



Agenda Attachments

February 2022

- ATTACHMENT 7.1.1 MINUTES – ORDINARY COUNCIL MEETING – 21 DECEMBER 2021**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – DECEMBER**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – JANUARY**
- ATTACHMENT 8.1.3.1 - ACCOUNTS FOR PAYMENT – CREDIT CARDS NOVEMBER 2021**
- ATTACHMENT 8.1.3.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS DECEMBER 2021**
- ATTACHMENT 8.1.4 - MONTHLY FINANCIAL REPORT**
- ATTACHMENT 8.2.1 - DEVELOPMENT APPLICATION**
- ATTACHMENT 8.2.3 - CRISP WIRELESS PRODUCT DATA SHEETS**
- ATTACHMENT 8.2.4 - ROTARY PARK CONCEPT STAGING PLAN**
- ATTACHMENT 8.2.5 - RECORDS DISASTER MANAGEMENT PLAN AND IT DISASTER RECOVERY PLAN**



MINUTES

ORDINARY COUNCIL MEETING
21 December 2021

UNCONFIRMED

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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Cr. D L Hickey

Deputy Shire President

Cr. M A Weguelin

Cr. S L Jacobs

Cr. S C Coppen

Cr. M B Dickinson

Cr. C E Steele

Cr. B Fare

Chief Executive Officer

N A Manton

Deputy Chief Executive Officer

K J Caley

Executive Support Officer

K L Birgin

APOLOGIES

Manager of Works and Services

R Burgess

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has not been notified of any deaths since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The following petition was delivered to the Shire of Corrigin on 17 November 2021

Corrigin Gym Petition -The Residents and Ratepayers of Corrigin Shire would like Council to consider the development and building of a 24/7 gymnasium within the town of Corrigin. It is believed this could be achieved through grants, rates and fund raising (community cropping program).

A gym will:

1. Promote both physical and mental wellbeing.
2. Combat obesity.
3. Enhance our excellent sporting facilities.
4. Further promote Corrigin as a place to live.
5. Bring Corrigin into line with other shire's facilities (Narembeen, Bruce Rock, Pingelly, and others.)
6. Able to be used all year around to promote healthy living for all.

COUNCIL RESOLUTION

(178/2021) Moved: Cr Coppen

Seconded: Cr Steele

That the petition be accepted and referred to Council Forum Session for future discussion.

Carried 7/0

Petition will be further discussed at the 15 February 2022 Discussion Forum.

6 DECLARATIONS OF INTEREST

Cr Jacobs declared a Financial Interest in item 8.2.1 as she is a shareholder of CBH.

Cr Hickey declared a Financial Interest in item 8.2.1 as he is a shareholder of CBH.

N Manton declared a Financial Interest in item 8.2.1 as she is a shareholder of CBH.

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 16 November 2021 (Attachment 7.1.1).

COUNCIL RESOLUTION

(179/2021) Moved: Cr Weguelin

Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 November 2021 (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 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 (Attachment 7.2.1).

COUNCIL RESOLUTION

(180/2021) Moved: Cr Jacobs

Seconded: Cr Dickinson

That the minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 be received.

Carried 7/0

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/12/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – November 2021

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of November 2021 are provided as Attachment 8.1 – Accounts for Payment – November 2021.

After payment of the following cheques, EFT and Direct Debit payments, the balance of creditors will be \$2,627.10.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16813 - 16815,	\$687,792.29	\$874,435.49
		16818 - 16938		
	Cheque	020678 - 020689	\$25,317.44	
	Direct Debit	November 2021	\$30,058.16	
	Payroll	November 2021	\$131,267.60	
Trust	EFT	16816 - 16817,	\$4,040.40	\$4,040.40
		16939 - 16940		
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	
Licensing Trust	EFT	No Payments	\$0.00	\$32,081.25
	Direct Debit	November 2021	\$32,081.25	
Edna Stevenson	EFT	No Payments	\$0.00	\$0.00
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	
Total Payments for the Month of November 2021				\$910,557.14

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.1 – Accounts for Payment – November 2021, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust, ES Trust and Licensing	EFT	EFT16812	EFT16813
Municipal	Cheque	020677	020678
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021 / 2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(181/2021) Moved: Cr Dickinson Seconded: Cr Steele

That Council reviews the list of accounts paid and acknowledges that payments totalling \$910,557.14 have been made during the month of November 2021.

Carried 7/0

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards October 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 September 2021 to 28 October 2021.

BACKGROUND

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

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

COMMENT

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

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

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure 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 2021/2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(182/2021) Moved: Cr Farewell Seconded: Cr Coppen

That Council in accordance with Attachment 8.1.2 endorse credit card payments for the period 29 September 2021 to 28 October 2021 for \$2,258.04.

Carried 7/0

UNCONFIRMED

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	14 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 30 November 2021

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 November 2021.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 3 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

November closed with \$909,181 in the municipal fund, \$2.47m still in short term investment. The advanced grant funding received prior to the end of financial year is still in reserves as the steady cash flow has meant the Shire haven't had to utilise the funds yet.

The outstanding rates balance is \$402,908. The opening balance at the start of the financial year was \$149,288, this has been reduced to \$71,404 due to receiving a large payment towards a long outstanding rates debt. Rates collection to date is at 86.2% compared to 84% in November 2020.

Further information on the November financial position is in the variance report included in the monthly financial reports.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(183/2021) Moved: Cr Coppen

Seconded: Cr Wegelin

That Council accept the Statement of Financial Activity for the month ending 30 November 2021 as presented, along with notes of any material variances.

Carried 7/0

UNCONFIRMED

8.2 GOVERNANCE AND COMPLIANCE

Cr Hickey and Cr Jacobs declared a Financial Interest in Item 8.2.1 and left the room at 3.08pm.

N Manton declared a Financial Interest in Item 8.2.1 but does not have to leave the room due to not having voting power.

Cr Weguelin assumed the chair.

8.2.1 REQUEST FOR EXEMPTION TO REQUIREMENT FOR DEVELOPMENT APPROVAL – ADDITIONAL PROPOSED EMERGENCY GRAIN STORAGE INFRASTRUCTURE

Applicant:	Co-Operative Bulk Handling Limited
Landowner:	Co-Operative Bulk Handling Limited
Location:	Lot 21 (No.70) Corrigin South Road, Corrigin
Date:	16 December 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	TBC
Attachment Reference:	Attachment 8.2.1 – Copy of CBH’s Submission

SUMMARY

This report recommends that Council resolve to conditionally support a written request from Co-Operative Bulk Handling Limited (CBH) (Landowner) to waive the requirement for development approval for the temporary construction and use of additional emergency grain storage infrastructure on portion of Lot 21 (No.70) Corrigin South Road, Corrigin.

BACKGROUND AND COMMENT

CBH have submitted a written request to the Shire seeking approval to an exemption to the need for Council’s development approval for the temporary construction and use of additional emergency grain storage infrastructure on portion of Lot 21 (No.70) Corrigin South Road, Corrigin until 20 July 2022.



Location & Lot Configuration Plan (Source: Landgate 2021)

With the highly favourable growing conditions in the Wheatbelt region this season, CBH are in the midst of a record breaking harvest and require additional storage infrastructure across some of its grain handling and receival facilities to accommodate the high volumes of grain, including its facility in Corrigin.

On 20 July 2021 Council supported and approved a request from CBH to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on Lot 20 on DP 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin for a 12 month period from the date of Council's decision. That approval allowed for the temporary storage of up to 40,610 tonnes of grain.

It is understood additional storage capacity is now required that was not foreseen by CBH when it submitted its original request in July. Under the terms of the latest submission received (see Attachment 8.2.1) an additional 25,000 tonnes of grain is proposed to be stored on Lot 21 on a new hardstand area to be constructed immediately south of the temporary storage infrastructure authorised by Council in July.

It is important to note CBH are currently planning a large scale expansion of its grain handling and storage facilities on Lots 20 and 21 to accommodate its long term needs. A significant amount of planning has already been completed with CBH committed to ensuring all necessary regulatory approvals are sought and obtained. This is however taking a bit of time with the proposed works unable to be completed in time for this year's harvest. As such, CBH have undertaken and are now proposing to undertake additional smaller scale temporary works in the same general location on both lots to provide additional grain storage infrastructure to meet current demand and satisfy grower needs.

Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides an exemption to the need for development approval for temporary works and uses where they are in existence for less than 48 hours, or a longer period agreed by a local government, in any twelve (12) months period.

Having regard for:

- i) CBH's future long term intentions for Lots 20 and 21 and their demonstrated commitment to ensuring all necessary regulatory approvals are sought and obtained to develop and use the land for grain handling and storage purposes;
- ii) The urgent need for the additional proposed temporary works and use of Lot 21 for emergency storage purposes to accommodate the anticipated demand arising from this year's grain harvest which will be of significant benefit to local growers;
- iii) The minimal impact the proposed temporary works and use of Lot 21 will have on the natural environment and rural amenity of the immediate locality given the land's location and physical characteristics; and
- iv) The findings from a previous Traffic Impact Statement prepared by suitably qualified engineers which confirms:
 - a) the estimated additional heavy vehicle traffic volumes likely to be generated by the proposed development of Lots 20 and 21 for emergency storage purposes can be accommodated within the capacity of the adjacent road network;
 - b) the additional heavy vehicle traffic generated by the proposed development is unlikely to increase the likelihood of vehicle crashes to unacceptable levels;
 - c) the sealed widths of the surrounding road are equal to or above the minimum road width for their relative restricted access vehicle (RAV) categories; and
 - d) safer intersection sight distances and heavy vehicle turning movements can be achieved at the existing main entry point to CBH's entire facility as part of the proposed development by removing or trimming some trees to the south of the main entry or modifying the speed zone on Corrigin South Road and undertaking minor widening works at the main entry point, some of which may need to be approved by

the Department of Water and Environmental Regulation, Main Roads WA and/or the Shire through separate regulatory processes, it is recommended that Council support CBH's request for an exemption to the need for development approval in this particular instance subject to the installation of Variable Message Sign Boards containing the following messages 200 metres either side of the main entry to the facility along Corrigin South Road until all the grain stored in the temporary storage infrastructure has been out-loaded in its entirety:

Screen 1:
**TRUCKS
ENTERING**

Screen 2:
**PROCEED
WITH
CAUTION**

This condition is recommended as CBH has not yet addressed the recommendations in the Traffic Impact Statement referred to above, specifically the removal or trimming some trees south of the facility's main entry or modifications to the speed limit of Corrigin South Road, and minor widening works at the main entry point.

Given that an additional 25,000 tonnes of storage capacity is proposed, which is more than 50% of what was originally approved by Council in July, and the fact the works associated with the more permanent development are unlikely to proceed until well into next year, it is now considered essential that the potential traffic safety risks associated with the intensification of development arising from the temporary proposal, including heavy vehicle traffic movements, is suitably addressed for the term of any approval granted.

Council should note this proposed condition has been the subject of discussion with CBH which has agreed to install the signage recommended above to address the potential traffic safety risk.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Not required or deemed necessary.

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 CBH.

STRATEGIC IMPLICATIONS

The proposal for Lot 21 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*

- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment.*
- *Leadership Objective - Strong governance and leadership;*
- *Leadership Outcome 4.1 - A strategically focussed, dynamic Council serving the community.*

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

(184/2021) Moved: Cr Coppen

Seconded: Cr Fare

That Council support and approve Co-Operative Bulk Handling Limited's request to waive the requirement for development approval for the temporary construction and use of additional emergency grain storage infrastructure on Lot 21 (No.70) Corrigin South Road, Corrigin comprising a total capacity of 25,000 tonnes until 20 July 2022 subject to the following condition:

1. *The applicant/landowner shall, at its own cost and prior to occupation and use of the additional storage infrastructure, install Variable Message Sign Boards containing the following messages 200 metres either side of the main entry to the facility along Corrigin South Road until all the grain stored in all the temporary storage infrastructure authorised by Council has been out-loaded in its entirety:*

Screen 1:

**TRUCKS
ENTERING**

Screen 2:

**PROCEED
WITH
CAUTION**

Carried 5/0

Cr Hickey and Cr Jacobs entered the room at 3.14pm.

Cr Hickey resumed the chair.

UNCOMPLETED

8.2.2 LONG TERM FINANCIAL PLAN 2021 – 2031 REVIEW

Applicant:	Shire of Corrigin
Date:	9 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.2 – Draft Long Term Financial Plan 2021 - 2031.

SUMMARY

The Shire of Corrigin Long Term Financial Plan has been reviewed and a draft plan is provided for consideration and adoption.

BACKGROUND

Following a period of community consultation in 2021 the Shire of Corrigin developed a new Strategic Community Plan 2021 - 2031. A Corporate Business Plan outlining actions to achieve the desired strategic direction was developed at the same time.

The Corporate Business Plan is underpinned by, and links through to, a range of supporting and informing policies, strategies and plans such as a Workforce Plan, Asset Management Plan and Long Term Financial Plan (LTFP).

The LTFP is the mechanism that enables local government to determine their capability to sustainably deliver the assets and services required by the community. It allows the local government to set priorities, within its resourcing capabilities, to deliver short, medium, and long term community priorities.

The LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

COMMENT

The recently reviewed Corporate Business Plan is an informing strategy to the LTFP with the actions and associated resource costs included in the revised LTFP.

The review of the LTFP has a direct impact on the ability to meet the goals set within the Corporate Business Plan, should there be any major impact, Council may need to reconsider the Corporate Business Plan and update priorities.

The LTFP 2021 - 2031 has been updated by Moore Australia and reviewed by management and is presented to Council for endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.56 – Planning for the future

Local Government (Administration) Regulations 1996 Division 3 – Planning for the future

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 and future Annual Budgets.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(185/2021) Moved: Cr Weguelin

Seconded: Cr Coppen

That Council adopt the revised Shire of Corrigin Draft Long Term Financial Plan 2021 – 2031 as provided in Attachment 8.2.2.

Carried by Absolute Majority 7/0

UNCONFIRMED

8.2.3 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2021

Applicant:	Shire of Corrigin
Date:	30/11/2021
Reporting Officer:	Kylie Caley, Deputy CEO
Disclosure of Interest:	NIL
File Ref:	FM.0274
Attachment Ref:	Attachment 8.2.3.1 - Annual Report and Audited Financial Statements for year ended 30 June 2021 Attachment 8.2.3.2 – Final Management Letter and Memo

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Monday 29 November 2021 and accept the 2020/2021 Annual Report and Financial Statements for the period ending 30 June 2021.

BACKGROUND

Representatives from AMD on behalf of the Office of the Auditor General, conducted an interim audit onsite in May 2021 and conducted the final audit also onsite in September 2021.

The CEO received the auditor's report and management letter regarding the 2020/2021 Annual Financial Report from AMD on 24 November 2021. The CEO has responded to issues raised in the management report.

In accordance with s5.53 of the *Local Government Act 1995* a local government is required to prepare and accept an annual report for each financial year, no later than 31 December after that financial year.

If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

COMMENT

The Shire of Corrigin auditor, appointed Office of the Auditor General, completed the final audit of the Shire of Corrigin finances and operations in November 2021. A copy of the Auditor's Report and Financial Statements for the 2020/2021 financial year is included as an attachment to this item.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2020/21, is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. In order to comply with this requirement an annual meeting of electors would need to be held prior to 14 February 2022. It is proposed that the Electors Meeting be held on Monday 7 February 2022 commencing at 6.30pm.

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

Ms Maria Cavallo, Director AMD and Mr Steven Hoar, Director from Office of the Auditor General, in his capacity as the Shire of Corrigin Auditor met with the Audit and Risk Management Committee on 29 November 2021 to provide an overview of the 2020/21 annual financial report and address issues raised in the audit and management reports.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.
* Absolute majority required.
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out his other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS

8.11 – Audit and Risk Management Committee

8.12 – Appointment of an Auditor, Scope of Works and Notification of Appointments

FINANCIAL IMPLICATIONS

The costs associated with providing the 2020/2021 audit were provided in the 2020/2021 and 2021/22 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(186/2021) Moved: Cr Jacobs Seconded: Cr Parsons

That Council:

- 1) *Accept the Annual Report and Audited Financial Statement; auditors report and management report for the 2020/21 financial year as presented in the attachment.*
- 2) *Hold a General Meeting of Electors on Monday 7 February 2022 commencing at 6.30pm at the Corrigin Resource Centre.*

Carried by Absolute Majority 7/0

UNCONFIRMED

8.2.4 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	16/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.4 – Corrigin Risk Management Framework

SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – procedures document.

BACKGROUND

The audit and Risk Management Committee endorsed the Risk Management Framework outlining the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals and objectives.

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

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

The Risk Management Policy was reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2021.

COMMENT

Adoption of this revised procedure will assist compliance with Regulation 17 of the Local Government (Audit) Regulation 1996.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulation 1996.

s17 CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

3.1 Risk Management Policy – reviewed 19 October 2021

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(187/2021) Moved: Cr Weguelin

Seconded: Cr Fare

That Council endorse the updated Risk Management Framework.

Carried 7/0

UNCONFIRMED

8.2.5 LOCAL GOVERNMENT PROPOSED REFORMS 2021

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.5- Local Government Reform Summary of Proposed Reforms

SUMMARY

The Western Australian Local Government Association (WALGA) seeks feedback and comment on the proposed Local Government Act Reform proposals.

BACKGROUND

The Minister for Local Government, the Hon John Carey, MLA announced a range of Local Government legislative reform initiatives on 10 November 2021. The reform proposals are based on the following six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The reform proposals are based on consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (2020)
- The City of Perth Inquiry Report (2020)
- Department of Local Government, Sport and Cultural Industries (DLGSCI) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliamentary Select Committee Report into Local Government (2020)
- WALGA Submissions
- Consultation with local governments
- Correspondence and complaints
- Various past reports

WALGA has produced a consultation paper including advice on the current positions as well as recommendations on new matters that have not been previously considered.

Feedback on the consultation paper is requested by 28 January 2022. The feedback will be collated into a draft sector submission and will be considered at the WALGA Central Country Zone meeting in February 2022. The WALGA State Council will consider the feedback in late February before presenting the submission to the State Government on 25 February 2022.

COMMENT

Many of the proposed reforms are based on previous consultation and suggestions from local governments.

Council can add or amend the comments in the suggested Shire of Corrigin response outlined in Attachment 8.2.5.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(188/2021) Moved: Cr Jacobson Seconded: Cr Fare

That Council endorse the Shire of Corrigin feedback and comments in response to the Local Government Reform Proposal consultation paper as outlined in Attachment 8.2.5.

Carried 7/0

UNCONFIRMED

8.2.6 ORDINARY COUNCIL MEETING DATES 2022

Applicant:	Shire of Corrigin
Date:	1/12/2021
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2022.

BACKGROUND

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

COMMENT

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

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

It is proposed that Council be held on the third Tuesday of the month commencing at 3:00pm except for the month of January where no meeting is generally held. It is also proposed that Council continue with the Discussion Forum Session meetings prior to the Council meetings each month at 1:00 pm except for the month of January where no meeting is planned.

The following Ordinary Council Meeting dates for 2022 are recommended to Council (note: Council does not ordinarily meet in January):

15 February 2022
15 March 2022
19 April 2022
17 May 2022
21 June 2022
19 July 2022
16 August 2022
20 September 2022
18 October 2022
15 November 2022
20 December 2022

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

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

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

- (a) the ordinary council meetings; and

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

POLICY IMPLICATIONS

Policy 8.6 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Activities
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(189/2021) Moved: Cr Coppen

Seconded: Cr Fare

That Council approve the following schedule for Ordinary Council Meeting for 2022, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates as provided.

- 15 February 2022
- 15 March 2022
- 19 April 2022
- 17 May 2022
- 21 June 2022
- 19 July 2022
- 16 August 2022
- 20 September 2022
- 18 October 2022
- 15 November 2022
- 20 December 2022

Carried 7/0

COUNCIL RESOLUTION

(190/2021) Moved: Cr Coppen

Seconded: Cr Jacobs

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

Carried 7/0

K Biglin and K Caley left the room at 4.01pm

8.2.7 CONFIDENTIAL – AWARD NOMINATION

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0014
Attachment Ref:	Attachment 8.2.6 - Confidential

REASON FOR CONFIDENTIALITY

The item is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995* because it deals with matters affecting the personal affairs of a person. A report has been provided to Council under separate cover.

BACKGROUND

Information on this item is contained in a confidential report provided by the CEO under separate cover.

