



Agenda Attachments

SEPTEMBER 2023

- ATTACHMENT 7.1.1 - COUNCIL MINUTES – 15 AUGUST 2023 UNCONFIRMED**
- ATTACHMENT 7.2.1 - LEMC MINUTES – 4 SEPTEMBER 2023**
- ATTACHMENT 7.2.2 - BUSHFIRE ADVISORY COMMITTEE MINUTES – 7 SEPTEMBER 2023**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – AUGUST 2023**
- ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 AUGUST 2023**
- ATTACHMENT 8.2.1 - DUAL FIRE CONTROL OFFICER LETTERS**
- ATTACHMENT 8.2.2.1 - BUSINESS CONTINUITY RESPONSE PLAN**
- ATTACHMENT 8.2.2.2 - BUSINESS CONTINUITY RESPONSE PROCEDURES**



MINUTES

ORDINARY COUNCIL MEETING

15 August 2023

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 15 August 2023 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

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UNCONFIRMED

1 DECLARATION OF OPENING

The Chairperson, Deputy President Cr. S Coppen opened the meeting at 3:02pm and acknowledged that the meeting was being held on the traditional lands of the Noongar people and paid his respects to their elders past, present and emerging.

Councillors and staff were advised that the meeting was being recorded.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Deputy Shire President

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

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Mantou
K J Caley
M Filinski

APOLOGIES

NIL

LEAVE OF ABSENCE

The President, Cr Hickey was granted a leave of absence for the August meeting at the Ordinary Council Meeting 20 June 2023, (Resolution 63/2023).

3 PUBLIC QUESTION TIME

4 MEMORIALS

The Shire has been advised that Mr Brian Parsons has passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLATIONS OF INTEREST

Cr. Dickinson declared an Impartiality interest for Item 8.3.1 – Supply and Delivery of new Grader

Cr. Weguelin declared a Proximity interest for Item 8.2.1 – Local Roads and Community Infrastructure Program Phase 4

Mrs N Mantou declared a Proximity/Impartiality interest for Item 8.3.4 – Main Roads Heavy Vehicle (RAV) Access Request

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 July 2023 (Attachment 7.1.1).

COUNCIL RESOLUTION

103/2023 Moved: Cr. Fare

Seconded: Cr. Dickinson

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 July 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	1/08/2023
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 – July 2023

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 July 2023 are provided as Attachment 8.1.1 – Accounts for Payment – July 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$316.14.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	8995 - 19054, 19057 - 19073, 19075 - 19095	\$482,016.19	
	Cheque	020943 - 020947	\$25,904.12	
	Direct Debit	July 2023	\$28,323.51	
	Payroll	July 2023	\$129,303.23	\$665,547.05
	Trust	EFT	19055 - 19056, 19074	\$9,234.50
Trust	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$9,234.50
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	July 2023	\$41,654.40	\$41,654.40
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Total Payments for the Month of July 2023				\$716,435.95

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 – June 2023, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in Report
Municipal, Trust, Edna Stevenson Trust and Licensing	EFT	EFT18994	EFT18995
Municipal	Cheque	020942	020943
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 2023 / 2024 Annual Budget.

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 with adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

104/2023 Moved: Cr. Jacobs

Seconded: Cr. Weguelin

That Council reviews the list of accounts paid and acknowledged that payments totalling \$716,435.95 have been made during the month of July, 2023

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

UNCONFIRMED

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	07/07/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 May 2023 – 28 June 2023.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

105/2023 Moved: Cr. Jacobs

Seconded: Cr. Fare

That Council endorse credit card payments for the period 30 May 2023 – 2 June 2023 for \$1,607.53 in accordance with Attachment 8.1.2

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

UNCONFIRMED

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	10/08/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 July 2023

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 July 2023.

BACKGROUND

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

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

COMMENT

July closed with \$369,950 in the Municipal bank account and \$1,238,456 in short term investment. The 2023/2024 allocation of Federal Assistance Grants funding was received in advance on 30 June 23 for an amount of \$2,355,951, of which \$1,766,263 (equal to ¾ of the total funding received) was transferred to the Grants and Contributions reserve.

Rates and Rubbish charges were raised after the budget adoption and distributed by close of business on 28 July 2023.

