under the legislation.

Prosecutions are eligible for publication by the Department of Health (WA).

### **Conclusion**

This policy provides information as to the processes and actions that will be followed in the cases dealt with under the *Food Act 2008*, however due to the variety of circumstances that may be encountered through the range of inspections and enforcement procedures, the policy cannot be used to limit the discretion of the Shire of Corrigin to take any enforcement action for the purposes of obtaining high standards of food safety.

The policy is to be interpreted as general guidance on how the Council will undertake enforcement action. It should further be recognised that it is not the aim of the Shire of Corrigin to undertake enforcement action except where absolutely necessary and that priority should be given to educating food handlers to prevent food safety standards from being compromised in any instance.

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details			
Name(s):	CORRIGIN MASONIC LODGE		
ABN (if applicable):	N/A		
Mailing Address:	P.O. BOX		
	CORRIGIN	Postcode:	6375
Work Phone:		Fax:	
Home Phone:		Email:	fgilmore@bigpond.com
Mobile Phone:	0427 48 1104		
Contact Person for Correspondence:	RICK GILMORE		
Signature:	<i>[Signature]</i> TRUSTEE	Date:	2-09-2020
Signature:	<i>[Signature]</i> TRUSTEE	Date:	2-9-2020

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

Applicant Details (if different from owner)			
Name(s):	FREDERICK RAMON GILMORE		
Mailing Address:	13 WALTON STREET		
	CORRIGIN	Postcode:	6375
Work Phone:		Fax:	
Home Phone:		Email:	
Mobile Phone:	0427 48 1104		
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 checked="" type="checkbox"/>
Signature:	<i>[Signature]</i>	Date:	2/09/2020

Property Details			
Lot No:		Street No:	25
		Location No:	
Diagram or Plan No:		Certificate of Title Volume No:	
		Folio:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street Name:	KIRKWOOD	Suburb:	CORRIGIN
Nearest street intersection:	NEWMAN / KIRKWOOD		

\*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:	REPLACE PORCH AT FRONT OF BUILDING					
Description of exemption claimed (if relevant)						
Nature of any existing buildings and/or land use:						
Approximate cost of proposed development:	\$	5000-00				
Estimated time of completion:	2 WEEKS					

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 type="checkbox"/> N/A
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input type="checkbox"/> N/A
Any other plan or information that the local government reasonably requires	<input type="checkbox"/> N/A
Form 2 for providing additional information for development approval for advertisements	<input checked="" type="checkbox"/>

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

# FORM 2 - ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS



N/A. J. J. Martin

1.	Description of property on which advertisement is to be displayed including full details of its proposed position within that property ( <i>site plan to be included</i> ):				
2.	Details of proposed sign:				
(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):				
(b)	Height:		Width:		Depth:
(c)	Colours to be used:				
(d)	Height above ground level -				
	to top of advertisement:				
	to underside:				
(e)	Materials to be used:				
Illuminated:		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:					
3.	Period of time for which advertisement is required:				
4.	Details of signs (if any) to be removed if this application is approved:				
<i>Note:</i>	<i>This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed as detailed in 4 above.</i>				
Signature of advertiser(s): (if different from land owners)					
Date:					