COMMENT

The confidential CEO report includes details relating to the agenda item.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Policy 1.7

FINANCIAL IMPLICATIONS

NIL

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(191/2021) Moved: Cr Coppen Seconded: Cr Steen
 That Council approves the award nomination dated 16 September 2021 in accordance with the recommendation contained within the Chief Executive Officer's confidential report.

Carried 7/0

K Biglin and K Caley returned to the room at 4.15pm

UNCONFIRMED

8.2.8 CORRIGIN RECREATION CENTRE – LEGAL MATTER

Applicant:	Shire of Corrigin
Date:	2/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0075
Attachment Ref:	Attachment 8.2.8 – Confidential under separate cover

REASON FOR CONFIDENTIALITY

The item is confidential in accordance with section 5.23(2)(d) of the *Local Government Act 1995* because it deals with legal advice obtained, or which may be obtained, by the local government.

BACKGROUND

Information on this item is contained in a confidential report provided by the CEO under separate cover.

COMMENT

The confidential report includes details relating to the agenda item.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

s.5.42 (1) delegation of some powers and duties to CEO

s.5.43(ha) limits on delegations to CEO

s. 9.49A (4) execution of documents

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Legal and court filing fees associated with protecting the Shire of Corrigin's rights.

COMMUNITY AND STRATEGIC OBJECTIVES

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

UNCONFIRMED

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(192/2021) Moved: Cr Steele Seconded: Cr Wegelin

That the Council authorise the CEO to do all things necessary to protect the Shire's legal rights, including commencing proceedings in the Supreme Court of Western Australia unless a Standstill Agreement with Askin is entered into substantially in the terms prepared by Squire Patton Boggs.

Carried 7/0

COUNCIL RESOLUTION

(193/2021) Moved: Cr Coppen Seconded: Cr Steele

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

Carried 7/0

UNCONFIRMED

8.3 WORKS AND SERVICES

8.3.1 BENDERING WASTE SITE LEASE AGREEMENT

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	WM.0013
Attachment Ref:	Attachment 8.3.1 – Draft Lease Agreement- under separate cover

SUMMARY

This item seeks Council endorsement of the proposal to enter into a lease agreement for the land at the Bending Waste Site.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin, and Narembeen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bending Tip in 2007 as joint tenants. The Shires also entered a Licence to Use Land agreement with the former owner of the land on 1 October 2009 for the use of part of the land for a period of 10 years expiring on 1 October 2019.

The renewal of the lease was discussed at the Roe Regional Organisation of Councils (Roe ROC) meeting on 22 July 2021 and the following resolution was passed:

1. A market valuation be obtained for the Bending Tip farming land.
2. The CEO negotiate a lease arrangement with the current occupier based on RoeROC delegate's directions.
3. The lease arrangement be advertised as required under Section 3.58(3)(a) of the Local Government Act 1995 and
4. The item be brought back to RoeROC for consideration of the lease and submissions at the next meeting.

An indicative value of the lease of \$4,870 per annum was obtained in October 2021.

It is proposed that the land is leased to Notting Nominees Pty Ltd for a five year period with an option to renew for a further five years.

COMMENT

The reason for entering into the licence agreement, or leasing the land, for farming purposes is to ensure the land is free of weeds and maintained without any further expense to the Shire. The current arrangement has been working very well and the site is well maintained and requires very little input from the shires.

The current lessee is agreeable to continuing with the lease with the value of the lease being offset by the cost of maintaining the property creating a nil balance.

The property is surrounded by the current lessee's farming land, and it is likely to be difficult for another company to lease the property due to small size and location.

The proposal to lease the land to Notting Nominees Pty Ltd was advertised in November 2021 and no submissions objecting to the proposal were received from the public.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

Local Government (Functions and General) Regulations 1996

30. *Dispositions of property excluded from Act s.3.58*

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

(2) *A disposition of land is an exempt disposition if—*

(a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and—*

(i) *its market value is less than \$5,000; and*

(ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*

or

(b) *the land is disposed of to a body, whether incorporated or not—*

(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature, and*

(ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

or

Local Government Act 1995

Section 5.43(d)

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

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The value of the lease is offset by the value of the land management activities.

The cost of advertising and legal fees for the drafting of the agreement of approximately \$2,500 is to be shared equally between the four shires.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(194/2021) Moved: Cr Jacobs Seconded: Cr Dickinson
 That Council enter into a lease of a 45 hectare portion of L 23943 on Deposit Plan 151345 on Kondinin-Naremben Road, Kondinin (Benderag Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for renewal.

Carried 7/0

UNCONFIRMED

9 CHIEF EXECUTIVE OFFICER REPORT

10 PRESIDENT'S REPORT

Cr Hickey advised that he attended meetings with Regional Development Australia WA in Corrigin and WALGA Central Country Zone meeting in Wandering since the last meeting.

The seniors bus trip to judge the Christmas lights is to be held after the council meeting.

It is pleasing to see the oval lights project completed.

The visit from the RFDS last week was well attended and is an excellent service for our community.

11 COUNCILLORS' QUESTIONS, REPORTS, AND INFORMATION ITEMS

Cr Coppen advised that the Speedway Commission had recently been in Corrigin and were asking if members of the community supported the redevelopment of the speedway.

The CEO advised that the development approval has lapsed and the Speedway Commission were assisting the Australian Speedway Drivers and Riders Association with a submission. More specific details on the crash barriers were currently being sought from the association.

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 15 February 2022 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 4.54pm.

President: _____ Date: _____

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT16955	10/12/2021	WA COLLEGE OF AGRICULTURE CUNDERDIN	2021 EDNA STEVENSON SCHOLARSHIP	\$ 1,200.10	ES TRUST
EFT17120	24/12/2021	CHLOE KATE BAXTER	2021 EDNA STEVENSON SCHOLARSHIP REIMBURSEMENT	\$ 3,337.84	ES TRUST
EFT16956	10/12/2021	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR NOVEMBER 2021	\$ 22.30	TRUST
EFT16957	10/12/2021	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR NOVEMBER 2021	\$ 18.05	TRUST
20690	2/12/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 207.00	MUNI
20691	6/12/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 344.90	MUNI
20692	10/12/2021	SYNERGY	ELECTRICITY CHARGES	\$ 10,647.35	MUNI
20693	14/12/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 329.30	MUNI
20694	16/12/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 207.00	MUNI
20695	20/12/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 327.00	MUNI
20696	22/12/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 150.00	MUNI
20697	30/12/2021	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 207.00	MUNI
20698	24/12/2021	MEGAN BAZLEY	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
20699	24/12/2021	SYNERGY	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
20700	24/12/2021	SYNERGY	ELECTRICITY CHARGES	\$ 6,238.85	MUNI
20701	24/12/2021	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 156.20	MUNI
EFT16941	02/12/2021	AC ELECTRICS WA	ELECTRICAL SERVICES - CARAVAN PARK, SWIMMING POOL	\$ 3,461.49	MUNI
EFT16942	02/12/2021	AVON VALLEY TOYOTA	PURCHASE OF KLUGER AWD WAGON FOR DOCTOR	\$ 15,395.10	MUNI
EFT16943	02/12/2021	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 268.20	MUNI
EFT16944	02/12/2021	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 150.00	MUNI
EFT16945	02/12/2021	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR OCTOBER 2021	\$ 105.00	MUNI
EFT16946	02/12/2021	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - 1 SPANNEY STREET	\$ 1,550.50	MUNI
EFT16947	02/12/2021	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 103.61	MUNI
EFT16948	02/12/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	STAFF TRAINING - REPORT WRITING FOR LOCAL GOVERNMENT	\$ 1,725.00	MUNI
EFT16949	02/12/2021	MONSTERBALL AMUSEMENTS & HIRE	AMUSEMENT HIRE FOR 2021 CORRIGIN PARK PARTY	\$ 2,245.00	MUNI
EFT16950	02/12/2021	SOURCE MY PARTS PTY LTD	PLANT PARTS - LOADER	\$ 449.10	MUNI
EFT16951	02/12/2021	STEWART & HEATON CLOTHING CO PTY LTD	BUSHFIRE BRIGADE UNIFORM RESTOCK	\$ 19,871.94	MUNI
EFT16952	02/12/2021	WALLIS COMPUTER SOLUTIONS	NEW LAPTOP FOR ROE EHO	\$ 3,916.30	MUNI
EFT16953	02/12/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI
EFT16954	02/12/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT16958	10/12/2021	AFLEX TECHNOLOGY (NZ) LTD	SAFETY ITEMS FOR SWIMMING POOL INFLATABLE	\$ 1,663.20	MUNI
EFT16959	10/12/2021	AIR-BORN AMUSMENTS	AMUSEMENT HIRE FOR 2021 CORRIGIN PARK PARTY	\$ 1,470.20	MUNI
EFT16960	10/12/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 3,088.25	MUNI
EFT16961	10/12/2021	BGC QUARRIES	54.06 TONNES OF 20MM AGGREGATE CONCRETE MIX	\$ 2,961.41	MUNI
EFT16962	10/12/2021	BOC LIMITED	CONTAINER SERVICE FEE FOR POOL - MEDICAL OXYGEN	\$ 12.14	MUNI
EFT16963	10/12/2021	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE, CRC, WORKS DEPOT	\$ 679.45	MUNI
EFT16964	10/12/2021	CLINIPATH PATHOLOGY	PRE-EMPLOYMENT DRUG SCREENING	\$ 40.00	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT16965	10/12/2021	COFFEY TESTING PTY LTD	CEMENT STABILISATION BLEND TESTING - RABBIT PROOF FENCE RD	\$ 3,403.40	MUNI
EFT16966	10/12/2021	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 8,372.77	MUNI
EFT16967	10/12/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 103.20	MUNI
EFT16968	10/12/2021	DEPT OF FIRE & EMERGENCY SERVICES	2021/2022 ESL PAYMENT - SECOND QUARTER CONTRIBUTION	\$ 22,562.12	MUNI
EFT16969	10/12/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	MATERIALS FOR REPLACEMENT FENCE FOR SALEYARDS	\$ 3,849.98	MUNI
EFT16970	10/12/2021	EUREKA 4WD TRAINING PTY LTD	STAFF TRAINING - HR-B DRIVERS LICENCE COURSES	\$ 2,020.00	MUNI
EFT16971	10/12/2021	FREESTYLE NOW	YOUTH SKATE PARK COACHING SESSION (KLEENHEAT GRANT)	\$ 1,485.00	MUNI
EFT16972	10/12/2021	HAULMORE TRAILER RENTALS	PLANT HIRE - TANDEM DOLLY TRAILER	\$ 1,430.00	MUNI
EFT16973	10/12/2021	HERSEY'S SAFETY PTY LTD	STAFF UNIFORMS	\$ 182.55	MUNI
EFT16974	10/12/2021	HUTTON AND NORTHEY SALES	ELECTRICITY CHARGES - METER READING AT 5 WALTONS STREET	\$ 442.22	MUNI
EFT16975	10/12/2021	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 341.82	MUNI
EFT16976	10/12/2021	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 189.99	MUNI
EFT16977	10/12/2021	LITE INDUSTRIES PTY LTD	GRAVE END PANELS FOR CEMETERY	\$ 2,655.40	MUNI
EFT16978	10/12/2021	M & K LEE FARMING	20,000 CUBIC METRES OF GRAVEL	\$ 22,000.00	MUNI
EFT16979	10/12/2021	MCMILES INDUSTRIES PTY LTD	PLANT REPAIRS - BOYD STREET PUMP	\$ 1,152.53	MUNI
EFT16980	10/12/2021	NAREMBEEN TYRE SERVICE	REPLACEMENT TYRE FOR ROE EHO VEHICLE	\$ 296.00	MUNI
EFT16981	10/12/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS/REPAIRS - ROLLER, TIPPER TRUCK, UTE, MOBILE LIGHTS	\$ 1,125.54	MUNI
EFT16982	10/12/2021	OFFICE OF REGIONAL ARCHITECTURE	ARCHITECTURAL SERVICES - WELLNESS CENTRE REDEVELOPMENT	\$ 660.00	MUNI
EFT16983	10/12/2021	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 81.20	MUNI
EFT16984	10/12/2021	REINFORCED CONCRETE PIPES AUSTRALIA (WA)	PIPES & ANCILLIARIES FOR BULLARING-GORGE ROCK ROAD	\$ 23,784.22	MUNI
EFT16985	10/12/2021	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 10,944.45	MUNI
EFT16986	10/12/2021	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES	\$ 28,591.89	MUNI
EFT16987	10/12/2021	SEEK LIMITED	SEEK ADVERTISEMENT - PART TIME CUSTOMER SERVICE OFFICER	\$ 467.50	MUNI
EFT16988	10/12/2021	SELINA'S CLEANING SERVICES	CLEANING SERVICES - CREC, WELLNESS CENTRE, JOSE STREET UNIT	\$ 540.00	MUNI
EFT16989	10/12/2021	SIGMA CHEMICALS	POOL SUPPLIES - DEPTH MARKING STENCIL, PH TESTING TABLETS	\$ 324.83	MUNI
EFT16990	10/12/2021	SOURCE MY PARTS PTY LTD	PLANT PARTS - ROLLER	\$ 439.71	MUNI
EFT16991	10/12/2021	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION	\$ 3,548.60	MUNI
EFT16992	10/12/2021	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 288.12	MUNI
EFT16993	10/12/2021	T-QUIP	PLANT PARTS - TORO Z MASTER	\$ 104.00	MUNI
EFT16994	10/12/2021	TELSTRA	TELEPHONE AND INTERNET CHARGES	\$ 490.48	MUNI
EFT16995	10/12/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 137.39	MUNI
EFT16996	10/12/2021	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING - DEALING WITH DIFFICULT CUSTOMERS	\$ 5,196.00	MUNI
EFT16997	10/12/2021	WALLIS COMPUTER SOLUTIONS	NEW PC'S & LAPTOP FOR CRC, CONNECTION TO SHIRE NETWORK	\$ 13,709.66	MUNI
EFT16998	10/12/2021	WESTERN MECHANICAL CORRIGIN	410 LITRES HYDRAULIC OIL, PLANT SERVICE - MINI EXCAVATOR	\$ 3,607.90	MUNI
EFT16999	10/12/2021	WESTERN TYRES CORRIGIN	REPLACEMENT TYRES FOR ROLLER, SIDE TIPPER TRAILER	\$ 475.50	MUNI
EFT17000	21/12/2021	BRYDON FARE	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,175.00	MUNI
EFT17001	21/12/2021	CLAIRE STEELE	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,175.00	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17002	21/12/2021	DESMOND LAURENCE HICKEY	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 7,800.00	MUNI
EFT17003	21/12/2021	FREDERICK RAMON GILMORE	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,175.00	MUNI
EFT17004	21/12/2021	JANEANE MASON	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 1,175.00	MUNI
EFT17005	21/12/2021	MATTHEW BEN DICKINSON	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,350.00	MUNI
EFT17006	21/12/2021	MICHAEL ANDREW WEGUELIN	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 3,287.50	MUNI
EFT17007	21/12/2021	SCOTT CRAIG COPPEN	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,350.00	MUNI
EFT17008	21/12/2021	SHARON LYNNE JACOBS	COUNCILLOR SITTING FEES AND ALLOWANCES	\$ 2,350.00	MUNI
EFT17009	14/12/2021	CRAIG STEVEN MORONEY	CUSTOMER REFUND	\$ 200.00	MUNI
EFT17010	16/12/2021	BRYDON FARE	REFUND OF 2021 COUNCIL NOMINATION FEE	\$ 80.00	MUNI
EFT17011	16/12/2021	CLAIRE STEELE	REFUND OF 2021 COUNCIL NOMINATION FEE	\$ 80.00	MUNI
EFT17012	16/12/2021	CORRIGIN BASKETBALL	BOND REFUND	\$ 300.00	MUNI
EFT17013	16/12/2021	DESMOND LAURENCE HICKEY	REFUND OF 2021 COUNCIL NOMINATION FEE	\$ 80.00	MUNI
EFT17014	16/12/2021	MATTHEW BEN DICKINSON	REFUND OF 2021 COUNCIL NOMINATION FEE	\$ 80.00	MUNI
EFT17015	16/12/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI
EFT17016	16/12/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 451.20	MUNI
EFT17017	30/12/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI
EFT17018	30/12/2021	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 61.50	MUNI
EFT17019	30/12/2021	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT17020	30/12/2021	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 165.00	MUNI
EFT17021	24/12/2021	1922 & YOU INC.	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17022	24/12/2021	AC ELECTRICS WA	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17023	24/12/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17024	24/12/2021	AUSTRALIA POST	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17025	24/12/2021	AVON WASTE	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17026	24/12/2021	CMA ECOCYCLE	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17027	24/12/2021	COLGAN INDUSTRIES PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17028	24/12/2021	CORRIGIN DISTRICT HIGH SCHOOL	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17029	24/12/2021	CORRIGIN HOTEL	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17030	24/12/2021	CORRIGIN MEDICAL CENTRE	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17031	24/12/2021	CORRIGIN OFFICE SUPPLIES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17032	24/12/2021	CORRIGIN TYREPOWER	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17033	24/12/2021	CULBURRA DOWNS FARM	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17034	24/12/2021	DOOR BOWS PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17035	24/12/2021	ENDURAFIT	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17036	24/12/2021	EUREKA 4WD TRAINING PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17037	24/12/2021	EVOLVE PLUS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17038	24/12/2021	EXURBAN PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17039	24/12/2021	F M SURVEYS PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17040	24/12/2021	FIRST HEALTH SERVICES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17041	24/12/2021	GANNAWAY BROS.	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17042	24/12/2021	GREAT SOUTHERN FUEL SUPPLIES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17043	24/12/2021	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17044	24/12/2021	GREENFIELD TECHNICAL SERVICES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17045	24/12/2021	HAYDEN MCGLINN	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17046	24/12/2021	HENRY SCHEIN HALAS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17047	24/12/2021	HENRY SCHEIN ONE AUSTRALIA	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17048	24/12/2021	LANDGATE	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17049	24/12/2021	LAUREN PITMAN	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17050	24/12/2021	LIBERTY OIL RURAL PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17051	24/12/2021	LOCAL COMMUNITY INSURANCE SERVICES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17052	24/12/2021	NEU-TECH AUTO ELECTRICS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17053	24/12/2021	NORTHSTAR ASSET PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17054	24/12/2021	OFFICE OF THE AUDITOR GENERAL	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17055	24/12/2021	RURAL TRAFFIC SERVICES PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17056	24/12/2021	SIGMA CHEMICALS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17057	24/12/2021	SOURCE MY PARTS PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17058	24/12/2021	STAR TRACK EXPRESS PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17059	24/12/2021	STIRLING FREIGHT EXPRESS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17060	24/12/2021	TELSTRA	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17061	24/12/2021	THE BUTCHERS BLOCK	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17062	24/12/2021	THE WORKWEAR GROUP PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17063	24/12/2021	TOLL TRANSPORT PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17064	24/12/2021	TOWIE TIMBER TRAINING	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17065	24/12/2021	TUTT BRYANT HIRE PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17066	24/12/2021	VORREE PTY LTD	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17067	24/12/2021	WA CONTRACT RANGER SERVICES	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17068	24/12/2021	WALLIS COMPUTER SOLUTIONS	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17069	24/12/2021	WHEAT FIELDS UPHOLSTERY	PAYMENT BATCH CANCELLED - SYNERGY ERROR	\$ -	MUNI
EFT17070	24/12/2021	1922 & YOU INC.	BAR & KITCHEN WAIT STAFF SERVICES FOR STAFF CHRISTMAS PARTY	\$ 600.00	MUNI
EFT17071	24/12/2021	AC ELECTRICS WA	BOBCAT HIRE FOR PINE POLE INSTALLATION AT GORGE ROCK	\$ 727.10	MUNI
EFT17072	24/12/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 1,980.00	MUNI
EFT17073	24/12/2021	AUSTRALIA POST	POSTAGE CHARGES - NOVEMBER 2021	\$ 122.38	MUNI
EFT17074	24/12/2021	AVON WASTE	5 WEEKS RUBBISH COLLECTION - NOVEMBER 2021	\$ 22,414.48	MUNI
EFT17075	24/12/2021	CMA ECOCYCLE	PREPAID FLURO TUBE AND BATTERY BUCKETS FOR CORRIGIN TIP	\$ 426.80	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17076	24/12/2021	COLGAN INDUSTRIES PTY LTD	PROGRESS CLAIM - TOWN HALL & ROADS BOARD BUILDING WORKS	\$ 106,659.02	MUNI
EFT17077	24/12/2021	CORRIGIN DISTRICT HIGH SCHOOL	BOND REFUND	\$ 150.00	MUNI
EFT17078	24/12/2021	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 340.92	MUNI
EFT17079	24/12/2021	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 250.50	MUNI
EFT17080	24/12/2021	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES, EPSON PHOTO PRINTER FOR CRC	\$ 961.52	MUNI
EFT17081	24/12/2021	CORRIGIN TYREPOWER	REPLACEMENT TYRES FOR LOADER, HILUX UTE, ISUZU WAGON	\$ 3,669.00	MUNI
EFT17082	24/12/2021	CULBURRA DOWNS FARM	1 TONNE SCREENED WICKET SOIL	\$ 357.50	MUNI
EFT17083	24/12/2021	DOOR BOWS PTY LTD	TOWN CHRISTMAS DECORATIONS	\$ 314.99	MUNI
EFT17084	24/12/2021	ENDURAFIT	EMPLOYEE HEALTH & WELLBEING INCENTIVE	\$ 275.00	MUNI
EFT17085	24/12/2021	EUREKA 4WD TRAINING PTY LTD	STAFF TRAINING - MC-A DRIVERS LICENCE COURSE	\$ 1,850.00	MUNI
EFT17086	24/12/2021	EVOLVE PLUS	2022 ONLINE BOOKINGS SUBSCRIPTION	\$ 1,430.00	MUNI
EFT17087	24/12/2021	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR NOVEMBER 2021	\$ 494.97	MUNI
EFT17088	24/12/2021	F M SURVEYS PTY LTD	SURVEY & AMALGAMATION APPLICATION - 3 & 5 MURPHY STREET	\$ 2,257.00	MUNI
EFT17089	24/12/2021	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR DECEMBER 2021	\$ 11,880.00	MUNI
EFT17090	24/12/2021	GANNAWAY BROS.	PLANT PARTS - WATER TRUCK	\$ 76.00	MUNI
EFT17091	24/12/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR NOVEMBER 2021	\$ 22,926.92	MUNI
EFT17092	24/12/2021	GREENLITE ELECTRICAL CONTRACTORS PTY LTD	PROGRESS CLAIM - OVAL LIGHTING UPGRADE PROJECT	\$ 141,472.03	MUNI
EFT17093	24/12/2021	GREENFIELD TECHNICAL SERVICES	CONSULTANCY SERVICES - FLOOD DAMAGE, RABBIT PROOF FENCE RD	\$ 29,600.36	MUNI
EFT17094	24/12/2021	HAYDEN MCGLINN	ENTERTAINMENT FOR 2021 CORRIGIN PARK PARTY	\$ 700.00	MUNI
EFT17095	24/12/2021	HENRY SCHEIN HALAS	ANNUAL SERVICE OF DENTAL CHAIR AND EQUIPMENT	\$ 1,782.00	MUNI
EFT17096	24/12/2021	HENRY SCHEIN ONE AUSTRALIA	ANNUAL FEE FOR DENTAL SURGERY SOFTWARE SUPPORT	\$ 2,039.40	MUNI
EFT17097	24/12/2021	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE	\$ 95.70	MUNI
EFT17098	24/12/2021	LAUREN PITMAN	STAFF REIMBURSEMENT	\$ 170.00	MUNI
EFT17099	24/12/2021	LIBERTY OIL RURAL PTY LTD	40KG OF GREASE	\$ 390.00	MUNI
EFT17100	24/12/2021	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC AND PRODUCTS LIABILITY INSURANCE	\$ 698.50	MUNI
EFT17101	24/12/2021	MEGAN BAZLEY	FACE PAINTERS FOR 2021 CORRIGIN PARK PARTY	\$ 350.00	MUNI
EFT17102	24/12/2021	NEU-TECH AUTO ELECTRICS	PLANT PARTS/SERVICE - BILBARIN FIRE TRUCK, ISUZU WAGONS	\$ 2,227.71	MUNI
EFT17103	24/12/2021	NORTHSTAR ASSET PTY LTD	COPYRIGHT FOR MOVIE SCREENING AT 2021 CORRIGIN PARK PARTY	\$ 418.00	MUNI
EFT17104	24/12/2021	OFFICE OF THE AUDITOR GENERAL	AUDIT FEES - 2020/2021 ROADS TO RECOVERY	\$ 2,860.00	MUNI
EFT17105	24/12/2021	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES	\$ 11,599.17	MUNI
EFT17106	24/12/2021	SIGMA CHEMICALS	POOL SUPPLIES - POOL NOODLES, EXTREME SWIM TRAINERS	\$ 139.07	MUNI
EFT17107	24/12/2021	SOURCE MY PARTS PTY LTD	PLANT PARTS - PRIME MOVER	\$ 405.41	MUNI
EFT17108	24/12/2021	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 5.18	MUNI
EFT17109	24/12/2021	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 1,683.51	MUNI
EFT17110	24/12/2021	TELSTRA	PHONE AND INTERNET CHARGES	\$ 1,425.56	MUNI
EFT17111	24/12/2021	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 411.50	MUNI
EFT17112	24/12/2021	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 579.10	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17113	24/12/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 22.02	MUNI
EFT17114	24/12/2021	TOWIE TIMBER TRAINING	STAFF TRAINING - TRIM AND CUT FELLED TREES	\$ 4,300.00	MUNI
EFT17115	24/12/2021	TUTT BRYANT HIRE PTY LTD	PLANT HIRE - PADFOOT ROLLER	\$ 5,513.07	MUNI
EFT17116	24/12/2021	VORREE PTY LTD	POOL SUPPLIES - MEDIUM AQUA DUMBELLS, LARGE KICKBOARDS	\$ 281.60	MUNI
EFT17117	24/12/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 1,215.50	MUNI
EFT17118	24/12/2021	WALLIS COMPUTER SOLUTIONS	OPTUS TELTONIKA INTERNET SERVICE - DECEMBER 2021	\$ 136.40	MUNI
EFT17119	24/12/2021	WHEAT FIELDS UPHOLSTERY	CANVAS COVERS FOR PORTABLE STAGE	\$ 1,400.00	MUNI
DD13651.1	1/12/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,718.73	MUNI
DD13651.2	1/12/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD13651.3	1/12/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 530.91	MUNI
DD13651.4	1/12/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,577.98	MUNI
DD13651.5	1/12/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13651.6	1/12/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13651.7	1/12/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 710.71	MUNI
DD13651.8	1/12/2021	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 264.52	MUNI
DD13669.1	1/12/2021	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD13694.1	2/12/2021	THE BOND ADMINISTRATOR	THE BOND ADMINISTRATOR DEBIT - 14 COURBOULES CRESCENT	\$ 2,600.00	MUNI
DD13725.1	6/12/2021	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 2,114.11	MUNI
DD13701.1	15/12/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,660.01	MUNI
DD13701.2	15/12/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD13701.3	15/12/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 538.37	MUNI
DD13701.4	15/12/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,588.84	MUNI
DD13701.5	15/12/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13701.6	15/12/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13701.7	15/12/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 686.67	MUNI
DD13701.8	15/12/2021	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 245.38	MUNI
DD13701.9	15/12/2021	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 147.92	MUNI
DD13724.1	19/12/2021	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD13722.1	29/12/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,671.06	MUNI
DD13722.2	29/12/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 113.17	MUNI
DD13722.3	29/12/2021	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 535.05	MUNI
DD13722.4	29/12/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,505.95	MUNI
DD13722.5	29/12/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 454.41	MUNI
DD13722.6	29/12/2021	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 412.66	MUNI
DD13722.7	29/12/2021	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 710.70	MUNI
DD13722.8	29/12/2021	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 163.59	MUNI
DD13722.9	29/12/2021	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 215.79	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD13746.1	29/12/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 102 INTEREST PAYMENT - CREC	\$ 77,276.28	MUNI
DD13660.1	2/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 12,263.50	LIC
DD13663.1	7/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,630.15	LIC
DD13666.1	7/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,488.50	LIC
DD13676.1	8/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,603.15	LIC
DD13678.1	8/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,025.25	LIC
DD13680.1	9/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 679.50	LIC
DD13682.1	10/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,240.65	LIC
DD13692.1	14/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 46.40	LIC
DD13698.1	15/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,027.30	LIC
DD13704.1	16/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,934.80	LIC
DD13710.1	17/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 56.95	LIC
DD13713.1	20/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,661.55	LIC
DD13715.1	21/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 10,521.50	LIC
DD13719.1	22/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 947.60	LIC
DD13727.1	23/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,884.70	LIC
DD13740.1	24/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,062.60	LIC
DD13744.1	30/12/2021	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 110.75	LIC
JNL	2/12/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 01/12/2021	\$ 71,322.35	MUNI
JNL	16/12/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 15/12/2021	\$ 66,984.78	MUNI
JNL	30/12/2021	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 29/12/2021	\$ 67,386.20	MUNI