The closing outstanding rate arrears for 2022/2023 was \$68,912 and the total rates levied for 2023/2024 was \$2,945,184. The current rates receivable amount is made up of the following:

Long outstanding debt for (Includes current charges. Receiving regular payments)	47,662
2 properties with a Property Seize and Sale Order	30,763
Debt Collection Agent (current debts)	13,291
Current Instalments Remaining	46,554
Current Pensioners (not due until 30 June 2023)	175,097
Deferred Pensioners	18,501
Special Payment Arrangements	2,323
2023/2024 Rates Levied	2,945,184
LEAS Excess Rates (Rates Payment in Advance)	-5,231
TOTAL OUTSTANDING AT 31 JULY 2023	3,274,144

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

STATUTORY ENVIRONMENT

s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*

r. 34 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 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

106/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That Council accepts the Statement of Financial Activity for the month ending 31 July 2023 as presented, along with notes of any material variances.

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

UNCONFIRMED

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 4

Applicant:	Shire of Corrigin
Date:	7/08/2023
Reporting Officer:	Natalie Manton Chief executive Officer
Disclosure of Interest:	Nil
File Ref:	GS.0123
Attachment Ref:	NIL

Cr. Weguelin declared a proximity interest as he owns a property located next to the Corrigin Medical Centre and left the meeting at 3:10pm

SUMMARY

This item seeks Council endorsement of the proposed projects for the Local Roads and Community Infrastructure Program (LRCIP) Phase 4 grant.

BACKGROUND

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

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

In order to be eligible for consideration for the LRCIP funding projects are required to be in addition to existing work plans for 2023/2024 or brought forward from future years. The purpose of the funding is for local governments to undertake additional infrastructure projects over and above what was planned using own funds, to stimulate local economy and create employment opportunities.

The previous allocation of funding under the LRCIP was allocated to the following projects:

- Phase 1 Bending Road
- Phase 2 Corrigin Town Hall and Old Roads Board restoration and standpipe controller
- Phase 3 Rotary Park playground upgrade.

From July 2023, LRCIP funding recipients will have access to their allocation from the \$750 million Phase 4 funding. Phase 4 funding allocations include an additional \$250 million targeted to improve rural, regional and outer urban roads. Projects funded under Phase 4 are expected to be completed by 30 June 2025.

COMMENT

Maintaining assets for the current and future community was identified as a key objective of the Strategic Community Plan 2021-2031.

Following previous consultation with Council, contractors and staff, the upgrade of Corrigin Medical and Wellness Centre and airstrip lights have been selected as the highest priority projects. These projects meet the eligibility requirements of the grant funding and can be completed by the June 2025 timeframe as outlined in the grant agreement:

Allocating the funding to these projects will ensure the assets are well maintained for future generations and the airstrip lights provide safer landing for the Royal Flying doctor service.

The 2023/2024 budget included the reseal of Gill Road and upgrade of floodway on Wickepin Corrigin Road (Mooney’s Crossing) for the LRCIP Phase 4 Part B Road component.

STATUTORY ENVIRONMENT

Local Government Act WA 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The LRCIP Phase 4 Part A funding of \$472,092 and Part B funding of \$272,313 was included in the 2023/2024 capital works budget

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

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.	Provide Council adequate and appropriate financial information on a timely basis

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.3	We prepare and maintain our assets for the current and future community.	3.3.1	Shire Asset Management Plan reviewed, updated, integrated and implemented

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

107/2023 Moved by Cr. Dickinson

Seconded: Cr. Jacobs

That Council authorise the CEO to prepare and lodge the LRCIP Phase 4 application for the following projects:

*Part A Upgrade to the Corrigin Medical and Wellness Centre
Upgrade airstrip lights*

Part B Gill Road reseal and upgrade floodway on Wickepin Corrigin Road.

Carried 4/0

For: Cr. Coppen, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

Cr. Weguelin re-entered the room at 3:12pm

8.2.2 VARIATION CONTRACT SUPERVISION OF DRFAWA FIRE AND FLOOD REINSTATEMENT WORKS

Applicant:	Shire of Corrigin
Date:	7/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0125, ROA.0038
Attachment Ref:	NIL

SUMMARY

Council is asked to consider a variation to the contract for the Supervision of Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Fire and Flood Recovery and Reinstatement Works following confirmation of the funding amount.