PROPOSED ALTERATIONS TO PORCHWAY ENTRANCE CORRIGIN MASONIC LODGE

AT 25 KIRKWOOD ST. CORRIGIN W.A. 6375

WEST ELEVATION

PAGE: 1 of 4

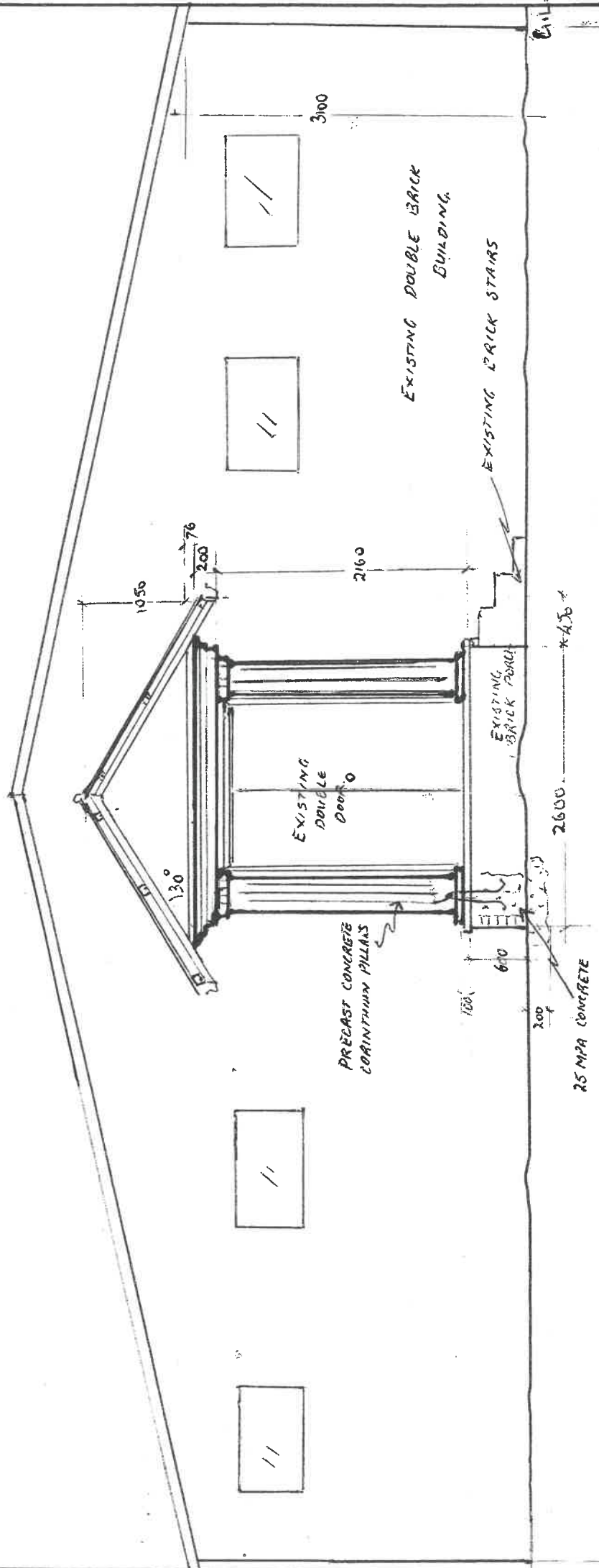
SCALE 1:200 DATE 31-08-2020

DRAWN BY: F.R. GILMORE 0427 481104

PORCH.

- NEW CONCRETE FLOOR 100 MM REINFORCED
- PILLARS PRECAST CONCRETE
- LINTEL 2 x 205 x 70 LAMB BEAMS
- FRONT 'DRESSED' AS CORINTHIAN
- LINTEL WITH SARRAH.
- RIFTERS 76 x 38 x 1.2 PATIO TUBE WELDED.
- COLLAR TIES 76 x 38 x 1.2 PATIO TUBE
- PURLINS 76 x 38 x 1.2 PATIO TUBE
- ROOF CUSTOM ORB ZINCALUME
- TRIMS 'HERITAGE RED' FLASHINGS
- GUTTERS & BARGE MOULD.