\$ 1,039,594.44

MUNICIPAL ACCOUNT PAYMENTS	\$ 990,831.30
TRUST ACCOUNT PAYMENTS	\$ 40.35
LICENSING ACCOUNT PAYMENTS	\$ 44,184.85
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ 4,537.94
	<u>\$ 1,039,594.44</u>

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
20702	04/01/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 317.80	MUNI
20703	11/01/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 263.60	MUNI
20704	11/01/2022	SHIRE OF CORRIGIN	REPLACEMENT FLOAT FOR SWIMMING POOL	\$ 100.00	MUNI
20705	13/01/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 200.00	MUNI
20706	27/01/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 200.00	MUNI
20707	27/01/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 589.60	MUNI
20708	28/01/2022	SYNERGY	ELECTRICITY CHARGES	\$ 11,804.39	MUNI
20709	28/01/2022	WATER CORPORATION OF WA	WATER CHARGES	\$ 14,671.93	MUNI
EFT17121	13/01/2022	GREENFIELD TECHNICAL SERVICES	CONSULTANCY SERVICES - RABBIT PROOF FENCE RD STABILISATION	\$ 2,667.50	MUNI
EFT17122	13/01/2022	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 79.99	MUNI
EFT17123	13/01/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 357.32	MUNI
EFT17124	13/01/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT17125	27/01/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 219.32	MUNI
EFT17126	27/01/2022	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT17127	27/01/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 451.20	MUNI
EFT17128	27/01/2022	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 110.00	MUNI
EFT17129	28/01/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 222.75	MUNI
EFT17130	28/01/2022	ARM SECURITY	ALARM MONITORING CHARGES - WORKS DEPOT	\$ 156.00	MUNI
EFT17131	28/01/2022	BOC LIMITED	CONTAINER SERVICE FEE FOR POOL - MEDICAL OXYGEN	\$ 12.54	MUNI
EFT17132	28/01/2022	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE, CRC, WORKS DEPOT	\$ 498.60	MUNI
EFT17133	28/01/2022	BITUTEK PTY LTD	PRIME SEAL & BITUMEN SEAL TO CORRIGIN-QUAIRADING ROAD	\$ 96,803.46	MUNI
EFT17134	28/01/2022	BROWNLEY'S PLUMBING & GAS	REPLACE SHOWER TAPS AT 14 COURBOULES CRESCENT	\$ 324.50	MUNI
EFT17135	28/01/2022	CLINIPATH PATHOLOGY	PRE-EMPLOYMENT DRUG SCREENING	\$ 40.00	MUNI
EFT17136	28/01/2022	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR NOVEMBER 2021	\$ 194.90	MUNI
EFT17137	28/01/2022	CORRIGIN TYREPOWER	REPLACEMENT TYRES FOR HILUX	\$ 825.00	MUNI
EFT17138	28/01/2022	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVIES FOR DECEMBER 2021	\$ 361.75	MUNI
EFT17139	28/01/2022	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT	\$ 15,760.25	MUNI
EFT17140	28/01/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	GATES FOR THE SALEYARDS	\$ 2,233.00	MUNI
EFT17141	28/01/2022	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	2021 / 2022 FULL MEMBERSHIP	\$ 204.16	MUNI
EFT17142	28/01/2022	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR JANUARY 2022	\$ 11,880.00	MUNI
EFT17143	28/01/2022	GANNAWAY BROS.	PIPE JOINERS FOR CULVERT WORK ON BILBARIN-QUAIRADING RD	\$ 60.00	MUNI
EFT17144	28/01/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR DECEMBER 2021	\$ 29,212.12	MUNI
EFT17145	28/01/2022	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - CORRIGIN TIP, ROADS BOARD BUILDING	\$ 189.75	MUNI
EFT17146	28/01/2022	HERSEY'S SAFETY PTY LTD	WATERLESS HAND GEL	\$ 105.60	MUNI
EFT17147	28/01/2022	KOBY JACINTA SMITH	LOTTO WINNINGS FOR 2022	\$ 12.65	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17148	28/01/2022	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 249.00	MUNI
EFT17149	28/01/2022	MARKETFORCE	ADVERTISING - RFT 06-2021 WELLNESS CENTRE	\$ 606.25	MUNI
EFT17150	28/01/2022	MCMILES INDUSTRIES PTY LTD	PIPE REPAIRS TO BULLARING WATER TANK	\$ 550.00	MUNI
EFT17151	28/01/2022	METAL ARTWORK CREATIONS	STAFF NAME BADGE AND DESK PLAQUE FOR COUNCIL CHAMBERS	\$ 33.28	MUNI
EFT17152	28/01/2022	NA TURNER & SON	PLANT HIRE - LOADER	\$ 4,435.20	MUNI
EFT17153	28/01/2022	NEU-TECH AUTO ELECTRICS	SERVICE OF ISUZU WAGON	\$ 743.63	MUNI
EFT17154	28/01/2022	OFFICE OF THE AUDITOR GENERAL	2020/2021 INTERIM & ANNUAL AUDIT FEES, ROEROC ADJUSTMENT	\$ 53,240.00	MUNI
EFT17155	28/01/2022	PHILIP BURGESS	STAFF REIMBURSEMENT	\$ 533.07	MUNI
EFT17156	28/01/2022	R MUNNS ENGINEERING CONSULTING SERVICES	GEOTECHNICAL ASSESSMENT - RABBIT PROOF FENCE RD	\$ 1,490.10	MUNI
EFT17157	28/01/2022	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 11,441.93	MUNI
EFT17158	28/01/2022	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION	\$ 4,892.80	MUNI
EFT17159	28/01/2022	T-QUIP	TUNGSTEN TIPPED VERTIBLADES, LINE MARKING PAINT	\$ 1,376.65	MUNI
EFT17160	28/01/2022	TALIS CONSULTANTS PTY LTD	CONSULTANCY SERVICES - BENDERING TIP MANAGEMENT PLAN	\$ 701.25	MUNI
EFT17161	28/01/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 2,708.76	MUNI
EFT17162	28/01/2022	TIMOTHY GEORGE	CUSTOMER REFUND	\$ 12.50	MUNI
EFT17163	28/01/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 22.08	MUNI
EFT17164	28/01/2022	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGES - 11 & 14 COURBOULES CRES	\$ 199.08	MUNI
EFT17165	28/01/2022	WESTERN HYDRAULICS CORRIGIN	PLANT PARTS - PRIME MOVER	\$ 303.31	MUNI
EFT17166	28/01/2022	WESTERN MECHANICAL CORRIGIN	PLANT SERVICE/REPAIRS - BUS, PRIME MOVER, WATER TRUCK	\$ 6,275.08	MUNI
EFT17167	28/01/2022	WESTERN TYRES CORRIGIN	REPLACEMENT TYRES FOR BUS, WATER TANKER, PRIME MOVER	\$ 5,473.02	MUNI
DD13770.1	05/01/2022	1922 & YOU INC.	TRANSFER MONEY HELD - CBH GRASS ROOTS GRANT	\$ 5,000.00	TRUST
DD13790.1	01/01/2022	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD13813.1	04/01/2022	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 137.80	MUNI
DD13757.1	12/01/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 9,018.14	MUNI
DD13757.2	12/01/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 119.56	MUNI
DD13757.3	12/01/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 565.86	MUNI
DD13757.4	12/01/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,343.67	MUNI
DD13757.5	12/01/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 480.07	MUNI
DD13757.6	12/01/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 431.83	MUNI
DD13757.7	12/01/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 734.74	MUNI
DD13757.8	12/01/2022	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 208.83	MUNI
DD13757.9	12/01/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 201.87	MUNI
DD13789.1	19/01/2022	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD13780.1	26/01/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,812.74	MUNI
DD13780.2	26/01/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD13780.3	26/01/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 588.25	MUNI
DD13780.4	26/01/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 445.69	MUNI
DD13780.5	26/01/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 391.83	MUNI
DD13780.6	26/01/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,061.45	MUNI
DD13780.7	26/01/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 710.71	MUNI
DD13780.8	26/01/2022	EQUIPSUPER	SUPERANNUATION CONTRIBUTIONS	\$ 264.52	MUNI
DD13780.9	26/01/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 264.52	MUNI
DD13772.1	06/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 12,733.75	LIC
DD13774.1	07/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,268.40	LIC
DD13776.1	10/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 324.60	LIC
DD13779.1	11/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,373.95	LIC
DD13783.1	12/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,018.90	LIC
DD13785.1	13/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 9,518.70	LIC
DD13787.1	14/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 987.95	LIC
DD13791.1	17/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 30.50	LIC
DD13793.1	18/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 8,616.80	LIC
DD13795.1	19/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,929.95	LIC
DD13798.1	20/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 403.20	LIC
DD13800.1	21/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 446.25	LIC
DD13802.1	24/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 152.85	LIC
DD13804.1	25/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 5,263.45	LIC
DD13807.1	27/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 569.55	LIC
DD13815.1	28/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,878.10	LIC
DD13817.1	31/01/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 458.85	LIC
JNL	13/01/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 12/01/2022	\$ 68,861.30	MUNI
JNL	27/01/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 26/01/2022	\$ 80,668.29	MUNI

\$ 519,694.84

MUNICIPAL ACCOUNT PAYMENTS	\$ 464,719.09
TRUST ACCOUNT PAYMENTS	\$ 5,000.00
LICENSING ACCOUNT PAYMENTS	\$ 49,975.75
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 519,694.84



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 NOVEMBER 2021 TO 29 DECEMBER 2021

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
30/11/2021	Corrigin Shire - Licensing	Plate change fee for doctor's vehicle	\$ 30.50
		CREDIT CARD TOTAL	\$ 30.50
CARD NUMBER 4557-XXXX-XXXX-0935			
1/12/2021	Corrigin Post Office	Christmas decorations for Shire administration office	\$ 89.00
2/12/2021	Corrigin Shire - Licensing	Plate reissue fee for doctor's vehicle	\$ 18.30
		CREDIT CARD TOTAL	\$ 107.30
		BILLING ACCOUNT	\$ -
		TOTAL CREDIT CARD PAYMENTS	\$ 137.80

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

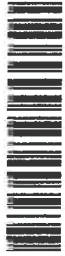
- all transactions are expenses incurred by the Shire of Corrigin;
- all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the any corporate credit card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

Kylie Caley Kylie Caley 31 / 01 /2022

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

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

Natalie Manton N.M. 1 / 2 /2022



Statement for

NAB Business Visa

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



Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON
Account No:
Statement Period: 30 November 2021 to 29 December 2021
Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Nov 2021	\$30.50	CGN SHIRE LIC CORRIGIN	Plate charge fee - Doctor's vehicle		CR1000		02135403646
Total for this period	\$30.50		Totals				

Employee declaration

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

Cardholder signature: N/A

Date: 28/1/22



Statement for

NAB Business Visa

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



Cardholder Details

Cardholder Name: MS KYLIE ANN CALEY
Account No:
Statement Period: 30 November 2021 to 29 December 2021
Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Dec 2021	\$18.30	CGN SHIRE LIC CORRIGIN					
2 Dec 2021	\$89.00	POST CORRIGIN LPO CO CORRIGIN	Plate change fee for Doctors office Decorations for Shire office		vehicle CR1000		04172456655 74813841335
Total for this period	\$107.30		Totals				

Employee declaration

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

K. Caley

Cardholder signature:

Date: 31.1.22



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 OCTOBER 2021 TO 29 NOVEMBER 2021

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
3/11/2021	Crown Towers Perth	Accommodation for CEO for LG Pro Conference	\$ 807.58
5/11/2021	Crown Towers Perth	Parking for CEO for LG Pro Conference	\$ 111.32
16/11/2021	Corrigin Post Office	Gift cards for retiring Councillors - Cr Mason & Cr Gilmore	\$ 611.90
		CREDIT CARD TOTAL	\$ 1,530.80
CARD NUMBER 4557-XXXX-XXXX-0935			
19/11/2021	Daisy Pool Covers	Patches and refit kit for swimming pool covers	\$ 274.46
23/11/2021	Trinity on Hampden	Accommodation for DCEO for Report Writing Workshop	\$ 110.00
23/11/2021	Trinity on Hampden	Accommodation for CSO for Report Writing Workshop	\$ 110.00
26/11/2021	Trivialicious Trivia Packs	Trivia Pack for Staff End of Year Christmas Function	\$ 34.95
26/11/2021	Corrigin Shire - Licensing	HR Licence Application for M Hobbins	\$ 53.90
		CREDIT CARD TOTAL	\$ 583.31

BILLING ACCOUNT \$ -
TOTAL CREDIT CARD PAYMENTS \$ 2,114.11

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

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

Kylie Caley *Kylie Caley* 20/11/2021

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

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

Natalie Manton *N.M.* 20/11/2021



Statement for

NAB Business Visa

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



Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 October 2021 to 29 November 2021

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
3 Nov 2021	\$807.58	Crown Perth Burswood					74773881307
8 Nov 2021	\$111.32	Crown Towers Perth Burswood					74773881309
17 Nov 2021	\$611.90	POST CORRIGIN LPO CO CORRIGIN	ACCOMMODATION FOR LG PRO CONFERENCE PARKING FOR LG PRO CONFERENCE GIFT CARDS FOR CR MANSON + CR GILMORE				74813841320
Total for this period	\$1,530.80		Totals				

Employee declaration

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

N.A.M.