BACKGROUND

The Shire of Corrigin sustained widespread damage to various roads following heavy rainfall throughout the Shire during July 2021. The damage included road and shoulder scours, damaged and blocked floodways and culverts, destruction or dislocation of culvert headwalls and silting of table and cut-off drains.

In February 2022 the shire also sustained significant damage to roads and public assets from a large bush fire.

After the flood and fire events, the Shire of Corrigin engaged Greenfield Technical Services to undertake an assessment of the damage to provide an initial assessment of the nature and extent of the damage and cost estimate of repairs to Shire roads and public assets.

The Shire of Corrigin submitted two applications for funding under the DRFAWA associated with a flood event (AGRN978) in July 2021, and bush fire event (AGRN1010) in February 2022. Council awarded a contract to Greenfields Technical Services in July 2022 following a tender process for the supervision of DRFAWA flood and fire reinstatement works. The initial contract was based on the indicative cost estimate for both events to be managed simultaneously.

The cost estimate for AGRN 978 was approved by the Department Fire and Emergency Services (DFES) in July 2023 and AGRN 1010 is expected to be approved in August 2023.

The Shire of Corrigin conducted a tender process for the restoration of public assets in June 2022 and awarded a contract to Red Dust Holdings based on a schedule of rates.

COMMENT

The indicative cost estimate for AGRN 978 and AGRN 1010 was revised based on the schedule of rates submitted by Red Dust Holdings. The project management estimate has also increased from the initial estimate of \$377,860 and includes contingency and cost escalation increases.

Council has delegated authority to the CEO to vary a contract not more than 10%. Council is asked to approve a variation to the contract with Greenfield Technical Services based on the revised DRFAWA approved cost estimate.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

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

4.5 Tendering Exemptions

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

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

FINANCIAL IMPLICATIONS

The estimated cost of restoration of public assets submitted to DFES, including project management costs, have been included in the 2023/2024 budget estimates.

The DRFAWA income for AGRN 978 (flood) and AGRN (1010) fire claims has been included in the 2024/25 budget estimates.

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	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

108/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

That Council authorise the CEO to vary the contract with Greenfield Technical Services based on the increased total project management costs approved in the DRFAWA funding claim for AGRN978 and AGRN1010 including contingency and cost escalation estimates.

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

8.2.3 REVIEW AND CONTINUATION OF BUILDING SERVICES – CITY OF KALAMUNDA

Applicant:	Shire of Corrigin
Date:	26/07/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	DBC.0011
Attachment Reference:	Attachment 8.2.3 - City of Kalamunda Memorandum of Understanding and Shared Services Agreement

SUMMARY

Council is requested to endorse the continuation of the existing agreement with the City of Kalamunda for the provision of building surveying services for further period of three years.

BACKGROUND

The Shire of Corrigin has had an agreement with the City of Kalamunda since 2012 to provide the following building surveying services including:

- Process applications for building licences.
- Prepare building approvals for issue.
- Undertake required site inspections.
- Advise on appropriate action following site inspection.
- Assess against Residential Design Codes requirements.
- Demolition Licences.
- Prepare reports in relation to any applications for building dispensations; and
- Provide a telephone enquiry service for local residents.

At the Ordinary Council Meeting held on June 2020 the following resolution was passed.

Resolution (93/2020)

That Council:

1. *Endorse the extension of the existing agreement with the City of Kalamunda for the provision of building services as outlined in the proposed Memorandum of Understanding and Shared Services Agreement for a further period of three years to 30 June 2023.*
2. *Delegates the formation of the Contract with the City of Kalamunda to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*

COMMENT

The existing agreement with the City of Kalamunda enables the Shire of Corrigin to provide a comprehensive building service to local residents and is working well. The current agreement commenced in 2020 and is to be reviewed every three years.

The staff at the City of Kalamunda are familiar with building and planning matters in the Shire of Corrigin and provide a telephone enquiry service for prospective building approval applicants as well as advice to Shire of Corrigin staff on the approvals process.