COLUMNS ANCHORED WITH 13mm GALV. ROD FROM TOP TO ANCHORS IN CONCRETE



ILLU 08

PROPOSED ALTERATIONS TO PORCHWAY ENTRANCE CORRIGIN MASONIC LODGE

AT 25 KIRKWOOD ST CORRIGIN W.A. 6375

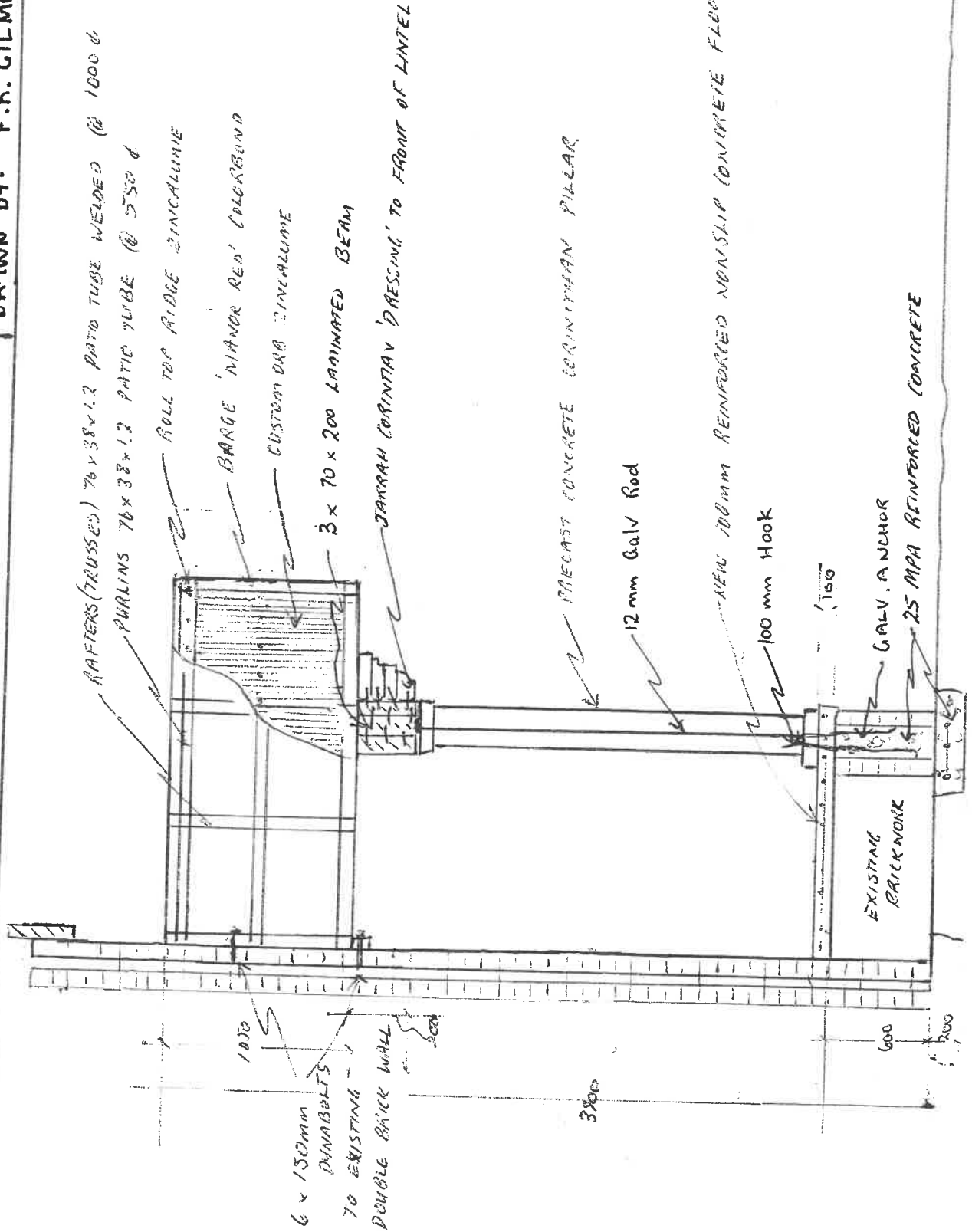
NORTH ELEVATION

PAGE: 2 of 4

SCALE: 1:300

DATE: 31-08-2020

DRAWN BY: F.R. GILMORE 0427 081104





PROPOSED ALTERATIONS TO PORCHWAY ENTRANCE CORRIGIN MASONIC LODGE

A1 25 KIRKWOOD ST. CORRIGIN N.A. 6375

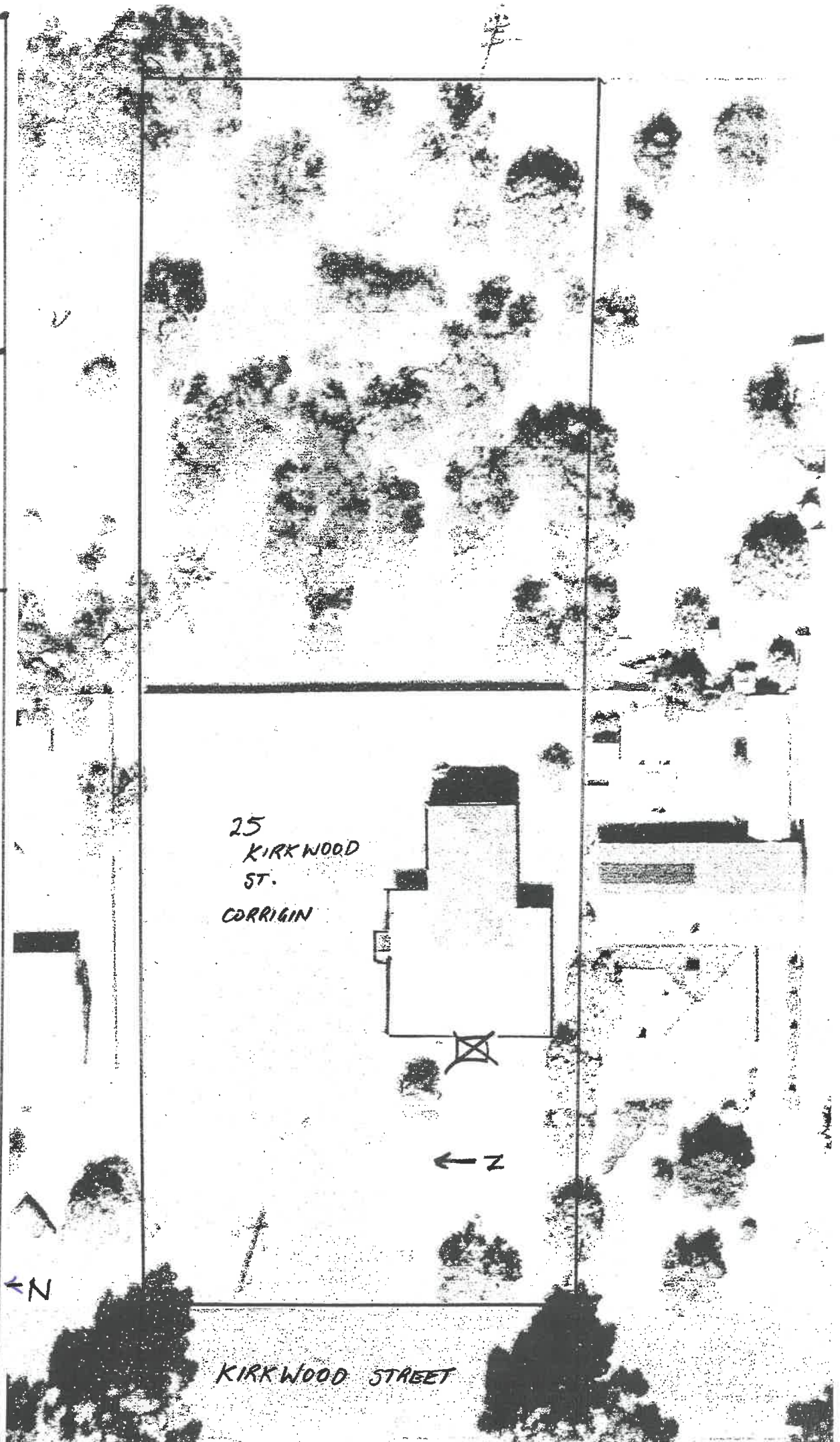
SCALE: AERIAL PHOTO

DATE: 31-08-2020

BLOCK PLAN

PAGE: 3 OF 4

DRAWN BY F.R. GILMORE 042748104



PROPOSED ALTERATIONS TO PORCHWAY ENTRANCE CORRIGIN MASONIC LODGE  
AT 25 KIRKWOOD ST. CORRIGIN W.A. 6375