Cardholder signature:

Date: 8/12/21



Statement for



NAB Business Visa

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

Cardholder Details

Cardholder Name: MS KYLIE ANN CALEY
Account No:
Statement Period: 29 October 2021 to 29 November 2021
Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
19 Nov 2021	\$274.46	DAISY POOL COVERS WELSHPOOL					05172467617
24 Nov 2021	\$110.00	TRINITY CRAWLEY	PATCHES AND REFIT KIT FOR POOL COVERS				74940521327
24 Nov 2021	\$110.00	TRINITY CRAWLEY	ACCOMMODATION FOR CEO FOR REPORT WRITING WORKSHOP				74940521327
26 Nov 2021	\$34.95	TRIVIALICIOUS TRIVIA ORANGE	ACCOMMODATION FOR CSO FOR REPORT WRITING WORKSHOP				74201331330
26 Nov 2021	\$53.90	CGN SHIRE LIC CORRIGIN	END OF YEAR XMAS FUNCTION M HOBBINS HR LICENCE				05184045566
Total for this period	\$583.31		Totals				

Employee declaration

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

Kylie Ann Caley

Cardholder signature:

Date: 7.12.21

FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details

Name(s):	Alan Edward Manton (Manton Farming Co.)		
ABN (if applicable):	23 728 318 038		
Mailing Address:	PO Box 19		
	Yealering WA	Postcode:	6372
Work Phone:		Fax:	
Home Phone:		Email:	office@mantonfarm.com.au
Mobile Phone:	0427 657 089		
Contact Person for Correspondence:	Alan Manton		
Signature:	<i>A Manton</i>	Date:	05/01/2022
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):	Crisp Wireless		
Mailing Address:	Suite 4, Paringa Centre, 2 Williams Road Narrogin (PO Box 1004, Narrogin)		
		Postcode:	6312
Work Phone:	08 9809 2100	Fax:	
Home Phone:		Email:	lballard@crispwireless.com.au
Mobile Phone:			
Contact Person for Correspondence:	Leigh Ballard		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.		Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/>
Signature:	<i>LM</i>	Date:	06/01/2022

Property Details

Lot No:	25775	Street No:		Location No:	
Diagram or Plan No:	151915	Certificate of Title Volume No:	1257	Folio:	380
Title encumbrances (e.g. easements, restrictive covenants):					
Lot No 7121 on DP117669 and Lot 19720 on DP85096 are also involved in this application as access will be required through these lots to reach Lot 25775 on DP151915. Landowner of all 3 lots are the same.					
Street Name:	Bullaring Road		Suburb:	Yealering	
Nearest street intersection:	Stretton Road				

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

Proposed Development								
Nature of Development:	Works	<input type="checkbox"/>	Use	<input type="checkbox"/>	Works and Use	<input checked="" type="checkbox"/>		
Is an exemption from development claimed for part of the development?					Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>			
Description of proposed works and/or land use:	Communication Repeater Tower							
Description of exemption claimed (if relevant)	N/A							
Nature of any existing buildings and/or land use:	General Farming							
Approximate cost of proposed development:				\$	20,000.00			
Estimated time of completion:		4-6 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 checked="" type="checkbox"/>
A report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, engineering or urban design studies.	<input type="checkbox"/>
Any other plan or information that the local government reasonably requires	<input type="checkbox"/>
Form 2 for providing additional information for development approval for advertisements	<input type="checkbox"/>

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



Planning Approval

Prepared for: SShire of Corrigin
Attention:
Date: 20/01/2022
Location: Lot 25775 on DP151915 Bullaring WA 6372

Commercial in Confidence



Vision Statement

To be the first choice for broadband internet in regional Western Australia by providing first class infrastructure with a consistent focus on excellent customer service and ongoing regional community consultation to ensure our program meets the needs of country WA.

Background

CRISP Wireless is a Network owner/operator licensee for Wireless Broadband services in Western Australia.

We provide a unique telecommunications solution that utilises Point to Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.



Quality Information

Prepared for:

RRCP-1-115-P Tower site

Prepared by:

CRISP Wireless Pty Ltd

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

Document number:

Revision	Revision Date	Details	Authorization		
			Prepared By	Reviewed By	Authorised By
A	21/12/2021	Proposal	Leigh Ballard	Jeremy Devenish	Leigh Ballard

Revision History:

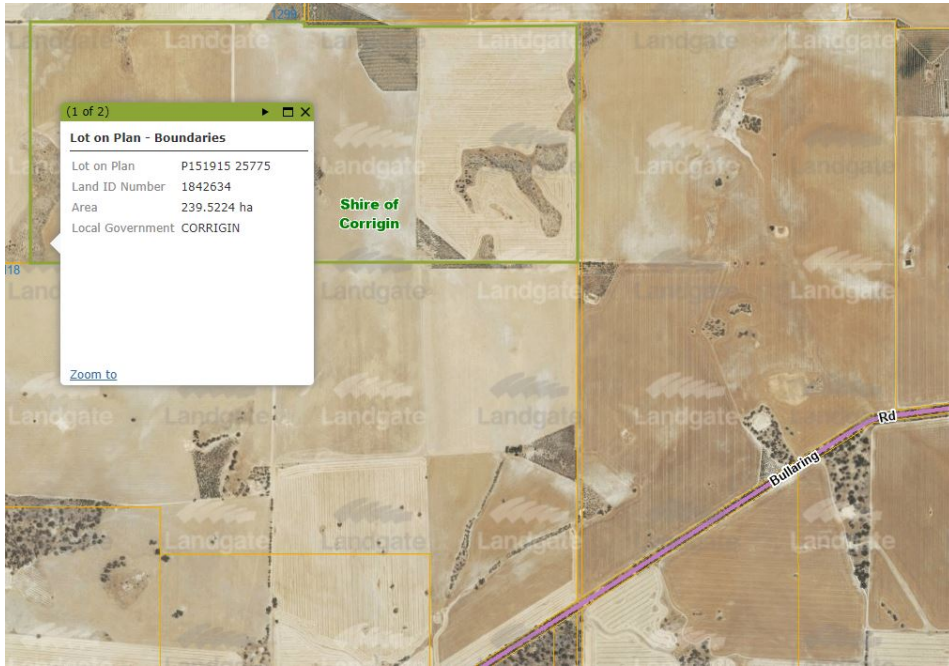


Proposal

CRISP Wireless proposes to extend our fixed wireless network across the wheatbelt. We are proposing to build 30m communications tower at Lot 25775 on DP151915 Bullaring. The land area is currently zoned rural for the purpose of general farming. The site proposed will not affect the current farming practices.

This can be seen below on aerial maps.

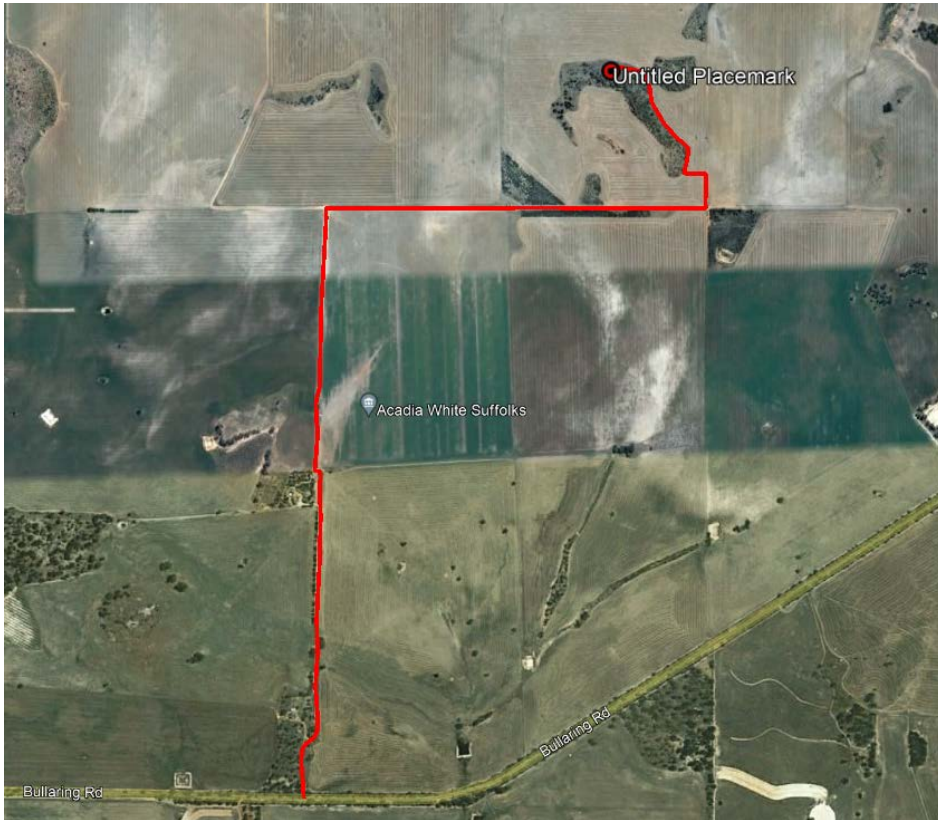




The 30m tower and communications hut will be similar to the below photo.



Access to the land will be via Bullaring road, through Lot 7121 on DP117669, and then through Lot 19720 on DP85096 (these lots are owned by the same land owner as can be seen in the below Certificates of Title), using existing farm tracks. We envisage this to have minimal traffic on it whilst erecting the tower and less once complete.



The crossover from Bullaring rd is approx 14m so should be sufficient for access.



The below map shows the approximate boundary distances, ranging from 350m to 1985m.



WESTERN



AUSTRALIA

REGISTER NUMBER

25775/DP151915DUPLICATE
EDITION**2**

DATE DUPLICATE ISSUED

23/12/2010

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
1257FOLIO
380

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 25775 ON DEPOSITED PLAN 151915

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ALAN EDWARD MANTON OF 1118 BULLARING ROAD, YEALERING

(T L512642) REGISTERED 21/12/2010

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. K035764 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 22/12/2006.
2. L512643 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 21/12/2010.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1257-380 (25775/DP151915)
PREVIOUS TITLE: 1199-596
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN

- NOTE 1: A000001A LAND PARCEL IDENTIFIER OF AVON LOCATION 25775 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 25775 ON DEPOSITED PLAN 151915 ON 29-APR-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
- NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	23/12/2010

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
1257FOLIO
379

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

**THIS IS A MULTI-LOT TITLE****LAND DESCRIPTION:**

LOT 7183 ON DEPOSITED PLAN 117668
LOT 7121 ON DEPOSITED PLAN 117669

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ALAN EDWARD MANTON OF 1118 BULLARING ROAD, YEALERING

(T L512642) REGISTERED 21/12/2010

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE. SEE VOLUME 1257 FOLIO 379 AS TO LOT 7121 ON DP 117669 ONLY
2. K035764 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 22/12/2006.
3. L512643 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 21/12/2010.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1257-379 (7183/DP117668), 1257-379 (7121/DP117669)
PREVIOUS TITLE: 1078-621
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN

WESTERN



AUSTRALIA

REGISTER NUMBER	
19720/DP85096	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
2	23/12/2010

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1257 FOLIO 381

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 19720 ON DEPOSITED PLAN 85096

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ALAN EDWARD MANTON OF 1118 BULLARING ROAD, YEALERING

(T L512642) REGISTERED 21/12/2010

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. K035764 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 22/12/2006.
2. L512643 MORTGAGE TO RABOBANK AUSTRALIA LTD REGISTERED 21/12/2010.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

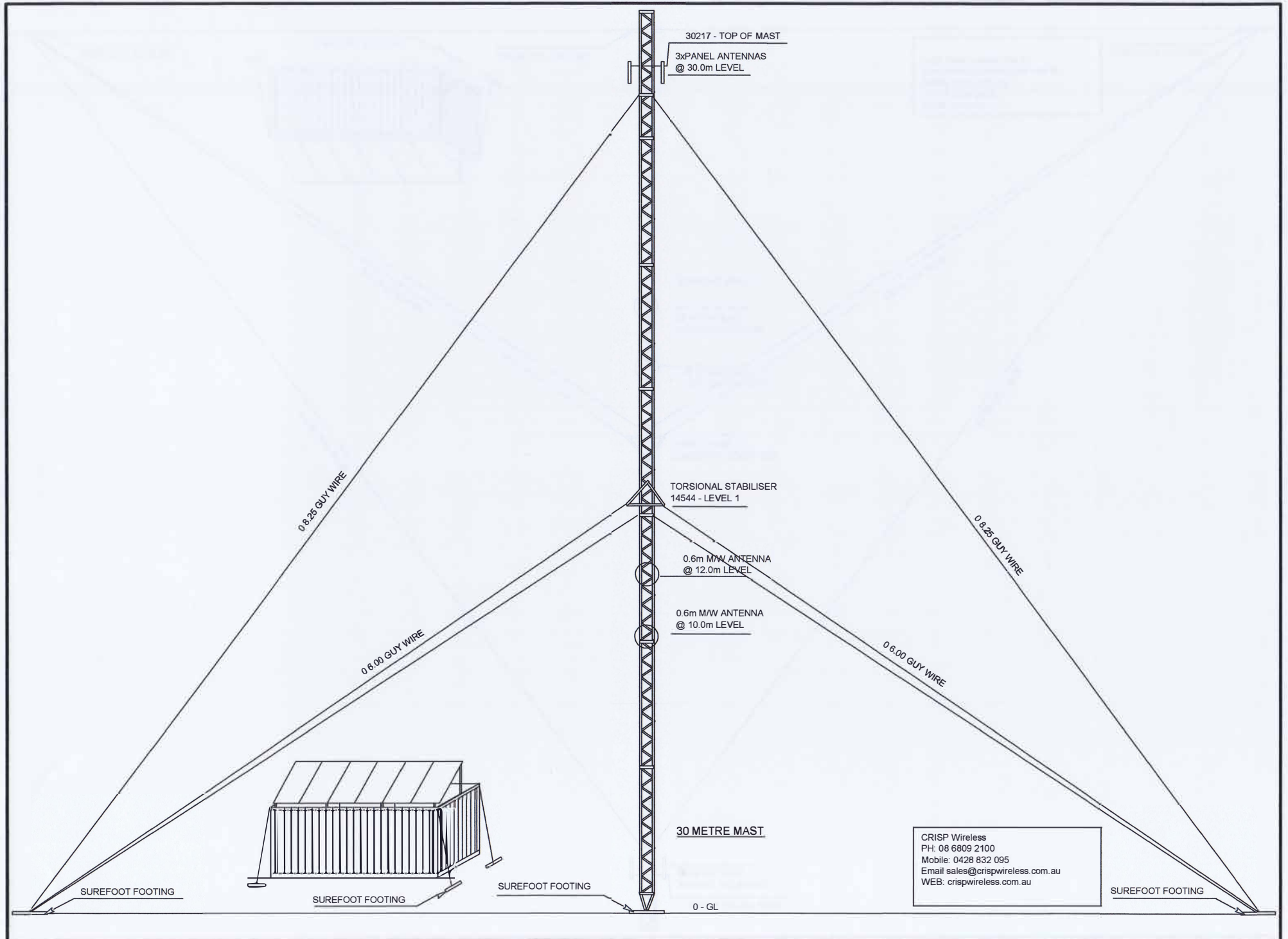
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1257-381 (19720/DP85096)
PREVIOUS TITLE: 1032-752
PROPERTY STREET ADDRESS: 1118 BULLARING RD, BULLARING.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN

- NOTE 1: A000001A LAND PARCEL IDENTIFIER OF AVON LOCATION 19720 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 19720 ON DEPOSITED PLAN 85096 ON 29-APR-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
- NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



Contact List

CEO

Leigh Ballard

E: lballard@crispwireless.com.au

M: 0428 832 095

Project Manager

Jeremy Devenish

E: jdevenish@crispwireless.com.au

M: 0404802890



ePMP™ Force 400 Series

QUICK LOOK:

- **Industry's first point-to-point solution based on 802.11ax delivering up to Gbps capacity**
- **High-capacity enterprise access**
- **Low-cost WISP backhaul**
- **Wi-Fi hotspot backhaul**
- **GPON last mile**



Cambium Networks introduces the ePMP Force 425 and Force 400C point-to-point solutions which deliver up to 1 Gbps throughput at a breakthrough price point based on the latest 802.11ax standards. The Force 400 Series is the ideal solution for service providers looking to deliver high-capacity access services to enterprise and residential customers. It also serves as a low-cost backhaul for MicroPOP's and outdoor Wi-Fi access points that require lots of capacity at moderate range without the overhead of licensed microwave. With an integrated SFP port and optional GPON ONU module, the Force 425 makes a great fiber extension to reach places where fiber cannot.

The Force 425 pushes this capacity farther than ever with an integrated 25 dBi dish (and even farther with the optional 28 dBi range extender). The optional range extender is ordered separately and can be assembled and attached in the field to add additional link budget and fade margin. This is for challenging links or to move to higher capacity where needed and higher modulations can be achieved.



For even longer range applications, the Force 400C is a connectorized option with two RP-SMA RF interfaces for use with larger parabolic dishes or horn antennas.

Leveraging the latest technology from the 802.11ax standard and Cambium Networks proprietary ePTP mode, the Force 425/400C delivers high spectral efficiency with features such as 1024 QAM, 80 MHz channels, a highly efficient frame structure and the proven ePTP air interface. The Force 400 Series delivers Gbps performance with less than 5 ms latency.

The Force 400 series has enterprise-grade security with 128-bit AES over-the-air encryption (256-bit AES where export rules allow), secure management interfaces with roles-based authentication and standards-based device authentication including RADIUS support.

Force 425/400C is built for the real world with IP67 ruggedization, simplified mounting scheme and Cambium Networks' 3-year hardware warranty.