The annual cost of the service depends on the number of building applications assessed and the level of services used. The annual building fees income collected by the Shire of Corrigin over the past four years, as outlined in the *Building Act 2011 and Building Regulations 2012*, ranges from \$1,500 to \$3,500 per annum and are not sufficient to cover the cost of employing a part time staff member.

8.3 WORKS AND SERVICES

8.3.1 SUPPLY AND DELIVERY OF NEW GRADER

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	Nil
File Ref:	FM.0340
Attachment Ref:	Attachment 8.3.1

Cr. Dickinson declared an indirect financial interest, as his employer supplied one of the quotes for a grader, and left the meeting at 3:16pm

SUMMARY

This item seeks to advise Council of the quotes received for supply and delivery of a new grader and recommends the quote representing the best value for money for the purpose of awarding a contract.

BACKGROUND

Council made provision in the 2023/2024 annual budget to replace the 2012 42M Caterpillar grader.

The Request for Quote (RFQ 11-2023) was advertised on the Vendor Panel platform on 25 July 2023 and closed on 8 August 2023. Detailed specifications were applied to ensure the quotes were for a machine capable of carrying out a heavy workload more efficiently.

The Request for Quote (RFQ) was sent to 26 suppliers on the WALGA Preferred Supplier Panel and three responses were received.

The tender responses were evaluated by a panel comprising Natalie Manton Chief Executive Officer, Terry Barron Manager of Works and Services, and Nick Darke Acting Leading Hand Roads against the following predetermined selection criteria.

Price	40%
Breakdown and backup service	15%
Warranty	15%
Operational efficiency	20%
Regional price preference	10%

COMMENT

All submissions received were professional, detailed and met the specifications requested.

A confidential attachment outlining the quotes and detailed evaluation included in Attachment 8.3.1

The difference in price from the highest to lowest was \$32,000.

Based on the combined evaluation scores the submission by WesTrac was deemed to represent the best value for money at a cost of \$311,900 (After Trade-in) gst exclusive.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

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

4.5 Tendering Exemptions

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

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

FINANCIAL IMPLICATIONS

The purchase of a new grader and disposal of the 2012 12M Caterpillar grader is included in the 2023/2024 annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: 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.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

110/2023 Moved: Cr. Jacobs

Seconded: Cr. Fare

That Council:

1. Accepts the E-Quote submitted by Westrac for the CAT 140 with trade in (option 4) as the best value for money.
2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.
3. Delegates the disposal of the 2012 12M grader to the CEO.

Carried 4/0

For: Cr. Coppard, Cr. Weguelin, Cr. Jacobs and Cr. Fare

Against: Nil

Cr. Dickinson re-entered the room at 3:19pm

8.3.2 SUPPLY AND DELIVERY OF NEW MULTI TYRE ROLLER

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0340
Attachment Ref:	Attachment 8.3.2

SUMMARY

This item advises Council of the quotes received for supply and delivery of a new multi tyred roller and recommends the quote representing the best value for money for the purpose of awarding a contract.

BACKGROUND

Council made provision in the 2023/2024 annual budget to replace the 2015 Bomag BW 25RH multi tyre roller.

The Request for Quote (RFQ 12-2023) was advertised on the Vendor Panel platform on 25 July 2023 and closed on 8 August 2023. Detailed specifications were supplied to ensure the quotes were suitable for the work required by the Shire of Corrigin.

The Request for Quote (RFQ) was sent to 26 suppliers on the WALGA Preferred Supplier Panel and six responses were received.

The tender responses were evaluated by a panel comprising Natalie Manton Chief Executive Officer, Terry Barron Manager of Works and Services, and Mick Darke Acting Leading Hand Roads against the following predetermined selection criteria.

Price	40%
Breakdown and backup service	15%
Warranty	15%
Operational efficiency	20%
Regional price preference	10%

COMMENT

All submissions received were professional, detailed and met the specifications requested.

A confidential attachment outlining the tender prices and detailed evaluation included in Attachment 8.3.2

The difference in price from the highest to lowest was \$93,000.