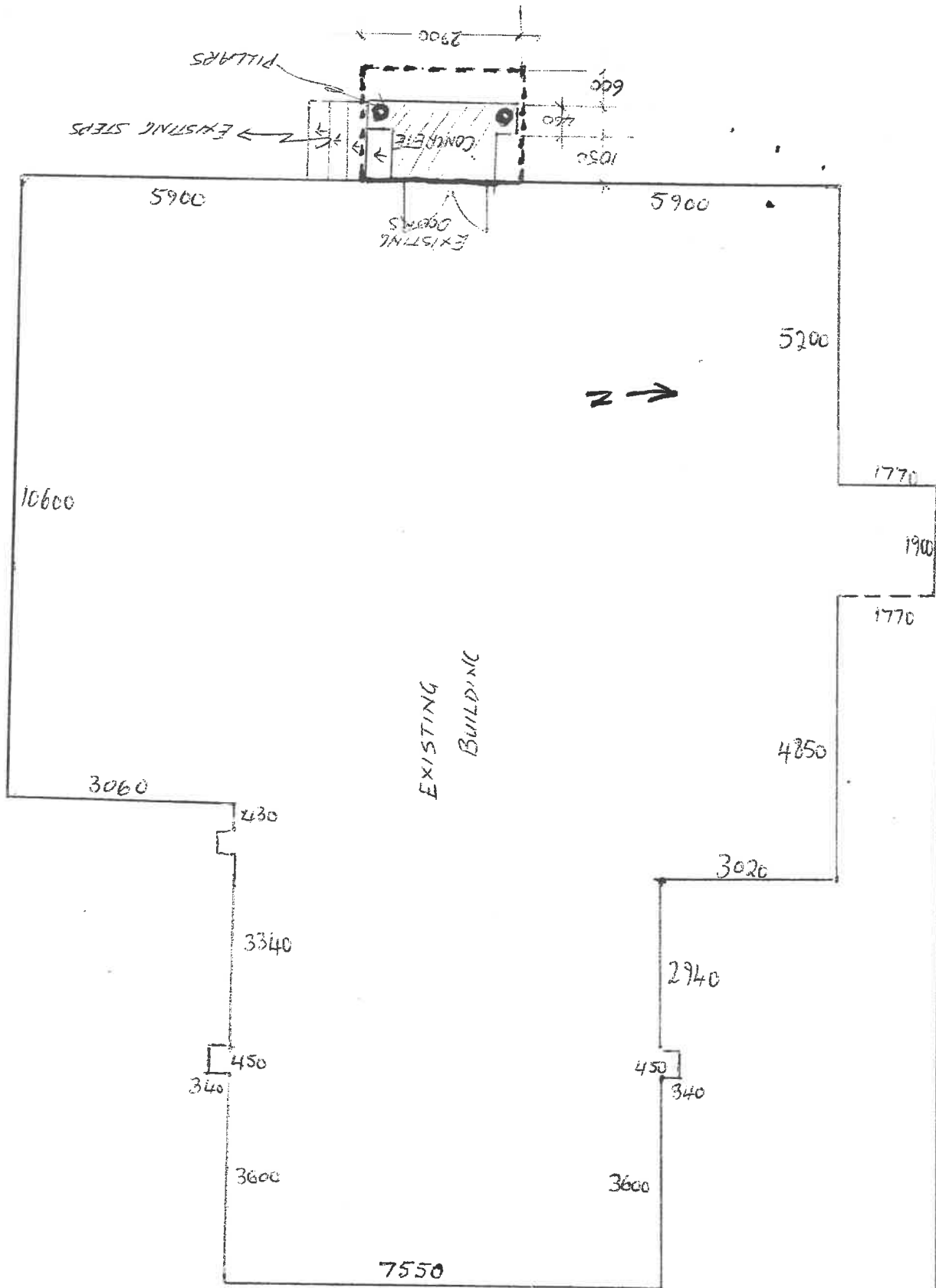
SCALE 1:100

DATE 30.08.2020

FLOOR PLAN

DRAWN BY: F.R. GILMORE

PAGE 4 of 4





**Co-operative Bulk Handling Ltd**  
ABN 29 256 604 947  
Level 6, 240 St Georges Terrace  
Perth WA 6000 Australia  
GPO Box L886  
Perth WA 6842 Australia  
Telephone  
+61 8 9237 9600  
Grower Service Centre  
1800 199 083  
**cbh.com.au**

ENQ: Tim Dolling  
DIRECT LINE: 08 9216 6094

21 September 2020

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

Dear Natalie

### **APPLICATION FOR DEVELOPMENT APPROVAL**

I refer to the requirement to improve truck weighing facilities for the 2019 harvest at the Corrigin grain receival site.