Plan and manage your Force 425/400C deployments with Cambium Networks LINKPlanner and cnMaestro.

ePMP™ Force 400 Series

Spectrum	
	Force 400C / Force 425
Channel Width MHz	20 40 80
Proprietary Physical Layer	802.11ax, 2x2 MIMO/OFDM
Channel Spacing	Configurable in 5 MHz increments
Frequency Range	Wide Band Operation 4910 - 6135 MHz (Note: Country dependent based on local regulations. Support of 5870 to 6135 coming in a future software upgrade.)
MAC Layer (Media Access Control)	Cambium Proprietary
Ethernet Interface	100/1000 BaseT, Compatible with Cambium PoE & Standard PoE pinouts; 10 Gigabit SFP cage for optional SFP modules
Protocols Used	IPv4/IPv6 (Dual Management Stack), UDP, TCP, ICMP, SNMPv2c, NTP, STP, IGMP, SSH
Network Management	IPv4/IPv6, HTTPs, SNMPv2c, SSH, Cambium Networks cnMaestro™
VLAN	802.1Q with 802.1p priority

Performance	
	Force 400C / Force 425
ARQ	Yes
Maximum Capacity	1 Gbps
Latency	< 5 ms
Nominal Receive Sensitivity (w/FEC) @20 MHz Channel	MCS 0 = -93 dBm to MCS 11 (1024 QAM-5/6) = -63 dBm (per chain)
Nominal Receive Sensitivity (w/FEC) @40 MHz Channel	MCS 0 = -90 dBm to MCS 11 (1024 QAM-5/6) = -60 dBm (per chain)
Nominal Receive Sensitivity (w/FEC) @80 MHz Channel	MCS 0 = -87 dBm to MCS 11 (1024 QAM-5/6) = -57 dBm (per chain)
Modulation Levels (Adaptive)	MCS 0 (BPSK) to MCS 11 (1024 QAM-5/6)
Transmit Power Range	+3 to +28 dBm (combined, to regional EIRP limit) (1 dB interval)
Maximum Distance	In PTP application deployments, the maximum distance supported is 32 km (19.9 mi)

ePMP™ Force 400 Series

Physical		
	Force 400C	Force 425
Connectors	1 x RJ-45, 1 x SFP, 2 x RP-SMA	1 x RJ-45, 1 x SFP
Surge Supression*	1 Joule Integrated	1 Joule Integrated
Environmental	IP67 including metal housing	IP67 including metal housing
Temperature	-30°C to 65°C (-22°F to 149°F)	-30°C to 65°C (-22°F to 149°F)
Weight	1.3 kg (2.9 lbs.)	4.8 kg (10.6 lbs.)
Wind Survival	180 km/h (112 mph)	180 km/hour (112 mph)
Dimensions (H x W x D)	256 mm x 125 mm x 46 mm (10.1 in x 4.9 in. x 1.8 in.)	470 mm diameter x 285 mm depth (18.5 in diameter x 11.2 in depth)
Pole Diameter Range	Center: 3.1 to 7.6 cm (1.25 to 3.0 in)	Center: 3.1 to 7.6 cm (1.25 to 3.0 in)
Power Consumption	28 W	28 W
Input Voltage	802.3at or Passive PoE 44-59 V	802.3at or Passive PoE 44-59 V
Included Power Supply	100-230VAC ,56V, 30W, PoE Adaptor	100-230VAC ,56V, 30W, PoE Adaptor

*Optional 56 V Surge Suppressor Available: Part # C000000L033A

Security	
	Force 400C / Force 425
Encryption	128-bit Over-the-Air Encryption (256-bit AES where export rules allow - ROADMAP Feature)

Certifications		
	Force 400C	Force 425
FCC Regulatory Part Number	C058940P122A	C058940P102A
FCC ID**	Z8H89FT0062	Z8H89FT0062
ETSI/ROW Regulatory Part Number	C050940P021A	C050940P001A
Industry Canada Cert**	109W-0062	109W-0062
CE	EN 301 893 V2.11 (5.4 GHz), EN 302 502 V2.11 (5.8 GHz)**	EN 301 893 V2.11 (5.4 GHz), EN 302 502 V2.11 (5.8 GHz)**

**Certifications are a place holder until official grant is given

ePMP™ Force 400 Series

Antenna Specifications		
	Force 425	Force 425 with Range Extender
Frequency Range	4910 – 6135 MHz	4910 – 6135 MHz
Antenna Type	Dish	Optional Dish Accessory
Peak Gain	25 dBi	28 dBi
3 dB Beamwidth Azimuth	15°	TBD
3 dB Beamwidth Elevation	30°	TBD
Front-To-Back Isolation	TBD	TBD
Cross Polarization	TBD	TBD



Force 400C



Force 425

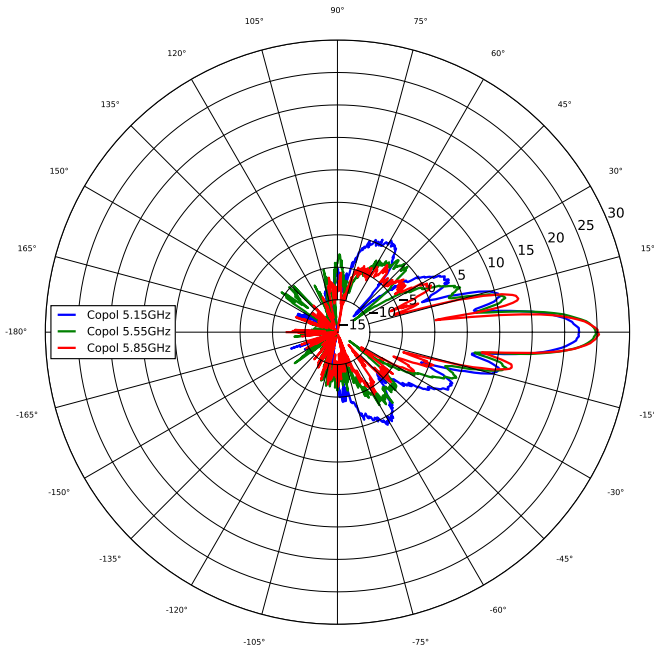


Force 425 with Range Extender

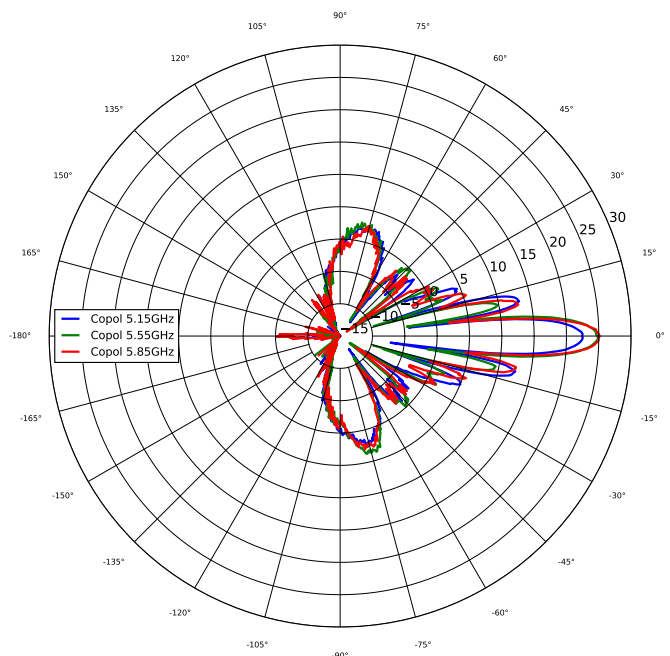
ePMP™ Force 400 Series

Force 425 Antenna Patterns

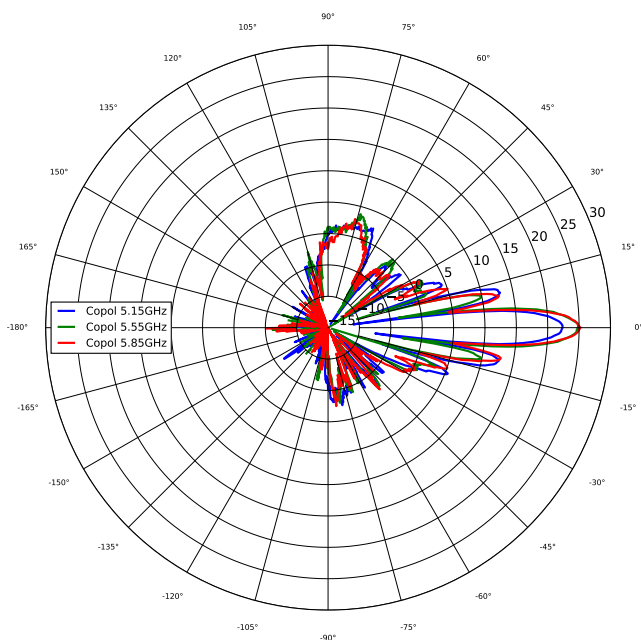
Azimuth, Horizontal



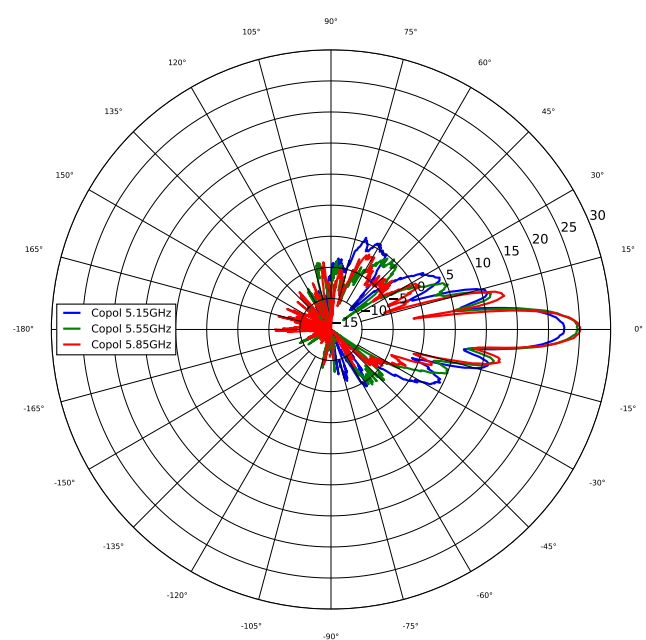
Azimuth, Vertical



Elevation, Horizontal



Elevation, Vertical



ePMP™ Force 400 Series

Force 400C Ordering Information

C050940C021A	ePMP 5 GHz Force 400C (ROW) (no cord)
C050940C121A	ePMP 5 GHz Force 400C (ROW) (US cord)
C058940C124A	ePMP 5 GHz Force 400C (IC) (Canada/US cord)
C050940C221A	ePMP 5 GHz Force 400C (ROW) (EU cord)
C050940C223A	ePMP 5 GHz Force 400C (EU) (EU cord)
C050940C321A	ePMP 5 GHz Force 400C (ROW) (UK cord)
C050940C323A	ePMP 5 GHz Force 400C (EU) (UK cord)
C050940C421A	ePMP 5 GHz Force 400C (ROW) (India cord)
C050940C422A	ePMP 5 GHz Force 400C (India) (India Cord)
C050940C521A	ePMP 5 GHz Force 400C (ROW) (China cord)
C050940C621A	ePMP 5 GHz Force 400C (ROW) (Brazil cord)
C050940C721A	ePMP 5 GHz Force 400C (ROW) (Argentina cord)
C050940C821A	ePMP 5 GHz Force 400C (ROW) (ANZ cord)
C050940C921A	ePMP 5 GHz Force 400C (ROW) (South Africa cord)
C050940CZ21A	ePMP 5 GHz Force 400C (ROW) (No PSU)
C058940C122A	ePMP 5 GHz Force 400C (FCC) (US Cord)

Force 425 Ordering Information

C050940M001A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (no cord) - Priced per radio
C050940M101A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (US cord) - Priced per radio
C058940M104A	ePMP 5 GHz Force 425 SM 2-pack packaging (IC) (Canada/US cord) - Priced per radio
C050940M201A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (EU cord) - Priced per radio
C050940M203A	ePMP 5 GHz Force 425 SM 2-pack packaging (EU) (EU cord) - Priced per radio
C050940M301A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (UK cord) - Priced per radio
C050940M303A	ePMP 5 GHz Force 425 SM 2-pack packaging (EU) (UK cord) - Priced per radio
C050940M401A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (India cord) - Priced per radio
C050940M402A	ePMP 5 GHz Force 425 SM 2-pack packaging (India) (India Cord) - Priced per radio
C050940M501A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (China cord) - Priced per radio
C050940M601A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (Brazil cord) - Priced per radio
C050940M701A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (Argentina cord) - Priced per radio
C050940M801A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (ANZ cord) - Priced per radio
C050940M901A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (South Africa cord) - Priced per radio
C050940MZ01A	ePMP 5 GHz Force 425 SM 2-pack packaging (ROW) (No PSU) - Priced per radio
C058940M102A	ePMP 5 GHz Force 425 SM 2-pack packaging (FCC) (US Cord) - Priced per radio

ePMP™ Force 400 Series

Force 425 Optional Range Extenders

N000900L062A ePMP Force 425 Range Extender Dish Accessory 4-Pack Packaging, priced per unit

Force 400 Series Spares Ordering Information

C050940F001A ePMP 5 GHz Force 425 Spare Radio Only (ROW)

C058940F104A ePMP 5 GHz Force 425 Spare Radio Only (IC)

C050940F203A ePMP 5 GHz Force 425 Spare Radio Only (EU)

C050940F402A ePMP 5 GHz Force 425 Spare Radio Only (India)

C058940F102A ePMP 5 GHz Force 425 Spare Radio Only (FCC)

C050940M100A ePMP 5 GHz Force 425 Spare Dish 2-Pack, priced per unit

N000900L061A ePMP Force 400 Spares Kit

Extended Warranty Options

Each Force 400 Series radio comes standard with 3-year warranty on hardware.

EW-E1EPF400-WW ePMP Force 400 Extended Warranty, 1 Additional Year

EW-E2EPF400-WW ePMP Force 400 Extended Warranty, 2 Additional Years

EW-E1EPF425-WW ePMP Force 425 Extended Warranty, 1 Additional Year

EW-E2EPF425-WW ePMP Force 425 Extended Warranty, 2 Additional Years

ABOUT CAMBIUM NETWORKS

Cambium Networks empowers millions of people with wireless connectivity worldwide. Its wireless portfolio is used by commercial and government network operators as well as broadband service providers to connect people, places and things. With a single network architecture spanning fixed wireless and Wi-Fi, Cambium Networks enables operators to achieve maximum performance with minimal spectrum. End-to-end cloud management transforms networks into dynamic environments that evolve to meet changing needs with minimal physical human intervention. Cambium Networks empowers a growing ecosystem of partners who design and deliver gigabit wireless solutions that just work.

Product Data Sheet

☎ 1-855-276-5772 or 780-702-7577
✉ info@kpperformance.ca
✉ 15397 117 Ave, Edmonton, AB T5M3X4, Canada



KP-5QOMNI-13

4-port OMNI antenna, 5150-5950 MHz, 13 dBi, Horizontal/Vertical Polarization

- Two vertically stacked OMNI arrays in single radome enclosure with one mounting point
- Supports one 4x4 MIMO or two 2x2 MIMO radios

Electrical Specification

Frequency Band	MHz	5150—5950
Gain	dBi	13
Polarization		Horizontal/Vertical
Horizontal HPBW	Degree	360
Vertical HPBW	Degree	7±1
Electrical Downtilt	Degree	2
Cross-polarization Ratio	dB	20
VSWR		1.5 typ 2 max
Return Loss	dB	14 typ 10 max
Port-to-Port Isolation	dB	25
Max. Input Power per Port	W	100
Impedance	Ohms	50

Mechanical Specifications

RF Connector Type	Type N Female
RF Connector Quantity	4
RF Connector Position	Bottom of radome
Electrical Grounding	RF connector grounded to reflector and mounting bracket
Radome Material	UV resistant PVC
Ingress Protection	IP66 rain and dust resistant
Operating Temperature	-40° to +65° C
Max. Wind Speed	210km/h 130mph

Bracket Specifications

Material Type	Power Coated Galvanized Steel
Mounting Type	Pipe Mount
Mounting pole diameter	40 mm – 60 mm 1.6 in – 2.4 in

OMNI Dimensions

Diameter	84mm 3.3 in
Length	1016 mm 40 in
Net Weight, with brackets	3.2 kg 7.0 lb

Product Data Sheet

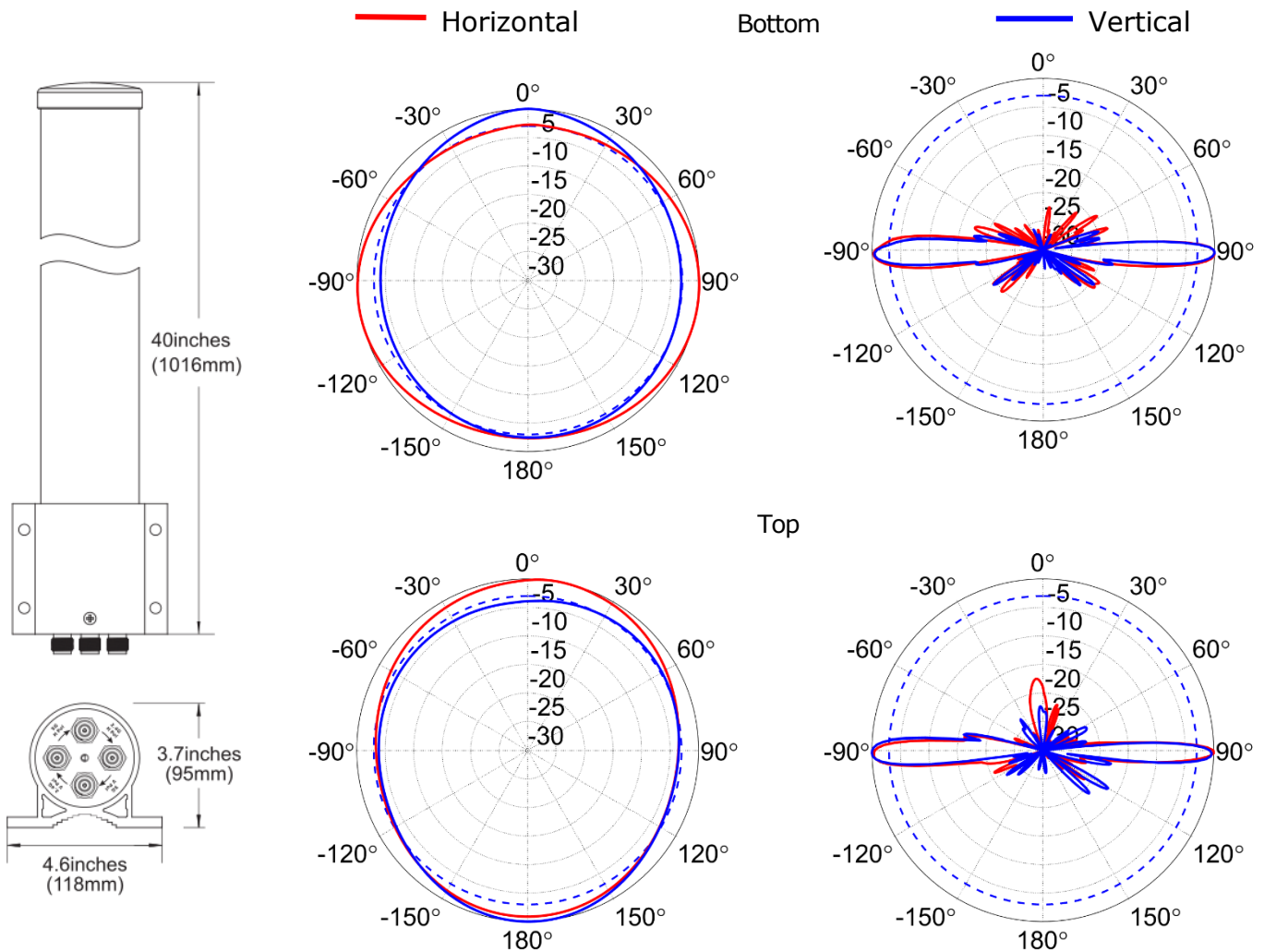
☎ 1-855-276-5772 or 780-702-7577
 ✉ info@kpperformance.ca
 ✉ 15397 117 Ave, Edmonton, AB T5M3X4, Canada



Package Dimensions

Length	1118 mm		44 in
Width	127 mm		5 in
Height	102 mm		4 in
Net Weight	3.2 kg		7.2 lb

Graphical Data



Appendix

HPBW: Average and variation of the antenna's 3dB beamwidth in its horizontal (Azimuth) or vertical (Elevation) pattern.

Electrical Downtilt: Angle in the antenna's elevation pattern in which the maximum gain occurs.

Gain: Antenna's average gain and variation in each frequency band.

Cross-polarization Ratio (dB): Maximum difference between the co-polarization and cross-polarization gain across the OMNI's 360deg azimuth pattern.