Based on the combined evaluation scores the submission by WesTrac was deemed to represent the best value for money at a cost of \$172,300 (After Trade-in) gst exclusive.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

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

4.5 Tendering Exemptions

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

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

FINANCIAL IMPLICATIONS

The purchase of a new multi tyred roller and disposal of the 2011 BW25RH Bomag multi tyre roller is included in the 2023/2024 annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: 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.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

111/2023 Moved: Cr. Jacobs

Seconded: Cr. Dickinson

That Council:

1. Accepts the E-Quote submitted by Westrac for a CAT CW34 with the trade in option (option 7) as the best value for money.
2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.
3. Delegate the disposal of the 2011 Bomag BW25RH multi wheel roller to the CEO.

Carried 5/0

For: Cr. Coppard, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

8.3.3 ACCEPTANCE OF BITUMEN TENDER

Applicant:	Shire of Corrigin
Date:	7/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0340
Attachment Ref:	NIL

SUMMARY

This item provides advice to Council of the quotes received to Supply and Lay Bitumen Products including Aggregate for a three-year period as outlined in the 2023/2024 budget and ten year road program and recommends the contract be awarded to the company that represents the best value for money.

BACKGROUND

The Request for Quote (RFQ) was sent to 15 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel and responses were received from the following companies:

- Downer,
- Bitutek,
- Fulton Hogan, and
- Colas.

The responses varied considerably with the difference between the highest and lowest prices being \$626,729.

The responses were evaluated by a panel comprising the Natalie Manton Chief Executive Officer; Terry Barron Manager of Works and Services and Nick Darke Leading Hand – Roads against pre-determined selection criteria.

Evaluation Criteria

Item No	Description	Weighting
1	Tendered Price	60%
2	Company and operator experience with similar projects	20%
3	Recent customers	10%
4	Regional Price Reference	10%

The submissions received were professional, detailed and addressed the criteria schedule.

COMMENT

The companies scored similarly on the qualitative criteria assessment with all having similar experience in providing bitumen products and services to Western Australian local governments.

Bitutek was the only company to provide a quote for the 2023 road program included in the price schedule.

Based on the combined evaluation scores the submission by Bitutek was deemed to represent the best value for money at a total cost of \$1,657,956 for the 2023/2024 financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

2.9 Purchasing Policy

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

4.5 Tendering Exemptions

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

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

FINANCIAL IMPLICATIONS

The 2023/2024 Budget contains provision for \$1,379,305 planned contract bitumen sealing works. The quoted price represents an increase of approximately \$278,651 and will require a revision of the road works program 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	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

112/2023 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

That Council:

1. *That Council accept the price submitted by Bitutek Pty Ltd for the Supply and Lay of Bitumen Products including Aggregate 2023/2024 to 2025/2026, based on the indicative Shire of Corrigin works program and subject to final seal design and spray rates.*
2. *Authorise the Chief Executive Officer to execute and manage the contract, including any variations.*

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

8.3.4 MAIN ROADS HEAVY VEHICLE RAV 7 ACCESS REQUEST

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	N Manton lives on Barber Road and is a customer of Hillco Transport
File Ref:	TT.0001
Attachment Ref:	NIL

SUMMARY

Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for access to roads in the Shire of Corrigin to be upgraded to Restricted Access Vehicle (RAV) 7.

BACKGROUND

Main Roads WA Heavy Vehicle Services (HVS) has received an application to add the following roads the RAV network:

Dimension Requirements						Comments
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	
4040018	Lomos South Rd	Brookton Hwy (0.00)	Rafferty Rd (9.91)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road. School bus route
4040043	Barber Rd	Jubuk South Rd (0.00)	Bullaring Pingelly Rd (19.01)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road Narrow section at SLK 13.90
4040044	Rafferty Rd	Barber Rd (0.00)	Jubuk South Rd (11.21)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road
4040023	Jubuk South Rd	Brookton Hwy (0.00)	Bullaring Pingelly Rd (14.6)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road Poor sight lines on Jubuk South Road at intersection of Brookton Highway
4040005	Bullaring Pingelly Rd	Bullaring Rd (0.00)	Wickepin Corrigin Rd (17.77)	Tandem Drive Network 4	Tandem Drive Network 7	Approved RAV 7 Gorge Rock to Bullaring Narrow bitumen seal with wide shoulders. Some crests School bus route
4040025	Stretton Rd	Bullaring Pingelly Rd (0.00)	Wickepin Corrigin Rd (11.02)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road
4040171	Wickepin Corrigin Rd	Lake Rd (0.00)	Brookton - Corrigin Rd (32.95)	Tandem Drive Network 4	Tandem Drive Network 7	Narrow in some sections