A temporary weighbridge was installed without development approval and likely to remain on site for two years until a permanent weighbridge and hut are installed.

Development completed included the following:

- Cement stabilised gravel surface widening of the existing internal road around the last open bulkhead toward the southern end of the site.
- Installation of a 36 m long portable frame weighbridge on cement stabilised gravel pad with approach and exit ramps.

Please find attached the following documentation and drawings:

- Shire of Corrigin application for development approval form,
- conceptual layout (site plan) option 1 drawing 511-ENG-CI-DCO-0001\_A.
- General arrangement portable frame drawing 942301\_1 for the weighbridge.

If you require further information, please contact me on 08 9216 6094, 0439 969 835 or by email at [tim.dolling@cbh.com.au](mailto:tim.dolling@cbh.com.au).

Yours sincerely

**For: Co-operative Bulk Handling Limited**

A handwritten signature in black ink, appearing to read "Tim Dolling", is written over a light grey rectangular background.

**Tim Dolling**  
**Planning and Approvals Coordinator**

Enc

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



## Owner Details

Name(s):						
ABN (if applicable):						
Mailing Address:					Postcode:	
Work Phone:			Fax:			
Home Phone:			Email:			
Mobile Phone:						
Contact Person for Correspondence:						
Signature:	<i>Z. Dollj</i>		Date:			
Signature:			Date:			

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

## Applicant Details (if different from owner)

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

## Property Details

Lot No:		Street No:		Location No:	
Diagram or Plan No:		Certificate of Title Volume No:		Folio:	
Title encumbrances (e.g. easements, restrictive covenants):					
Street Name:			Suburb:		
Nearest street intersection:					

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

Proposed Development								
Nature of Development:	Works		Use		Works and Use			
Is an exemption from development claimed for part of the development?					Yes		No	
If yes, is the exemption for:		Works		Use				
Description of proposed works and/or land use:								
Description of exemption claimed (if relevant)								
Nature of any existing buildings and/or land use:								
Approximate cost of proposed development:				\$				
Estimated time of completion:								