CONCRETE PATH TO LINK TO THE MAIN ROAD

NEW TOILET BLOCK

- - - STAGE 1
- - - STAGE 2
- - - FLYING FOX AREA
- - - EXERCISE AREA
- - - DOG AGILITY
- - - BOARDWALK excl TOWER
- - - TOWER ON BOARDWALK

EXISTING SOUTH CARPARK

KUNJIN STREET

LYNCH STREET

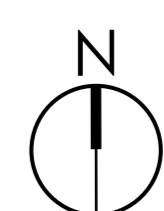


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Rotary Tourist Park Corrigin

Corrigin WA 6375

STAGING PLAN



Scale Approx NTS

Job No: 3090
Rev: F
Date: Jan 2022
Design: KP



Shire of Corrigin

IT Disaster Recovery Plan 2021

Revision History

Version	Version 1.0
Description of Change(s)	Document created
Revision <i>Administration Officer</i>	21 February 2021
Approval <i>Chief Executive Officer</i>	
Date	

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1. Overview

1.1. Introduction

A disaster event that causes significant damage to the Shire of Corrigin's information technology (IT) systems, can cause major disruption to the organisation's ability to operate effectively, with the possibility of resulting in financial loss, business failure and a loss of credibility to public perception.

The causes of a disaster are varied, including flooding, fire, industrial accidents, structural failure, hacking and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

The purpose of this plan is to protect the IT systems of the Shire of Corrigin, facilitating the restoration of normal operations with minimum disruption and cost. The plan also identifies the steps to be taken to minimise damage to the Shire's IT systems and enable staff to encounter an emergency with efficiency and practical ease.

1.2. Definitions

For ease of reference and understanding the main terms used in this document and their meanings are provided:

consequence means the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage, or gain.

disaster means any even that creates a potential inability on an organisation's part to provide critical business functions for some predetermined period.

event means an incident or situation, which occurs in a particular place during a particular interval of time.

likelihood is used as a qualitative description of probability and frequency.

loss means any negative consequence, financial or otherwise.

probability means the likelihood of a specific outcome, measured by the ration of specific outcomes to the total number of possible outcomes.

risk means the change of something happening that will have an impact upon the Shire of Corrigin objectives. It is measured in terms of consequences and likelihood.

risk assessment means the objective process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards and other criteria.

risk management means the systematic application of management policies, procedures, and practices to the tasks of identifying, analysing, assessing, treating, and monitoring risk.

1.3. Purpose

This document delineates the policies and procedures for technology disaster recovery, as well as the process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarises the recommended procedures.

The mission is to ensure information system uptime, data integrity and availability, and business continuity.

1.4. Scope

This document covers the Shire of Corrigin's Information Technology (IT) System and its framework.

1.5. Key Personnel Contact Information

Team Member	Position	Telephone
1. Natalie Manton	Chief Executive Officer	0427 425 727
2. Kylie Caley	Deputy Chief Executive Officer	0429 632 049
3. Wallis Computer Solutions	Contracted Company	08-9661 1803
4. IT Vision	Contracted Company	08 -9315 7000

2. Planning

2.1. Plan Updates

It is necessary for the Information Technology Disaster Recovery Plan (DRP) updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalised change control procedures under the control of the Contracted IT Company Wallis Computer Solutions, approved by the Chief Executive Office or Deputy Chief Executive Officer.

2.2. Plan Documentation

Copies of this Plan, essential media, and hard copies will be stored in secure locations to be defined by the organisation. A hard copy of this plan to be filed with the Administration Officer.

A copy of this Plan will be sent to the Chief Executive Officer and Deputy Chief Executive Officer.

Supporting IT related information and documentation will be stored on the F Drive under [IT Disaster Management Plan](#)

2.3. Backup Strategies

Key technologies and the agreed backup strategy for each are listed below. Incremental file replication is undertaken daily, with a full onsite server and offsite server backup undertaken each week (on Saturday).

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
Servers	Backed up using Datto IBC	A server is a piece of computer hardware and software combined which provides functionality for other programs and devices. The Shire uses a physical host with multiple virtual servers configured. These servers are being backed up every hour between 8am and 6pm and the last successful backup image uploaded to the Cloud Datacentre every day.
Storage Access Network (SAN)	Backed up using Datto IBC	Shire does not have SAN/NAS storage to backup. Company data retains on an internal storage of the physical server.
Data Volumes	Backed up using Datto IBC	<ul style="list-style-type: none"> • CSC-FILE: <ul style="list-style-type: none"> ○ C:\ OS Partition ○ F:\ Shared Data ○ M:\ SynergySoft Mapping ○ S:\ SynergySoft ○ T:\ SynergySoft Records ○ U:\ Universe database • CSC-DATABASE: <ul style="list-style-type: none"> ○ C:\ OS • CSC-ALTUS:

KEY TECHNOLOGY	BACKUP STRATEGY	ADDITIONAL INFORMATION
		OS
Databases (SQL)	Backed up using Datto IBC	We have a small SQL database to keep record O365 sync logs. Shire is uses Universe Rocket database for SynergySoft and it is backing up between 8AM to 6PM Monday to Friday and once on the weekend.
Web servers (IIS)	Included in server snapshots	CSC-ALTUS and CSC-FILE runs IIS services and both servers backing up between 8AM to 6PM Monday to Friday and once on the weekend.
Phone systems	NIL	Not relevant
Web Site	Maintained by Market Creations	The Shire website was designed and currently hosted by Market Creations. They also provide access to the Sparks CMS intranet. Market Creations are responsible to maintain and support the website.

2.4. Emergency Contacts

The following table provides contact information for the *IT Disaster Response and Recovery Team (ITDRRT)*. These staff members should be contacted whenever IT systems are affected in an emergency situation.

Team Member	Position	Name	Telephone
1 Emergency Manager	Chief Executive Officer	Natalie Manton	0427 425 727
2 Emergency Manager	Deputy Chief Executive Officer	Kylie Caley	0429 632 049
3 IT Disaster Recovery Coordinator	Wallis Computer Solutions	Nathanael Wallis	0428 611 803
4 IT Disaster Recovery Assistant	Administration Officer	Emma Shaw	08 9063 2203

2.5. Responsibilities

The Emergency Manager is responsible for managing the overall response to an emergency, assessing potential hazards, and liaising with the emergency services.

The IT Disaster Recovery Coordinator has overall responsibility for the IT Disaster Recovery Plan and taking hands-on responsibility for recovery operations. Specific responsibilities of the IT Disaster Recovery Coordinator are:

- Establish facilities for an emergency level of service within 4 business hours.
- Restore key business services within 24 business hours of the incident.
- Recover to 'business as usual' within IT systems within 24 hours after the incident.
- Coordinate activities with the Emergency Recovery Team.
- Report to the Crisis Management Team, as detailed in the Business Continuity Plan.

The IT Disaster Recovery Assistant shall provide assistance with disaster recovery functions and act as the IT Disaster Recovery Coordinator in the absence of the appointed IT Disaster Recovery Coordinator.

The function of the ITDRRT is to provide logistical support, and assistance with disaster recovery operations as directed by the IT Disaster Recovery Coordinator. Decisions made by the ITDRRT are to be documented in the form outlined in [Appendix 1: Event Log](#). This document will direct future decisions made by the ITDRRT, based on past actions and outcomes during the crisis.

3. Risk Assessment

3.1. Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business processes. A wide range of potential threats have been considered. Each potential environmental disaster or emergency situation has been examined.

Potential disasters have been assessed and are documented in the Shire of Corrigin's Business Continuity Plan.

3.2. Risk Management Process

The process used to identify and evaluate major risks is based on the Australian/New Zealand Standard AS/NZS 31000:2018, *Risk Management*. This Standard requires the following steps:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Treat the risks
- Monitor and review
- Continual communication and consultation
- Pest or vermin infestations

3.3. Level of Risk

The organisation measures its risk appetite through the following, detailed in [Appendix 2: Shire of Corrigin Risk Matrix](#)

- Measures of Consequence:
 - Measures a range of factors within any given circumstance, with a rating between 1 (Insignificant) and 5 (Extreme). Factors measured include people, interruption to service, reputation (social/community), compliance, property (plant, equipment, buildings) natural environment, financial impact and project (time and cost).
- Measures of Likelihood:
 - Attributes the significance of an event with a numerical system, and the likelihood of a particular event occurring at any given time.
- Risk Matrix:
 - Combines the 'Measure of Likelihood' with the severity of the event, to determine the consequence likelihood and the extremity of the event.

The Shire has defined its tolerance to risk, its risk appetites, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. Organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. Appendix 2 takes its information from the organisation's Policy 3.1 Risk Management and the attachments of the Policy Schedule.

4. Scenario-Specific Checklists

4.1. Scenario 1: Destruction or Severe Damage of Server

Tasks	Who	Done
Contact IT Support (Contractors) to: <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify timeframes for the backup server to be operational and implemented • Identify other staff able to assist the IT Department • Determine restoration target timeframes • Determine potential causes 		
Detail strategy and resources for recovery:		
Consider: <ul style="list-style-type: none"> • Critical activities that rely on this system • Time critical work functions • System requirements • Manual procedures or workarounds to complete critical time-sensitive business functions • Any risk implications 		
Ensure ongoing interaction with ITDRRT for regular updates and feedback		
Invoke the IT Disaster Recovery Plan		
Other:		

Notes:

4.2. Scenario 2: Computer Virus / Hacking

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of the damage and any data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes 		
<p>Contact Cybersecurity Authorities to inform them of the security breach:</p>		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • What systems have been compromised? • Is personal information and data of employees at risk? • Alternative work system requirements for staff members • Is there an ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4.3. Scenario 3: Accidental Erasure of Data

Tasks	Who	Done
<p>Contact IT Support (Contractors) to:</p> <ul style="list-style-type: none"> • Clarify the extent of data loss • Identify IT security measures • Identify timeframes for the backup server to be operational and implemented • Determine restoration target timeframes • Determine retrievable data 		
<p>Detail strategy and resources for recovery:</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • The extent of the data loss • How did the data get erased? • What measures can be implemented to avoid the occurrence into the future? • Is there any ongoing risk? 		
<p>Ensure ongoing interaction with ITDRRT for regular updates and feedback</p>		
<p>Invoke the IT Disaster Recovery Plan</p>		
<p>Other:</p>		

Notes:

4. Emergency Response

4.1. Emergency Alert, Escalation and DRP Activation

This document has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DRP will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve the technology and business recovery. Suppliers of critical equipment and services will continue to support recovery of business operations as the organisation returns to normal operating mode.

4.1.1 Emergency Alert

The Incident Management Team (IMT), as detailed in the Shire's Incident Management and Business Continuity Response (IMBCR) is responsible for activating the DRP for disasters identified in the IMBCR, as well as in the event of any other occurrence that affects the company's capability to perform normally.

One of the tasks during the early stages of the emergency is to notify the ITDRRT that an emergency has occurred. The notification will request ITDRRT members to assemble at the emergency assembly point, determined by the IMT, and will involve sufficient information to be available to effectively carry out the DRP.

4.1.2 Activation of Emergency Response Team

When an incident occurs the IT Disaster Recovery Coordinator, will co-ordinate and work with the ITDRRT. The IMT will then decide the extent to which the Disaster Recovery Plan must be invoked. Responsibilities of the IMT are to:

- Respond immediately to a potential disaster and contact emergency services.
- Assess the extent of the disaster and its impact on the organisation's business functions and service provisions.
- Decide which elements of the DRP should be activated.
- Establish and manage disaster recovery team to maintain vital services and return to normal operation.
- Ensure employees are notified and allocate responsibilities and activities as required.

4.1.3 IT Disaster Recovery Team

The team will be contacted and assembled by the CEO. The responsibilities of the ITDRRT include:

- Establish facilities for an emergency level of service within 4 business hours.
- Restore key business services within 24 business hours of the incident.
- Recover to 'business as usual' within IT systems within 24 hours after the incident.
- Coordinate activities with the IMT
- Report to the IMT as detailed in the Business Continuity Plan.

If the disaster occurs outside of normal operating hours the Emergency Manager should be contacted.

4.2 Budget Approval

The following personnel have purchasing authority thresholds, which can be utilised in an IT-related disaster:

1. Deputy Chief Executive Officer – Up to \$50,000
2. Chief Executive Officer – Whole Budget

In the instance that the Administration building is lost, and a full relocation is required, the Chief Executive Officer is required to approve the expenditure to procure IT infrastructure to allow staff to work.

The *Local Government Act 1995* section 6.8(1)(c) gives the Shire President the capacity to authorise expenditure from the municipal fund that is not included in the annual budget, in an emergency.

5. DRP Recovery Methodology

In the event of an IT system failure, the Deputy Chief Executive Officer (DCEO) will usually be aware, or quickly notified by Wallis Computer Solutions. From there, Wallis Computer Solutions will make a plan to recover the affected system within the recovery time objective (RTO) as defined in section 6.

If the event is a major outage which affects the building and its ability to service, the DCEO will activate and invoke the DRP.

Key decisions that need to be made by the Executive Management include staff working remotely or the need to relocate to the disaster recovery site. Full details of the escalation process are covered in the main IMBCR).

5.1. Loss of Facility

In the event that the Administration building and or server room assets are non-recoverable (e.g., fire outbreak), operation systems will be resurrected using the cloud-based server located at Cloud Datacentre. Data uploaded or downloaded between the time of the last performed ShadowSnap backup and the event will not be recoverable.

Wallis Computer Solutions will be contacted to ensure the cloud-based backup server is working at full capacity, with the Shire's systems expected to be running within four (4) business hours. Setup of IT infrastructure at an alternative site, such as the Corrigin Recreation and Events Centre, will commence at the coordination of the IT Disaster Recovery Coordinator.

5.2. Loss of Power

As the Administration Office is officially recognised as the primary Incident Control Centre for the organisation, the Shire owns an Olympian Generator Set GEP65-9 located at the Shire Administration Office on Lynch Street for use in the event of a loss of power. The generator has sufficient capacity to power all the normal operations of the Administration Office and Community Resource Centre in the event that traditional power is unavailable.

Normal operations can be defined as: operating all computers; lighting; communications; heating and cooling; all of which is required to maintain the facility as an Incident Control Centre.

[Generator Operation](#) procedures are available for the generator and provide detailed instructions on how to operate the generator located at the Administration office.

6. Recovery Plan

The below table identifies time-critical IT functions (Recovery Time Objective) and the given timeframe to complete this.

Recovery Time Objective: < 4 Hours

The Shire's email uses Office 365, which will be active within the first four (4) hours and can be used to communicate via email. This can be setup on staff members' mobile phones.

The CEO, Deputy Chief Executive Officer and Manager of Works & Services mobile phones run through the Telstra network. This network will be active within the first four (4) hours of a disaster, provided the telecommunications network has not been affected by the disaster.

The Shire's telephone system is not backed up.

The Shire's website is hosted by Market Creations, and will be active within the timeframe, allowing the organisation's external stakeholders, such as ratepayers, to remain updated on the event and to find contact details to communicate any work requests to the Shire.

Recovery Time Objective: 10 Hours

The Shire of Corrigin staff workstations, including desktops and laptops, can be set up within the designated premises specified within the IMBCR).

The Shire of Corrigin has got a 2 active internet services at the admin office, an ADSL and a 4G connection. Those services are bonded and working in active-active mode. If one connection fails, the system will automatically failover to the other connection. If both services fail at the same time this will affect the connectivity of the Shire Depot and Community Resource Centre due to each location utilising the same internet connection through a wireless link. Should this occur, external internet connectivity can be setup through Telstra Wi-Fi dongles, or through mobile hot spot.

Department of Transport Licensing Services are running independently of the Shire network and can be accessed by calling Department of Transport IT Support 1800 354 928

Recovery Time Objective: 1 Day

All vital systems, such as telecommunications, website, and workstations to be fully functional by this stage. The IMBCR specifies the maintenance and support of IT infrastructure to be operational within one (1) day of any disaster.

7. IT System Information

7.1. Onsite Server

The onsite server is located in the copy room in the Administration building of the Shire. The onsite server undergoes the backup process daily. Incremental backups occur every hour between 8Am to 6pm and a single backup captured on the weekend. Last successful backup of the day will be sync'd to a datacentre in Sydney.

7.2. Offsite Server

There is NO dedicated offsite server for Shire of Corrigin. In case of hardware failure, natural disaster or unexpected long outages, Shire of Corrigin management can contact Wallis Computer Solutions to start the Disaster Recovery Solution in the Cloud Datacentre.

7.3. Backup Hard drives

Shire of Corrigin has a Datto IBC appliance onsite to retain backups onsite, offsite data syncs to the Cloud Datacentre every night. The Shire data is not replicated to an external drive onsite.

7.4. Internet Connectivity

The Shire has two internet services. An ADSL connection and Telstra & Optus 4G connection are bonded using Fusion broadband to provide reliable internet connection for the staff. Internet speed varies based on external factors and network congestion.

7.5. Emails

The organisation uses the Office 365 for its email system, which is hosted externally by Microsoft. Emails undergo backup regularly by Microsoft and can be accessible immediately following a disaster that affects the organisation.

7.6. Phone System

The organisation currently uses a basic telephone system. The Shire's phone system is independent from the network, however, is dependent on external power.

7.7. Desktop PCs & Laptops

Office-bound staff members are provided either with laptops or desktop PCs to carry out their daily operational requirements. In the event of a disaster, this equipment can be moved to an alternative location decided upon by the Emergency Managers.

7.8. Printers / Scanners

The organisation holds Konica Minolta copiers supplied and managed by Best Office Systems and are configured to work on the existing network. Should the network be affected by the disaster, network capabilities will be set up in the alternative location decided upon by the Emergency Managers.

7.9. SynergySoft Information

SynergySoft Enterprise Resource Planning (ERP) is hosted locally in the Shire of Corrigin's server and supported by IT Vision. SynergySoft is the system used by the organisation to carry out its business functions daily, which includes numerous modules for separate areas of practice (e.g., payroll, rates, records management).

7.10. Office 365

Office 365 is a subscription service provided by Microsoft. The organisation is using Microsoft Office 365 for email services, which is hosted in the cloud.

The Business Premium licences for email exchange enables Shire staff to download and install the Office365 Suite (Outlook, Word, Excel, PowerPoint, OneNote, MS Teams) onto their desktops and the ability to access emails through any internet browser portal. Each user is provided with 50GB of mailbox size and 1TB of OneDrive for Business cloud storage space.

7.11. Passwords and Access

Wallis Computer Solutions utilises the ITGlue document store, which contains the Shire's passwords for the server, network, Office 365, backup passwords. WCS Wallis Computer Solutions and staff use their individual logins to access information, each staff member protecting their account using multi-factor authentication to prevent unauthorised access to the system.

7.12 Equipment Requirements.

The cumulative quantities of office equipment, is based on the figures from the Shire's Business Continuity Plan, shown below:

Shire of Corrigin	Cumulative quantities required within ..				
	1 day	3 days	5 days	10 days	20 days
Office Equipment:					
Workstations / Laptops	12	12	12	12	12
Phones / Mobiles	6	6	6	6	6

8. Reviewing the Disaster Recovery Plan

This Disaster Recovery Plan should be reviewed and updated on a biennial basis due to the likelihood of change to risks and the dynamics of this plan over time.

Subsequent to the occurrence of an actual disaster event it will be necessary to document the disaster in a formal report for management. A report is also needed to support an insurance claim by the Shire of Corrigin which can either be prepared as a separate document or the expenses incurred in the recovery efforts can be included as an appendix to this report.

A review undertaken following an actual disaster event should include an analysis of the following:

- A description of the disaster event including an explanation of how the disaster happened and whether it was preventable.
- The effectiveness of the existing counter-disaster measures.

- A summary of how the Shire of Corrigin responded to the disaster and an assessment of the effectiveness of this response.
- An assessment of the impact of the disaster on the Shire of Corrigin IT systems.
- A description of any damage to buildings and equipment.
- An assessment of the effectiveness of supplies and hired equipment used in the recovery effort.
- An outline of any difficulties that were encountered during the recovery efforts.
- An assessment of the standard of cooperation and communication between all offices involved in the response to the disaster and of the ability of staff to perform their respective functions.
- An outline of occupational safety and health issues; and
- An assessment of the performance of outside agencies and consultants if they were involved.

Appendices should include photographs of the disaster and a detailed list of all expenses incurred in recovery operations (for insurance purposes).