4040169	Lomos South Rd	Bullaring Rd (0.00)	Lomos South Rd (6.97)	Tandem Drive Network 4	Tandem Drive Network 7	Stabilised bitumen from Bullaring Road to Shire of Wickepin boundary
4040097	Yealering South East Rd	Wickepin Corrigin Rd (0.00)	Lake Rd (0.89)	Tandem Drive Network 4	Tandem Drive Network 7	Bitumen seal

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

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

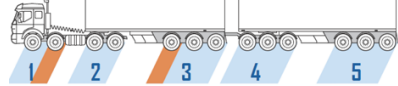


The Major and Collector roads indicated in green below have previously been approved by Council for RAV 7 status.

Major Roads and Collector Roads

Road Name	Road type
Bilbarin East Road	Narrow Bitumen
Bilbarin Quairading Road	Half gravel road
Babakin-Corrigin Road	Narrow Bitumen
Barber Road	All gravel road
Bendering Road <small>Approved RAV 7 in Shire of Kunjin</small>	Half gravel road
Bullaring-Pingelly Road	Narrow Bitumen
Bullaring-Gorge Road Road	Half gravel road
Bulyee Road	Bitumen
Bulyee - Kwada	All gravel road
Bulyee Quairading rd	Narrow Bitumen
Corrigin Bruce Rock Road	Wide Bitumen
Corrigin-Narembeen Road <small>Approved RAV 7 in Shire of Narembeen</small>	7m Wide Bitumen seal
Corrigin South Road (and Doyle Road (West))	Half gravel road
Dry Well Road	Half gravel road
Gill Road, Kunjin	Narrow Bitumen
Lomos South Road	All gravel road
Lomos North Road	All gravel road
Quairading-Corrigin Road	Narrow Bitumen
Rabbit Proof Fence Road	Narrow Bitumen
Wickepin-Corrigin Road	Narrow Bitumen

Main Roads WA describes the various prime mover and trailer combinations in the Operating Conditions. Table 1 below show the difference in length and maximum mass for RAV 4 and RAV 7 categories.

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

Category 4 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	88.5 t	RAV Network 4
Category 7 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-Double) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7
7B	BA-Triple (B-Double & Dog Trailer) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7

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

[prime-mover-trailer-combinations-operating-conditions](#)
[Orders/tandem-drive-prime-mover-trailer-combinations-restricted-access-vehicle-categories.pdf](#)
[Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories Accredited Mass Management Scheme \(AMMS\) Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)
[Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories Accredited Mass Management Scheme \(AMMS\) Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

COMMENT

Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this Council is required to balance maintenance, whole of life costs, user amenity and value for money as well as economic benefits for the shire.

Main Roads WA notes that increased RAV access provides productivity benefits to the transport industry as well as considerable benefits to road managers and the local community. These benefits are based around reducing the number of heavy vehicle movements on the road and reducing risks such as serious crashes, carbon emissions, heavy vehicle noise, road wear and congestion. More information on the benefits of RAV access is outlined in the Main Roads [RAV Access Benefits](#) document.

The Bullaring Pingelly Road is approved for RAV 7 from Gorge Rock to Bullaring; RAV 5 from Lomos Road to Corrigin shire boundary and RAV 6 in the Shire of Pingelly.

Lomos North Road is approved for RAV 7 access.

In April 2020 Council resolved not to support future applications for RAV 7 on Limited Local Roads due to the ongoing cost of upgrades and maintenance.

It is recommended that Council support the application for RAV 7 access with Type A conditions due to various limitations on the following major roads or collector routes:

- Lomos South Road (4040018)
- Barber Road
- Bullaring Pingelly Road
- Wickepin Corrigin Road
- Lomos South Road (4040169)

It is recommended that Council consider whether to support the application for RAV 7 access for the following limited local roads as identified in the Shire of Corrigin Road Hierarchy, Maintenance and Renewal Policy:

- Rafferty Road
- Jubuk South Road
- Stretton Road
- Yealering South East Road

Council has previously supported RAV 7 access to limited local roads including: Hartley, Schultz, Fulwood, Heal, Nornakin East, Copestake and Parson's Roads.