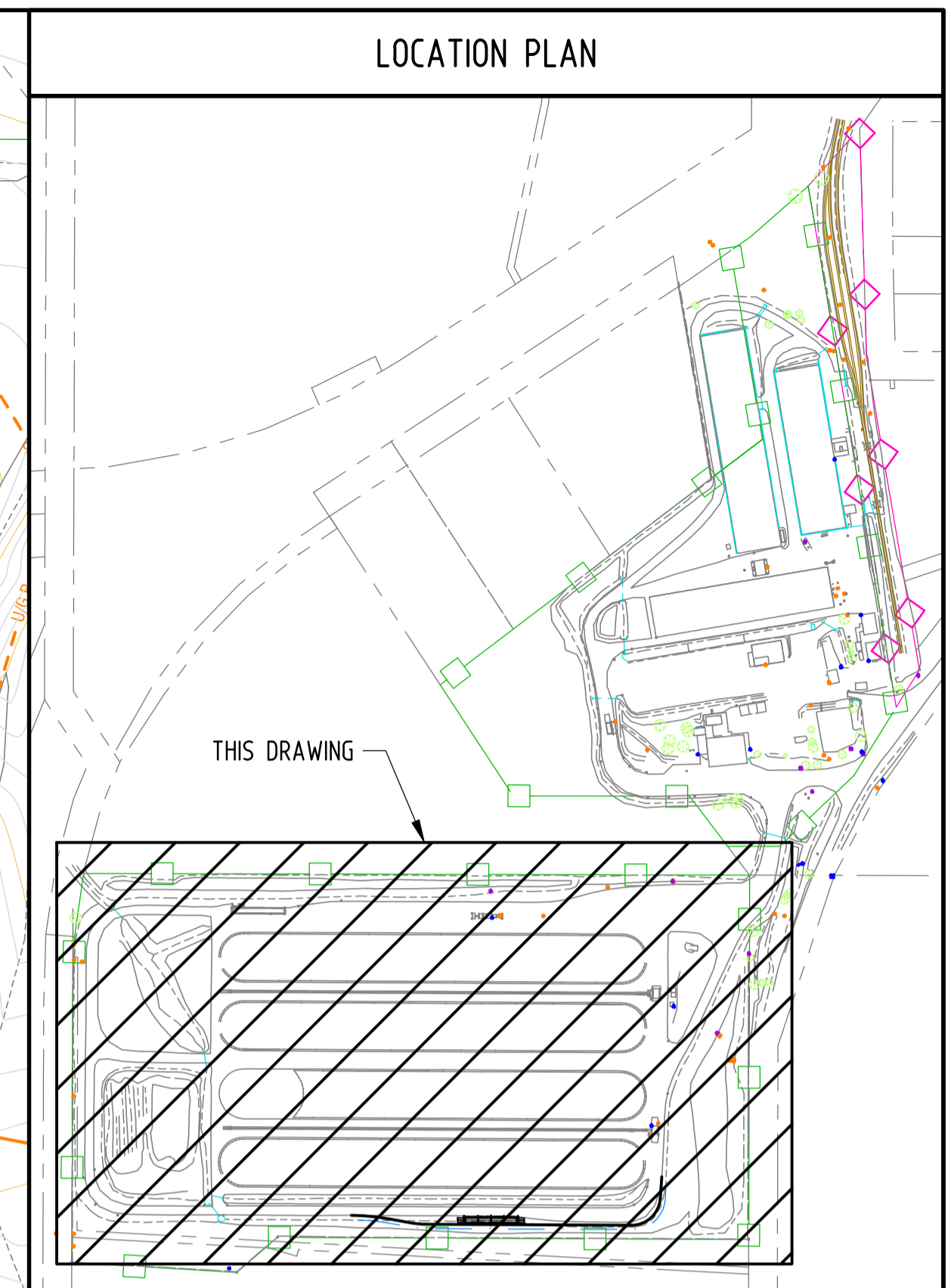
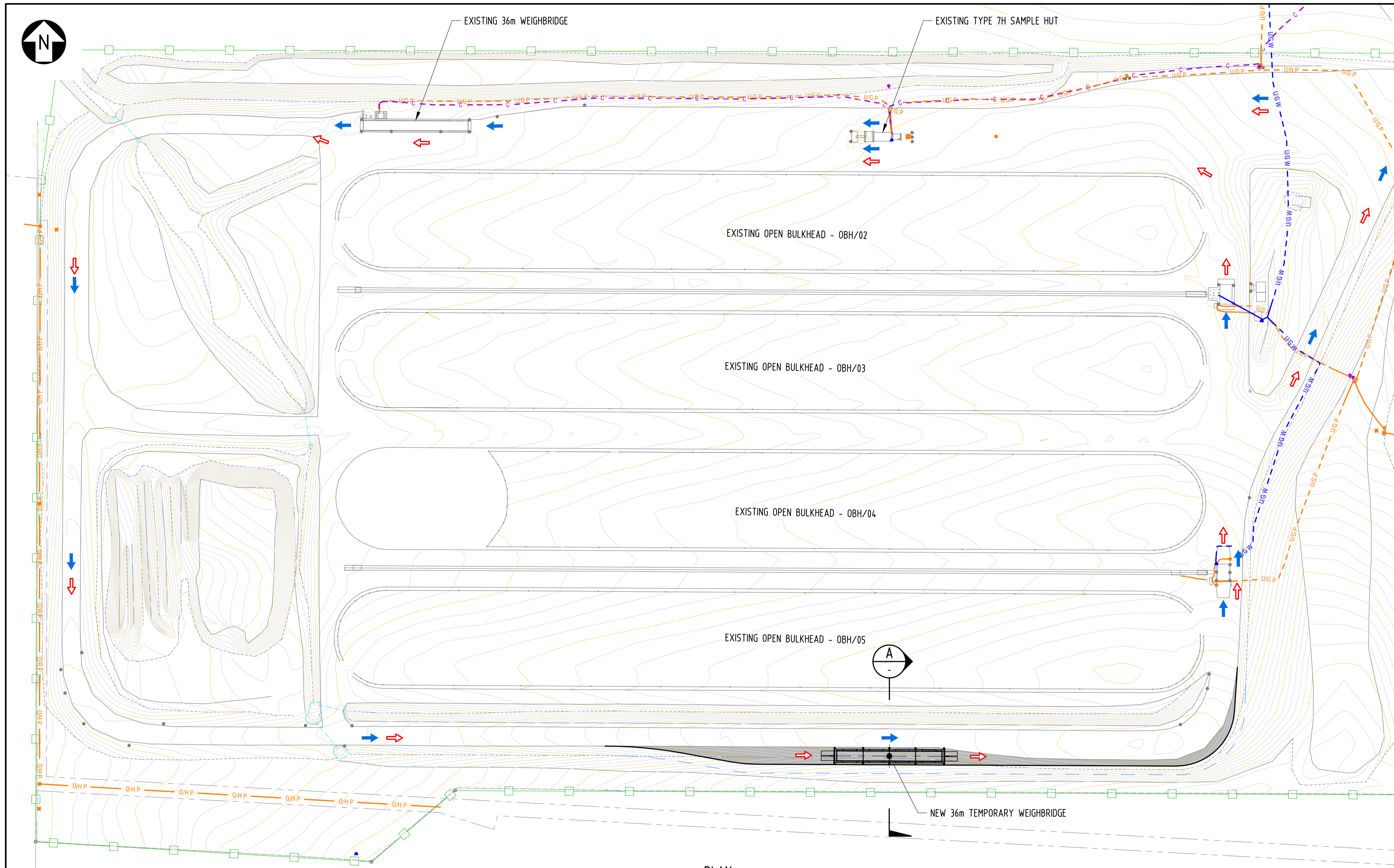
Checklist of required materials	Attached?
<p>A plan or plans in a form approved by the local government showing the following —</p> <ul style="list-style-type: none"> <li>(i) the location of the site including street names, lot numbers, north point and the dimensions of the site;</li> <li>(ii) the existing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