Appendix 2: Shire of Corrigin Risk Matrix

Measures of Likelihood

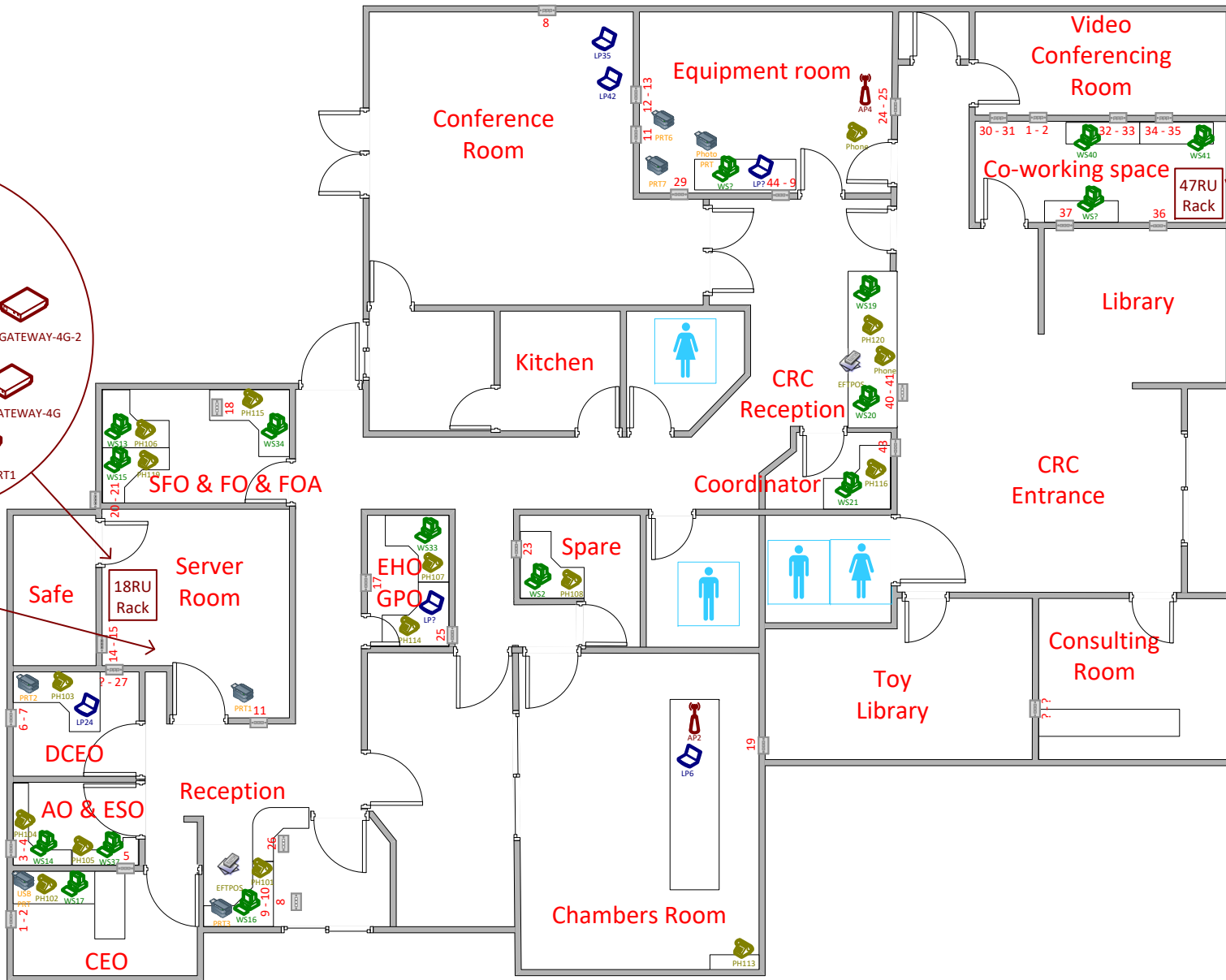
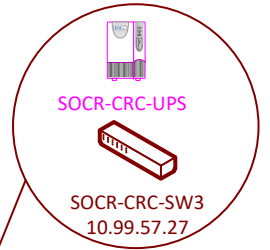
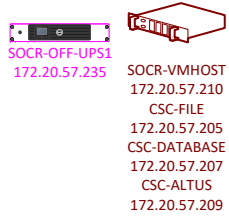
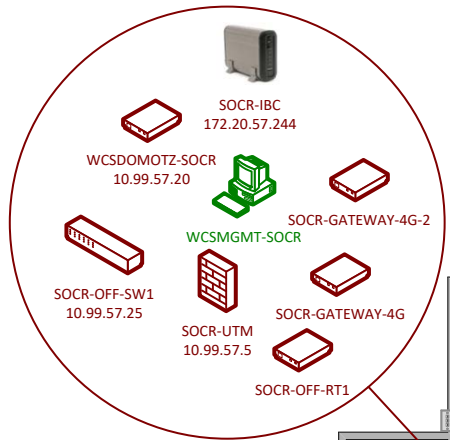
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances.	More than once per year.
4	Likely	The event will probably occur in most circumstances.	At least once per year.
3	Possible	The event should occur at some time.	At least once in 3 years.
2	Unlikely	The event could occur at some time.	At least once in 10 years.
1	Rare	The event may only occur in exceptional circumstances.	At least once in 15 years.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Measures of Consequence

Rating	People	Interruption to Service	Reputation (Social / Community)	Compliance	Property (Plant, Equipment, Buildings)	Natural Environment	Financial Impact	Project	
								Time	Cost
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated localised low impact on community trust, low profile or no media item	No noticeable or regulatory statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$1,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,001 - \$25,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / lost time injury >10 days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
Major (4)	Lost time injury >30 days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage to requiring internal & external resources to rectify	Uncontained, reversible impact management by a coordinated response from external agencies	\$100,001 - \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread media profile, third party actions	Non-compliance results in litigation, criminal charges, or significant damages or penalties to Shire/Officer	Extensive damage required prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%



SFO & FO & FOA

18RU Rack

47RU Rack



Shire of Corrigin

RECORDS DISASTER MANAGEMENT PLAN

February 2022

PRIMARY CONTACT IN THE EVENT OF A DISASTER:

Chief Executive Officer- Natalie Manton

Ph: 9063 2203 or 0427 425 727

Document Version Control

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Date:	February 2022
Author:	Shire of Corrigin
Authorised by:	
Distribution:	

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Version	Issue Date	Author	Reason for Change
0	30 Jun 2005	IRIS	Deliverable
1	July 2007	Shire of Corrigin	Revised Plan
2	November 2012	Shire of Corrigin	Revised Plan
3	February 2022	Shire of Corrigin	Revised Plan

Authorisation

The Disaster Management Plan for Records of the Shire of Corrigin is issued under the Authority of the Chief Executive Officer. It has been developed to provide effective management of disaster situations affecting the records of the Shire. All relevant staff are requested to familiarise themselves with its contents and, in the event of a disaster affecting the records of the Shire, follow the procedures contained within it.

Signed: _____
 Chief Executive Officer)

Name: _____

Date: _____

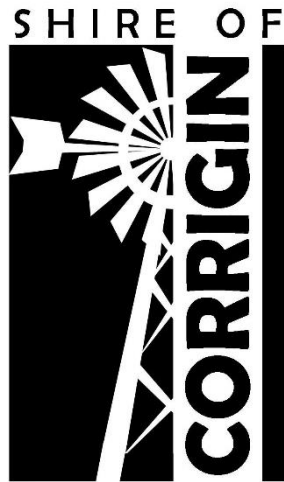
Distribution

The following staff are required to read and become familiar with the contents of this plan:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance Officers
- Environmental Health Officer/Building Surveyor
- Works Supervisor
- Administration Officers

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Records Disaster Management Plan Confirmation form

I have read and understood version 3 – February 2022 of the Shire of Corrigin Records Disaster Management Plan.

Signed: _____

Position: _____

Date: _____

Note: A copy of this page will be retained within the employee's Personal File as a record the staff member has read and understood the plan.

1 INTRODUCTION

One of the major threats to the safety and preservation of the Shire of Corrigin's records is the risk of disaster. Disasters can, at best, be an annoying and expensive diversion for the Shire, and at worst, may impede the Shire's operations and cause severe financial loss, embarrassment and a loss of credibility and good will. Disasters have the potential to impact negatively on staff, clients, suppliers, ratepayers, the Council, and the public.

Counter disaster strategies yield many benefits for records and recordkeeping systems. Implementing risk management techniques, impact analyses, good recordkeeping practices, vital records programs and prevention and preparedness plans can reduce the likelihood of disaster. Business continuity planning, and response and recovery planning will ensure quick reaction to disasters, thereby increasing the chances of controlling the impact and promptly restoring resources and operations. Such actions can promote continued profitability or revenue flow and minimise costly disruptions to business services.

This Records Disaster Management Plan (RDMP) should be used in conjunction with the Shire of Corrigin's Local Emergency Management Plan.

2 ABOUT THIS PLAN

2.1 Purpose

This Plan provides guidelines to restore critical business information to the Shire of Corrigin in the event of an incident that results in loss or severe disruption of normal operational services.

The purpose of this plan is to:

- list known risks and provide strategies to reduce the risk.
- set out the risk reduction measures that the Shire should adopt to reduce the likelihood of disasters and to minimise the impact of potential disasters on the Shire's records.
- inform relevant staff of their responsibilities in relation to the protection and recovery of records in the event of a disaster; and
- ensure that the best use is made of Shire resources in disaster preparedness and recovery activities.

2.2 Scope

This plan addresses the Shire of Corrigin records and documents held in either hard copy or electronic form.

2.3 Confidentiality

All information regarding the Records Disaster Management Plan is confidential and should only be accessed by personnel authorised to do so under this plan or with the permission of the Chief Executive Officer.

3 PREPARATION

Generally, in preparing for a disaster or emergency, there are five broad planning activities the Shire of Corrigin will need to undertake:

- establish an Emergency Committee
- establish an Emergency Response Team
- identify and assess potential threats
- gather equipment and material
- identify priorities for record salvage

3.1 Emergency Committee

Since the emergency response will differ significantly from normal operations, the best practice is to establish a special committee - an Emergency Committee – to manage the immediate requirements of an emergency.

This committee will only be effective if it is already fully functioning before an emergency takes place and can begin to operate as soon as the emergency is known.

Role of the Committee

The Emergency Committee is responsible to the Shire of Corrigin's Chief Executive Officer for coordinating an integrated response and recovery to all emergencies which impact on the Shire's records and information assets.

The role of the Emergency Committee is to ensure that all preparations for any possible disasters and the subsequent recovery from a disaster are planned and centrally controlled and coordinated.

Composition

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

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

Responsibilities

The Chief Executive Officer is responsible for the authorisation of the whole-of-Shire Disaster Management Plan.

The Emergency Committee as outlined above has the following areas of responsibility:

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

3.2 Establishing the emergency records response and recovery team

Immediately after a disaster which impacts on the Shire's records or information assets, the Emergency Committee should firstly identify potential threats, and then identify the personnel required to assist in disaster response and recovery, from the following groups:

- volunteer staff from within the Shire of Corrigin staff.
- the list of external contacts and experts; or
- external agencies who have personnel available to take part in salvaging records.

All response team members must be accessible by telephone for after hours call-out.

All Corrigin staff who may be used during a disaster will require training.

The people identified to form the Recovery Team will need to be trained in response and recovery techniques and have good knowledge of preventive measures. The Team will need to meet at least once a year and be informed of changes in the Disaster Management Plan.

3.3 Testing and reviewing the Plan

Refer below- disaster management annual checklist

The Chief Executive Officer is responsible for ensuring a review of the Records Disaster Management Plan is carried out annually. This should be aligned with the review of the whole-of-Shire Disaster Management Plan.

This Records Disaster Management Plan should be tested within the first three to six months after implementation. A dummy disaster and full scenario should be established and used for testing.

The Plan Review will include examination of the 'Annual Risk Management Checklist' This checklist identifies some of the major risk reduction and management measures which must be carried out at regular intervals. The checklist must be completed annually to ensure identified risks to the Shire's records and information are adequately managed.

DISASTER MANAGEMENT - ANNUAL CHECKLIST

ANNUAL CHECKLIST FOR EMERGENCY COMMITTEE

___ / ___ / ___

To test the Records Disaster Management Plan, establish a dummy disaster and test the plan and responses to the disaster. Do this within three to six months of receiving this Plan.

Action	Completed ?	Date last completed
Virus Software updated regularly		
Backups are tested bi-annually		
Building Maintenance carried out for:		
• Shire Office & Community Resource Centre		
Buildings comply with Shire's annual Fire Notice (Bush Fires Act 1954)		
Check copy of fire safety certificate located on file		
Smoke Alarms and Fire Alarms checked		
Check compliance with standards for handling chemicals and fuels eg hazardous materials handling		
Pest Management inspection and certificate		
Contacts List verified or updated monthly		

VERIFIED BY LOCAL EMERGENCY MANAGEMENT COMMITTEE AND SIGNED BY THE SHIRE PRESIDENT OR DEPUTY PRESIDING MEMBER

Date: _____

3.4 Training

The CEO is responsible for ensuring that all personnel with responsibilities in this Plan are made fully aware of those responsibilities and can carry them out.

Corrigin staff with designated roles in the Records Response and Recovery Team should meet with the Emergency Committee once every six months to review their roles and responsibilities, and annually to carry out disaster management checks using the checklist in the disaster management annual checklist.

3.5 Disaster recovery equipment and materials

Refer below.

Equipment and materials for use in disaster salvage need to be collected into large plastic bins situated at various locations where records are retained or stored in large quantities, eg Shire office. Details concerning the bins' contacts and suppliers of other equipment are contained below:

EQUIPMENT AND MATERIALS

Equipment and materials for use in disaster salvage are collected into large plastic bins and situated at various locations where records are retained or stored in large quantities- Council Offices in Lynch Street, Corrigin.

The disaster recovery bin contains:

Plastic aprons	Utility knife	Plastic bin liners
200 sheets of blotting paper	Masking tape	Plastic sheeting 2x10m
2 buckets	Heavy duty aprons	Pliers
200 butchers paper	Copy of the disaster plan	Post it notes
Disposable cloths	100 A4 Manila folders	Power board
12 cotton gloves	Squeeze Mop	Rubber gloves
Disposable camera	Note pad/folder	Scissors
Dust masks	Paper towel	Sponges
Extension cord	Plastic cloths pegs	Tags/ties
Freezer bags	Plastic paper clips	Torch and batteries
Hand towel	Pencil	

Large and/or more costly items may be purchased or hired when required. These items are likely to include:

Equipment	Hire/ Buy/ Own	Supplier	Address	Phone
Plastic Crates (transporting Material)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053
Electric Small or Large Fans	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9451 5211
Folding Tables (Temporary work space)	O	CREC	Larke Cresent, Corrigin	
Blotting Paper (Newspapers) (Interleaving paper, table covers, Absorbent sponges)	B	Corrigin Hardware	Campbell Street, Corrigin	9063 2053
Portable Pump (pumping water)	O	Corrigin Hardware	Campbell Street, Corrigin	90632053
Portable Lighting	H	Corrigin CBH	Walton Street, Corrigin	9063 2376
Dehumidifier (drying the building)	H	Applied Climate Control	40 Sorbonne Crescent Canning Vale	9455 2466
Archive Boxes (storage)	B	Corrigin Office Supplies	Campbell Street Corrigin	9063 2555
Walkie-talkies (communication)	O	Corrigin Shire Depot	Walton Street, Corrigin	9063 2079
Portable Generator (power supply)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9921 1055
Wet/Dry Vacuum Cleaner (Initial Clean-up)	H	Coates Hire	Cnr. Albany Highway & William St Cannington	9921 1055
Wooden Pallets (storage)	B	Corrigin Hardware	Campbell Street Corrigin	9063 2053

3.6 Emergency contact lists

Refer below:

The Shire of Corrigin has compiled an emergency contact list for each of the following categories:

- emergency contact staff – Shire Officers (this includes someone with the financial delegation to hire or purchase large amounts of equipment if necessary);
- emergency committee members;
- key Shire of Corrigin staff;
- external emergency services;
- external sources of expertise and equipment; and
- records conservators.

Key Staff – Shire of Corrigin

Emergency Responsibility or Expertise	Name	Phone
Chief Executive Officer	Natalie Manton	0427 425 727
Deputy CEO	Kylie Caley	0429 632 049
Senior Finance Officer	Karen Wilkinson	0427 658 003
Governance Projects Officer	Heather Talbot	0428 632 132
Payroll / HR Officer	Tanya Ludlow	0431 116 897
Executive Support Officer	Kirsten Biglin	0488 141 770
Administration Officer	Emma Shaw	0439 983 687
Customer Service Officer	Maddi Andrews (Wed, Thurs, Fri)	0477 028 830
Finance Admin	Gerry Smith	0427 363 580
Works Supervisor	Phil Burgess	0429 632 203
Environmental Health Officer	Lauren Pitman	0421 347 167
ROE EHO	Brendon Gerrard	0409 770 824
Cleaning Services	Kelly Robinson	0428 420 790
Building maintenance	Kody Broun	0427 632 565
CRC Coordinator (Social media)	Emily Cousins	0409 098 556
CRC Customer Service	Pippa Davey	0427 878 323
CRC Customer Service	Tayla Bryant	0459 928 295
Swimming Pool Manager	Rachel Bairstow	0429 634 024

External Emergency Services

Area of expertise or responsibility	Emergency Service	Telephone
Air conditioning maintenance company	Valley Air Conditioning Mark Black	0408 755 466
Building maintenance	Chis Mason Building	0408 908 859
Electricity	Western Power	131351
Electricians	Harris Zuglian Electrics AC Electrics	Gary 0417 632 289 Aaron 0475 555 282
Emergency Calls	Ambulance local sub branch	9063 2300 or 000
Fire, Rescue * Hazardous Materials Emergency Calls	FESA Fire and Rescue Dino Difulvio	000 0428 632 149
Police - Federal	Australian Federal Police	9320 3444
Police Attendance	State Police	9222 1111 or 000
Corrigin Police Station	Station	9063 2200
Water and sewerage	Water Corporation	9420 2420

External expertise and equipment

Area of expertise or responsibility	Emergency Service	Address	Telephone contacts
Blast freezer	Versacold Logistics Services	1 Quarimor Road Spearwood	9418 0100
Bookbinders	George Ross – The Antiquarian Bindery	539 Warbrook Rd Bullsbrook	9571 1328
Bookbinders	Biblio Folio – Doug Firth	4 Spring Road Roleystone	9397 6758
Equipment hire	Bravo Hire	Shop 15/55 Salvado Road Subiaco	9382 8833
Freezer storage –20 degrees	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Freezing facilities	Toll Express Regional (Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Fumigation facilities	Luckens Fumigation Services	3 Miles Road Kewdale	9353 1679 a/h 9525 1068
Pest control	Rentokil Pest Control		0417 799 261
Photographic laboratory	Churchill Color Laboratories	288 Railway Parade Leederville	9381 9756
Preservation	Battye Library	Alexander Library Perth	9427 3111
Preservation	Paper Conservators – Susan Belford	31 Pakenham Street Fremantle	9336 2992
Preservation	Preservation Services	362 Charles Street North Perth	9444 4489

Records Management	State Records Office	State Library Perth	9427 3360
Refrigerated vans	Toll Express Regional(Steve Bancroft)	4 Fenton Street Kewdale	9360 8811
Transport services	Ridolfo Services	Hope Road Jandakot	9411 7788
Transport services	Toll Ipec	811 Abernethy Rd Forrestfield	9352 0400 1300 366 684
Valuations	Old and Rare Books – Robert Muir	G15/145 Stirling Highway Nedlands	9386 5842

Responsibility for maintaining the Emergency Contacts Lists

The Emergency Committee is responsible for maintaining the Emergency Contacts Lists.

- Lists should be kept up-to-date, with changes or new information added as it becomes available.
- Lists should be checked for completeness and accuracy every three months and updated as necessary.
- Updated lists must be maintained on file. Once updated, one copy is to be forwarded to the Executive Support Officer and another should replace the superseded copy in the disaster recovery bin in the areas where the disaster bins are placed.
- The list of Administration contacts should be included and be updated as necessary.

3.7 Layout plans

Refer to attached plans:

It is essential that response team workers have access to small-scale plans of the building. These plans should show the layout of records shelving, indicating the location of priority records. The locations of specific danger areas, fire extinguishers, main electricity switches, water main shut-off valve and exits should be clearly marked. The layout plans are attached to this manual as Attachment 1.