Council may consider approving RAV 7 access to the limited local roads with Type A conditions.

STATUTORY ENVIRONMENT

Local Government Act 1995

Road Traffic Act 1972

Road Traffic (Vehicles) Act 2012

Road Traffic (Vehicle Standards) Regulations 2008

POLICY IMPLICATIONS

11.3 Road Hierarchy, Maintenance and Renewal Policy

FINANCIAL IMPLICATIONS

The Shire of Corrigin 10-year road program details the cost of road maintenance, renewal and upgrades of approximately \$2-3million per annum.

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

113/2023 Moved: Cr. Jacobs

Seconded: Cr. Weguelin

That Council

1. *Not support the application for RAV 7 access for the Wickepin Corrigin Road.*

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

COUNCIL RESOLUTION

114/2023 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

2. *Support the application for RAV 7 access with Type A conditions due to various limitations on the following major roads or collector routes:*

- Lomos South Road
- Barber Road
- Bullaring Pingelly Road
- Lomos South Road

Low Vol Type A Low Volume Roads

- *(a) Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request; and*
- *(b) Operation is not permitted while the school bus is operating on the particular road. Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road; and*
- *(c) Headlights must be switched on at all times; and*
- *(d) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover; and*
- *(e) No operation on unsealed road segment when visibly wet, without road owner's approval; and*
- *(f) Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).*

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

COUNCIL RESOLUTION

115/2023 Moved: Cr. Weguelin

Seconded: Cr. Jacobs

3. *Support the application for RAV 7 access with Type A conditions on the following limited local roads:*

- Raftery Road
- Stretton Road
- Yealering South East Road

Low Vol Type A Low Volume Roads

- *(a) Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request; and*
- *(b) Operation is not permitted while the school bus is operating on the particular road. Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road; and*
- *(c) Headlights must be switched on at all times; and*

- (d) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover; and
- (e) No operation on unsealed road segment when visibly wet, without road owner's approval; and
- (f) Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

COUNCIL RESOLUTION

116/2023 Moved: Cr. Jacobs

Seconded: Cr. Dickinson

4. Not Support the application for RAV 7 access Jubuk South Road due to the unsafe exit at the Brookton Highway intersection.

Carried 5/0

For: Cr. Coppen, Cr. Weguelin, Cr. Jacobs, Cr. Dickinson and Cr. Fare

Against: Nil

UNCONFIRMED

9 CHIEF EXECUTIVE OFFICER REPORT

10 DEPUTY PRESIDENT’S REPORT

11 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEM

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

13 INFORMATION BULLETIN

N. Manton noted that the Office of Auditor General had advised the Mayor of Corrigin that it was likely there would be a reduction in audit cost compared to the last audit.

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 26 September 2023.

16 MEETING CLOSURE

The Deputy President, Cr. Scott Copper, closed the meeting at 3:38pm

UNCONFIRMED



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

4 September 2023

Venue: Council Chambers,
9 Lynch Street, Corrigin

Terms of Reference

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

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

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The 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

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

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

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member, if not the Shire President, as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

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

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

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

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

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of committee meetings are to be presented to Council by staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey opened the meeting at 1:05pm.

2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	J Filinski
Community Emergency Services Manager	J Carrall
Area Officer Narrogin West, DFES	A Whitford
Corrigin VFRS, Captain	T Di Fulvio
Corrigin St John Ambulance, Chair	G Dawson
St John Ambulance, Community Paramedic	T Dickson
Chief Bush Fire Control Officer	G Evans

APOLOGIES

Corrigin Police, Sergeant	S Hickman
Director of Nursing/HSM, Corrigin Hospital	L Pescud
District Emergency Services Officer, Department of Communities	J Pollard
Acting/Principal, Corrigin District High School	S Hardingham
Regional Road Safety Advisor, Wheatbelt South	R Thornton

3. MINUTES OF PREVIOUS MEETING

Moved: J Carrall **Seconded: T Dickson**

Minutes of the Local Emergency Management Committee Meeting held on 8 May 2023
(Attachment 3.1)

Carried

4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any changes to any known contact details via email to eso@corrigin.wa.gov.au.