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

# FORM 2 - ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS



1.	Description of property on which advertisement is to be displayed including full details of its proposed position within that property ( <i>site plan to be included</i> ):					
2.	Details of proposed sign:					
(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):					
(b)	Height:		Width:		Depth:	
(c)	Colours to be used:					
(d)	Height above ground level -					
	to top of advertisement:					
	to underside:					
(e)	Materials to be used:					
Illuminated:		Yes		No		
If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:						
3.	Period of time for which advertisement is required:					
4	Details of signs (if any) to be removed if this application is approved:					
<i>Note:</i>	<i>This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed as detailed in 4 above.</i>					
Signature of advertiser(s): (if different from land owners)						
Date:						



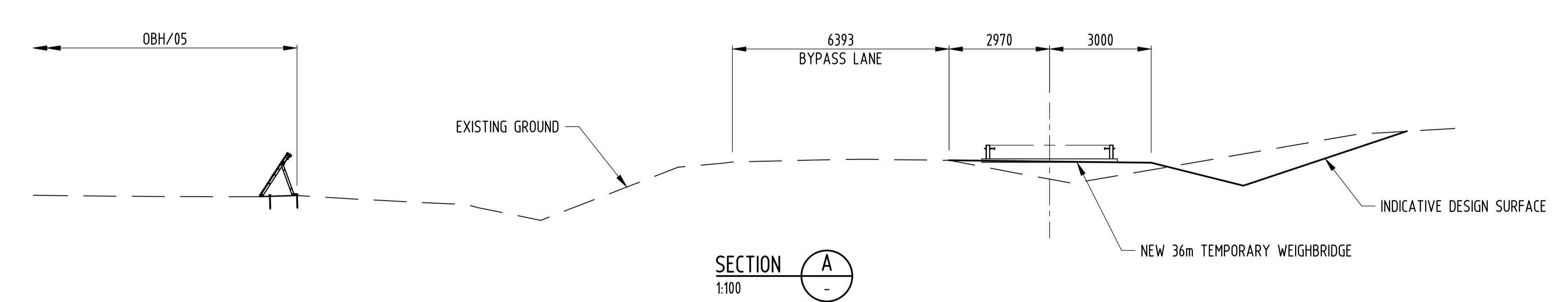
**DRAWING LEGEND**

- TRAFFIC MOVEMENTS - TRUCKS FULL
- TRAFFIC MOVEMENTS - TRUCKS EMPTY
- LOT BOUNDARIES
- CBH SITE BOUNDARY
- CBH RAIL LEASE BOUNDARY
- OHP OVERHEAD POWER LINES
- UGP UNDERGROUND POWER LINES
- UGW UNDERGROUND WATER PIPES
- C UNDERGROUND COMMS LINE
- UNDERGROUND STORMWATER PIPES
- RAIL LINE
- PROPOSED OPEN DRAIN