4 RISK ASSESSMENT

An effective emergency response depends on

- i) identifying the threats most likely to cause damage to the Shire of Corrigin's records;
- ii) assessing the degree of risk posed;
- iii) evaluation of the level of risk against risk criteria; and
- iv) identifying those records which are deemed vital to the ongoing effective operation of the Shire.

4.1 Vital records

Vital records are records, in any format, which contain information essential to the survival of an organisation. If a vital record is lost, damaged, destroyed or otherwise unavailable, the loss *is* a disaster, affecting critical operations. Vital records should be the main priority for recovery and salvage efforts when a disaster occurs.

4.2 Vital Records Risk Assessment

The Key is a range from 1 – 5, where:

1 = Irreplaceable

5 = Easily replaced at little or no cost.

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Rates Records	Haines Norton Rate Book Online	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Certificates of Title		4	Loss by: Water	Store all vital records in a fire/water proof safe. Copies are available from Department of Land Information.
Building Licenses/Envelopes		2		Store all vital records in a fire/water proof safe.
Cemetery Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Council Minutes/Agenda	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Financial Data	Haines Norton Rate Book Online	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
General Ledger	Haines Norton Rate Book Online	2		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Legal Documents Contracts, Leases & Agreements	Hard copy or Electronic	2	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite. Copies available from other party to agreement. Maintain a register of Contracts, Leases and Agreements, and that the register should contain the following details: <ul style="list-style-type: none"> • Contract/Lease/Agreement Date • Contract/Lease/Agreement title • Party names or Contractor names • Contract/Lease/Agreement value • Length of Contract/Lease/Agreement • Leases – the address of the property leased by/from the council.
Payroll & Employee Records	Hard copy and electronic	1	Loss by: Water or System Failure	Store all vital records in locked filing cabinet. Store server or system backup tapes offsite.
Policy & Procedures	Hard copy and electronic	4	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
File Register	Electronic spreadsheet	3	Loss by: Water or System Failure	Maintain a electronic register of all files created. Maintain a current hard copy of the register on site. Electronic copy backed up and stored off site. Store a copy of the register in a fire/water proof safe.
Subdivision Files/Plans and Property Records		4	Loss by: Water or System Failure	Store all vital records in locked cabinet Store server or system backup tapes offsite. Subdivision Files and Plans can be obtained from the WA Planning Commission

Vital Records	Controlling System	Replacement difficulty	Identified Risks	Risk Management Strategy
Tender Register	Hard copy and electronic	3	Loss by: Water or System Failure	Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Title Deeds		4		Store all vital records in a fire/water proof safe. Maintain a register of Title Deeds, containing the following details: <ul style="list-style-type: none"> ▪ Title Date ▪ Title ▪ Party names ▪ Value if applicable ▪ Length of Title ▪ The address of the property ▪ Title Number if applicable Duplicate Title Deeds are available from Department of Land Information.
Loan Records (Agreements File)		4		Store all vital records in a fire/water proof safe. Store server or system backup tapes offsite.
Management Orders		4		Store all vital records in a fire/water proof safe. Duplicates are available from Department of Land Information.

4.3 Risk Analysis

The Shire of Corrigin has two locations:

- an Administration Centre located at 9 Lynch Street, Corrigin, WA, 6375, and
- a Works Department located at, Shire Depot, Walton Street, Corrigin, WA 6375.
- The Administration Building is a single storey building and was renovated in 2004. The building is largely a concrete, brick, steel and glass building.

There are no vital records or State Archives located in the Corrigin Works Department

Key:

1	Very Likely	Expected to happen in most circumstances
2	Likely	Probably will occur in most circumstances
3	Moderate	The event should occur at some time
4	Unlikely	The event could occur at some time
5	Rare	The event may occur only in exceptional circumstances

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
Natural hazards		
cyclone and tidal surge	5	<ul style="list-style-type: none"> • Ensure all staff understand Shire of Corrigin Emergency Procedures. • Ensure regular building maintenance is carried out. • Access BoM for weather warnings. • Training of staff who have responsibilities under the DMP for the Records and Information Assets of the Shire. • The use of a Fire and Waterproof safe for all vital records. • Ensure annual inspections by Pest Management expert
windstorm	4	
lightning strike	2	
rain and hail	2	
flooding building located close to water	5	
flooding – building NOT located close to water	5	
earthquake and landslide	5	
Fire/bushfire	4	
insect or animal pest infestation	4	
Criminal or terrorist attack		
vandalism	4	
theft	4	
arson	4	
bombing and bomb hoax	5	
demonstrations	5	
sabotage	5	
terrorist attack	5	

THREATS	RISK RATING Admin Building	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
Industrial accidents		<ul style="list-style-type: none"> The use of a Fire and Waterproof safe for all vital records.
fire	5	
explosion	5	
chemical or fuel spillage	5	
gas leaks	5	
falling object damage	5	
System failure		<ul style="list-style-type: none"> The use of a Fire and Waterproof safe for all vital records. Ensure the roof is checked and repaired on a biennial basis, at the end of summer and again in early spring. Establish regular back ups of vital records and storage off line and offsite. Establish regular testing of backup tapes. Consider installation of an Uninterrupted Power Supply (UPS) unit.
energy failure and computer failure	3	
sewer/stormwater/drainage failure	5	
roof leaks	5	
sprinkler malfunction	N/A	
structural failure	5	

THREATS	RISK RATING Shire Depot	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
Natural hazards		<ul style="list-style-type: none"> Ensure all staff understand Shire of Corrigin Emergency Procedures. Ensure regular building maintenance is carried out. Access BoM for weather warnings. Training of staff who have responsibilities under the DMP for the Records and Information Assets of the Shire. The use of a Fire and Waterproof safe for all vital records. Ensure annual inspections by Pest Management expert
cyclone and tidal surge	5	
windstorm	5	
lightning strike	3	
rain and hail	3	
flooding building located close to water	5	
flooding – building NOT located close to water	5	
earthquake and landslide	5	
Fire/bushfire	4	
insect or animal pest infestation	2	
Criminal or terrorist attack		<ul style="list-style-type: none"> Regular security patrols outside of office hours. Restricting access by the public to reception areas only unless accompanied by a Shire staff member. The use of a Fire and Waterproof safe for all vital records.
vandalism	5	
theft	5	
arson	5	
bombing and bomb hoax	5	
demonstrations	5	
sabotage	5	
terrorist attack	5	
Industrial accidents		
fire	4	

THREATS	RISK RATING Shire Depot	RISK REDUCTION STRATEGIES/RECOMMENDATIONS
explosion	4	<ul style="list-style-type: none"> The use of a Fire and Waterproof safe for all vital records.
chemical or fuel spillage	4	
gas leaks	4	
falling object damage	5	<ul style="list-style-type: none"> The use of a Fire and Waterproof safe for all vital records. Ensure the roof is checked and repaired on a biennial basis, at the end of summer and again in early spring.
System failure		
energy failure and computer failure	N/A	
sewer/stormwater/drainage failure	5	
roof leaks	4	
sprinkler malfunction	N/A	
structural failure	5	

5 ACTIVATING THE PLAN

5.1 Immediate response – safety and assessment

An overriding aim of any emergency response is to ensure minimal risk to staff.

The whole-of-Shire Local Emergency Management Plan overrides the following, as required. The initial steps of a disaster response and recovery process are:

- The Officer-in-Charge (OIC) will identify the source of the disaster – this may or may not be obvious. Water leaking through a false ceiling may not be coming from the immediate area, whereas a burst sprinkler head or a fire will be instantly recognisable.
- On the identification of a disaster event, the officer in charge will evaluate whether it is necessary to notify the fire brigade, police, hazardous material team and others. For example, there may be a sewerage contamination problem and in this case it is not safe to send any unprotected, untrained staff into the area. The name of a company who specialises in biological hazard clean up is on the Emergency Contacts List. **Evacuation of staff and visitors must be the first priority.**
- Do not permit entry to the site until the Officer-in-Charge (OIC) has been given permission by the appropriate emergency services.
- OIC should re-assess any remaining potential dangers and hazards, such as unsafe structures, slippery surfaces and electrical hazards and, if possible, secure before proceeding.
- OIC should brief the Chief Executive Officer on the current situation
- The Chief Executive Officer briefs the Emergency Committee who establishes a response team, comprised of suitably skilled and experienced people appropriate to the type and size of disaster, refer Section 3.2.
- The Chief Executive Officer or their deputy should brief the Records Response and Recovery Team on the disaster and the necessary

response to be undertaken, and ensures that team members do not go beyond the part of the disaster site where they are working without the permission of the OIC.

- The Chief Executive Officer will liaise with the Deputy Chief Executive Officer in regard to any potential insurance claims.

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5.2 Short-term response – stabilising the area and the records

On receiving permission from the OIC of the affected area (see point 5.1), the Emergency Records Response and Recovery Team headed by the Chief Executive Officer or their deputy, should enter to determine response requirements. It is essential that groups of unnecessary people are prevented from entering just to have a look, and over-eager volunteers should not be allowed to start pulling material off the shelves straight away.

If the disaster is still under way, the first step is to stop the source of the problem. This may be as simple as putting a bucket underneath a leaking pipe, then arranging to have the water turned off.

Records in areas that have not been affected directly by the disaster should be protected during the recovery. Shelving can be draped with plastic to avoid water on the floor splashing up onto records placed on lower shelves.

Start documenting the disaster – use a video or still camera, or a note pad. One or two disposable cameras equipped with flashes should be kept with the disaster stores for this purpose.

Once the source of the disaster is stopped and the situation stabilised, assessment of the damage can commence.

5.3 Survey the disaster

Using Below Form

The Chief Executive Officer or their deputy is required to survey the disaster and gather specific information needed to plan an appropriate response. The extent of the planning will be dependant on the size and scale of the disaster. For example, some disasters will be so small as to not require a full plan. The information should be recorded in both note and photographic form. The survey form includes specific assessments of the following:

- structural damage;
- atmospheric conditions;
- damage to shelving;
- availability of building services;
- working areas affected;
- any storage areas affected;
- records involved and/or at risk;
- size of disaster;
- types of records affected –paper based, electronic or a mixture.

DISASTER SURVEY FORM

In the event of a disaster or incident, complete this form, using one form for each location or room

1. Details of Person writing Report

Name	Branch	Phone
Signature		

-
- **2. Information on Disaster**

Time of Disaster	Date of Disaster
Description of Disaster	
Exact location of Disaster	

-
- **3. Damage**

Structural Damage YES / NO
Atmospheric Conditions
Size of Disaster Small < 100 items <input type="checkbox"/> Medium 100 to 1000 items <input type="checkbox"/> Large >1000 items <input type="checkbox"/>

-
- **4. Damage Codes (use as many as apply):**

B – Burned	D – Damp	DM – Dirt/Mud
FL – Scattered On Floor	M – Mouldy	PB – Partially Burned
PD – Physically Damaged	S-Soaked	SD – Smoke Damaged
SW – Sewage	UW – Still Under Water	

-
- **5. Hardcopy:**

1. (Cubic Metres)	Damage Code
2. (Cubic Metres)	Damage Code
3. (Cubic Metres)	Damage Code

-
- **6. Electronic:**

4. Hard Drives or Number of Disks	Damage Code
5. Hard Drives or Number of Disks	Damage Code
6. Hard Drives or Number of Disks	Damage Code

-
- **7. Microfilm:**

7. Number of Reels or cm of Fiche	Damage Code
8. Number of Reels or cm of Fiche	Damage Code
9. Number of Reels or cm of Fiche	Damage Code

5.4 Brief the response team

As a result of the survey carried out above, the Chief Executive Officer or their deputy will brief members of the Emergency Records Response and Recovery Team on the circumstances of the emergency, the work required, and communications and emergency procedures. Depending on the extent of the damage, jobs should be rotated between members at regular intervals and there should be a 10-minute break every hour.

Briefing the team and writing the recovery plan may take place concurrently, depending on the nature and extent of the disaster. The plan serves to provide strategies and priorities for recovery as well as documenting the disaster, for insurance and evidentiary purposes. If the disaster is fairly minor then a one-page plan will suffice whereas a large scale disaster involving large numbers of vital records will require a detailed recovery and response plan.

5.5 Plan the recovery

Once the required response has been decided upon, planning the full recovery begins, the aim is to decide the immediate actions needed to ensure that records are protected from further damage, stabilised (pending treatment) in the simplest available way and to work out priorities and requirements of equipment, materials, and people. Prompt action is important, but it is essential that it be based on an integrated plan. This should begin as soon as possible, preferably before entry is allowed to the affected areas.

Aspects to be considered:

- Emergency contacts – who or what else will you need to call on; will you need conservation advice;
- Priorities for recovery;
- Vital records – are any affected and if so, what do they need. Do you need security-cleared staff to handle these records;
- Work areas – how big will it need to be, where is it, is it secure, or will you need extra security;
- Transfer of affected records – how will you do it, do you have trolleys, do you need to hire an air-conditioned van for transport off site;
- Equipment and materials – what do you need to hire, what can you borrow, how will you get it, what do you have already?
- Will any material need to be frozen, or can all the material be air-dried immediately?

The above questions need to be addressed within the Plan. The Records Response and Recovery Team should be provided with the list of emergency and contacts.

5.6 Identify priorities for recovery

The highest priority should be given to vital records and these should be recovered in accordance with the vital records schedules and priorities set for each group of records.

Other vulnerable records include magnetic tapes, photographic prints and films.

5.7 Computer systems requirements

It is essential that the Shire of Corrigin's computer system programs are backed-up on a regular basis.

5.8 Disaster headquarters

The disaster recovery operation will be managed at the Shire Offices.

6 STEPS FOR RECOVERY FROM A DISASTER

Use the following recovery steps in conjunction with Section 5 – Activating the Plan and Recovery Flow Chart, in the Shire's Disaster Management Plan.

Step 1 Remove any OSH issues and ensure area is safe to enter.

Step 2 Protect and or remove undamaged records from the site of the disaster.

Step 3 Record the damage by taking a photograph or video of the disaster area and document a description of the damage to support the visual evidence and list what has been damaged. This is useful from an evidence and insurance perspective and to be used when seeking expert advice where required.

Step 4 To establish whether recovery should take place, eg is recovery of the records viable, ask the following questions:

- Are they vital records to the organisation, can the Shire continue to operate without these records, now or into the future?
- Is this the only copy?
- Are they irreplaceable historical or commemorative records?
- Are they State Archives? If they are, apply the above three points to these records as well. Consult with the State Records Office on issues concerning identified State Archives.

Step 5 If the records need to be recovered establish what if anything needs to be done to stabilize them and prevent further damage occurring.

Step 6 Decide whether it is a major or a minor disaster:

For a major disaster the damaged records

- will impede the day to day operation of the organisation, and
- may take significant resources and effort to recover.

For a minor disaster, the damage

- may be local,
- may not impede the day to day operation of the organisation and
- will not take significant resources and effort to recover.

Step 7 Determine whether you have the skills to manage the recovery in house or do you need to hire expert advice and assistance?

Step 8 Decide whether your recovery activities will take place on site or offsite.

Step 9 Apply the following to onsite and offsite recovery areas and for major and minor disasters:

- Identify a suitable area to be used for recovery of records.
- Ensure the area has clean and adequate floor space, shelving and work areas fitted with bench tops.
- Ensure the area has adequate ventilation.
- Establish whether you require sinks and running water depending upon the type of damage to the records.
- Establish whether you need a drying area.
- Identify the equipment, materials and associated costs required for recovery to take place.

Step 10 For recovery in house or offsite where expert advice is not required please see recovery information contained below and the references listed under RECORDS RECOVERY INFORMATION
Records should be recovered in accordance with vital records schedules and priorities set for each functional area.

The following sources provide excellent reference for what to do to recover records in the event of a disaster. Please note that the consultants cannot include extracts in this document because of copyright considerations.

Recovering Records- Flooding

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-flood-damaged-records>

Recovering Records- Fire

<https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/recovering-fire-damaged-records>

Step 11 If items are to be recovered offsite, consider whether they should be removed in a refrigerated vehicle. Please see step 5 for stabilization requirements.

Step 12 Identify the format of records that need to be recovered

- Paper
- Microfilm
- Photographs Prints
- Glass Plate Negatives
- Photographic Negatives
- Disks

Step 13 Identify the quantities of records to be recovered within each format

Step 14 Report back to the Emergency Committee your findings and costs for the initial phase of recovery. Costs should include stabilizing or preventing further damage to records. For a minor disaster the report may be a single page outlining in brief the approach being taken and the associated costs. Whereas for a major disaster the report will contain greater detail and take significant time to construct.

7 RECOVERY OF RECORDS IN VARIOUS FORMATS

Use protective clothing during recovery operations. The level of protection required will depend on the type of disaster which has occurred, but at a minimum use dust masks and gloves.

7.1 Recovery of wet paper

- For recovery of wet paper, including files consider packing them in individual plastic bags (freezer quality) and freezing them until you are able to adequately deal with them.

Freezing will provide the organization with time to plan for an effective recovery and will reduce the bleeding associated with soluble inks and dyes, retard mould growth and reduce warping of bindings and file covers.

- If you need to remove wet file covers take care to keep the documents relating to that file together and not mixed with other files. Also take care not to disturb the original order of the documents within the file.
- Airdrying in a well ventilated undercover area may be used if the recovery is within 2 days of the disaster and the material is not saturated. Airdrying after 2 days of the disaster is not suitable because mould may begin to grow. Also paper containing water soluble inks may not be airdried. Do not apply heat.
- Use fans, blotting paper or butchers paper to soak up excess moisture contained within the files. Do not apply heat.
- Lay files out flat on a table and place interleaving paper in several places within the file. Do not attempt to separate individual pages. Do not apply heat.
- As pages begin to dry add more interleaving paper and gradually free the pages using minimum pressure.
- Remove metal fasteners to prevent rusting before the file is dry.

7.2 Recovery of burnt paper

If records have been burnt or are dirty or scorched they should be carefully supported on single sheets of white cardboard before packing in boxes or crates. Seek expert advice to continue recovery of burnt paper.

7.3 Recovery of Photographs

Establish whether any Glass Plate negatives exist in the collection being recovered. If there are any, do not immerse in water.

- **Glass Plate Negatives**
Lay them flat on blotting paper with emulsion side up or upright in a dish rack and let them dry naturally.
- **Photographs**
Prevent photographs from sticking together, remove from albums or containers and rinse with cool water if necessary. Place them emulsion side up on blotters or lint free cloths or suspend using clips on the non image area without photographs touching each other
- **Negatives**
Remove negatives from any containers and wash in clean running water. To dry, them suspend as for photographs or dry flat, emulsion side up, but not on an absorbent material.

7.4 Recovery of Magnetic Media

Magnetic media consists of audio and video tapes and cassettes, disks, compact disks. Dry naturally undercover all damage magnetic media as soon as possible. Seek expert advice for copying of damage media.

8 STANDARDS AND RESOURCES USED IN THIS PLAN

This plan has been developed according to the information contained in:

- Australian Standard AS4390-1996 *Records Management*, Part 6, *Storage*, Appendix B 'Contents of a model disaster response plan' (superseded);
- Australian Standard AS/NZS 4360:2004 *Risk Management*

The Australian Standard AS ISO 15489, *Records Management*, is a voluntary code that sets out the responsibilities and strategies of high-quality records management systems, including action relating to disaster management and preparedness.

The Records Management Standard AS ISO 15489.2 includes considerations for storage assessment, including potential external hazards (fire, explosion, impact) and the location or site (floodplain, storm water, earthquakes). It specifies that disaster preparedness should feature in any assessment and recommends that organisations identify and manage 'vital' records appropriately (ie records required during an emergency or disaster or used to re-establish functions after a emergency or disaster).

The *State Records Principles and Standards 2000*, Standard 1 encourages the use of AS ISO 15489 for government agencies. Standard 2 Principle 4 stipulates that disaster preparedness must be incorporated into the Shire's recordkeeping system and that senior management fully support the Disaster Management Plan.

References

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Available online at : <http://www.amigos.org/disasterplan.pdf>

Heritage Collections Council (2000) *Be prepared* Available online at:
<http://amol.org.au>

National Archives of Australia (2000) *Disaster preparedness manual*. Available online at:
<http://www.naa.gov.au/recordkeeping/prepservation/disaster/chapt2.html>

9 ATTACHMENTS

9.1 ATTACHMENT – LAYOUT PLANS – SHIRE OF CORRIGIN’S BUILDINGS

- a) Shire Administration
- b) Shire Depot