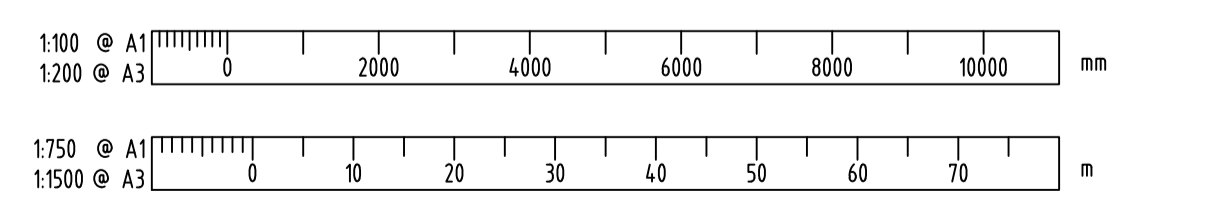
**HATCHING LEGEND**

- AREA OF NEW WORKS 850 m<sup>2</sup>

PLAN  
1:750



SECTION A  
1:100



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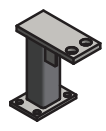
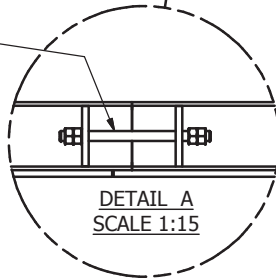
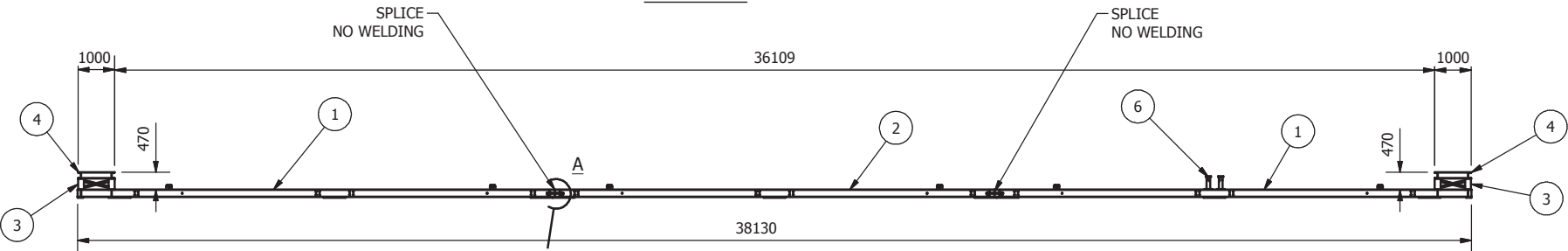
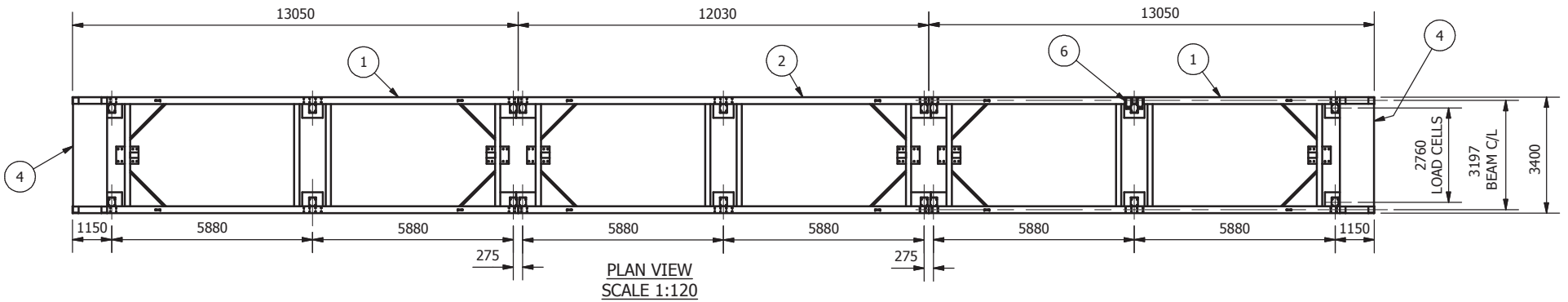


**CBH GROUP**  
LEVEL 6  
240 ST GEORGE'S TERRACE  
PERTH W.A. 6000  
PH (08) 9237 9600  
FAX (08) 9322 3942  
ABN 29 256 604 947

SCALE	1:750	DRAWN	P. Forrest	05.08.19	
SHEET	A1	CHECKED			
PROJECT	M-XXXX	DESIGNED			
CONTRACT No.		DESIGN APPR			
PROJECT APPR					
REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
A	05.08.19	ISSUED AS CHECK PRINT AND FOR REVIEW	PF		

TITLE	CORRIGIN EARTHWORKS AND ROADS TEMPORARY WEIGHBRIDGE CONCEPTUAL LAYOUT - OPTION 1		
DRG No.	511-ENG-CI-DCO-0001	SHEET	1 OF 1
REV.	A		

**WEIGHT 8868 kg**





**ITEM 6**  
TO BE USED DURING TRANSPORT  
SCALE 1:20

**APPROVED FOR CONSTRUCTION**  
Project B19-00019  
Contract 1300-2019  
Date-09-05-19

**FOR CONSTRUCTION**

PARTS LIST				
ITEM	PART NUMBER	QTY	DESCRIPTION	MASS
1	942302	2	FRAME ASSY	2351.9 kg
2	942307	1	MIDDLE FRAME ASSY	2246.6 kg
3	940132	2	APPROACH SUBFRAME	476.6 kg
4	939548	2	APPROACH	306 kg
5	939579	4	CON ROD	3.5 kg
6	939914	18	TRANSPORT BRACKET	18.8 kg

- NOTES:**
- ALL MATERIAL TO BE:  
PLATE AND FLATS: AS/NZS 3678-250  
HOT ROLLED BARS AND SECTIONS: AS/NZS 3679.1-300  
HOLLOW SECTIONS: AS 1163-C350 (OR EQUIVALENT) U.N.O.
  - ALL WELDS TO BE 6 MM C.F.W. U.N.O. TO AS/NZS 1554 - STRUCTURAL PURPOSE
  - ALL ITEMS TO BE HOT DIPPED GALVANISED.

1 FOR CONSTRUCTION		VR	
REV No.	REVISION NOTE	DRAWN	CHECKED
 <b>METTLER TOLEDO</b> A.C.N. 004 141 988 Mettler-Toledo Limited 220 Turner Street, Port Melbourne Victoria 3207 Australia 1300 659 761 www.mt.com			
TITLE			
GENERAL ARRANGEMENTS PORTABLE FRAME - 3x VTS202 12m			
 DRAWN SCALE AS NOTED CHECKED DATE	VR DATE 6/24/2014 SHEET SIZE A3	DO NOT SCALE FOR CONSTRUCTION PURPOSES IF IN DOUBT ASK APPROVED DATE	
DRAWING No. <b>942301</b>		REVISION <b>1</b>	
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