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

5.1. INCIDENTS

Cropline truck roll over Brookton Highway

Need to provide feedback to Main Roads and Police regarding the need for improved traffic management.

Burning has taken place during high risk times and during a period where there was already a fire in the district. There were conflicting messages regarding the need for aid, some were saying everything was under control whilst others were disappointed that additional support was not provided. To be followed up at the upcoming Bushfire Advisory Committee on 7 September 2023.

5.2. DESKTOP EXERCISE

Wi Fi calling

Incident Support Group Exercise at November Meeting

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

Generator is still a project to be followed up.

9. FUNDING

Airstrip lighting. Larger antennae expected to be installed over the next few weeks.

Bushfire Risk Mitigation Funding \$316,939 approved for the following treatments:

Primary Asset Name	Treatment Objective
Brookton- Corrigin Rd	Reduce fuel load to protect residential asset on adjoining property.
Talbot St	Forestry mulch road verge
Brookton- Corrigin Rd	Chemical spray treatment to be completed 3 months after forestry mulching
Brookton- Corrigin Rd	Create firebreak for better access for fire suppression operations
Brookton- Corrigin Rd	Control burn to reduce fuel loads
Brookton- Corrigin Rd	Create new fire break for access for fire suppression requirements.
Brookton- Corrigin Rd	Chemical spray treatment to be carried out 3 months after control burn.
Rendell Street (2-10), Boyd Street (40), Walton Street	Create new fire break for fire suppression access.
Rendell Street (2-10), Boyd Street (40), Walton Street	Control burn to reduce fuel loads
Rendell Street (2-10), Boyd Street (40), Walton Street	Chemical spray 3 months after control burn
Corrigin South Road	Create fire break for fire suppression access
Corrigin South Road	Forestry mulching to reduce fuel loads throughout reserve
Corrigin South Road	Spray treatment to be carried out 3 months after control burn
Corrigin Golf Club (Evacuation Centre)	Control burn to reduce fuel loads
Corrigin Golf Club (Evacuation Centre)	Spray treatment to be carried out 3 months after control burn
Spanney Street	Spray treatment to control weed growth

Meeting to be held to plan mitigation works including:

- Jason Carroll, Community Emergency Services Manager
- Greg Evans, Chief Bushfire Control Officer
- Steven Bolt, Deputy Chief Bushfire Control Officer
- Trent Di Fulvio, Captain Corrigin Volunteer Fire and Rescue
- Terry Barron, Shire of Corrigin Manager Works and Services
- Natalie Manton, Chief Executive Officer

10. OTHER MATTERS

ROAC meeting 28 September 2023 Narrogin Golf Club

CEO fire weather training 14 September 2023

Firefighting Skills 19, 20 September 2023

Rural Fire Awareness training 10 October 2023

11. REPORTS

DFES – CESM

CESM attended a CESM forum where they discussed the workloads for the role have increased over the years and agree that they are generally overworked.

CESM has completed a Traffic Management course and can now implement Traffic Management Plans

Basic plans have already been pre-approved by State Government, which can now be implemented during an incident and adjusted to suit specific situations.

Vehicle is going to be upgraded with more equipment and satellite internet, so it is fully functional no matter the location.

DFES

Commissioner released information regarding upcoming expected weather. DFES covered off on this information. Some key points being that the Great Southern and Mid-West regions have a good opportunity over the next couple of months to take advantage of the current mild conditions and prepare for the warmer months to come by working through clearing vegetation, building firebreaks, and ultimately reducing fire risk.

Many regional lessons have been learnt over the past year, with communication being at the forefront of those lessons.

Communication is always an issue, DFES are currently looking into alternative suppliers (such as Starlink) to improve communication channels and prevent disruption utilising other service providers.

State Government has taken feedback on board accepting that State interference within regional emergencies can hinder the process and cause more confusion, rather than provide support due to lack of local knowledge and miscommunication.

St John Ambulance

St Johns getting VHS infrastructure and solar panels set up to be able to communicate better via radio.

Corrigin, Kulin and Bruce Rock have recently recruited more volunteers, bolstering numbers and providing more cover to the local community and surrounding areas.

Wave Rock, Kulin Races and Speedway are coming up soon and St John's is confident that with the additional support from surrounding areas that there is plenty of cover.

A stall along with an RAC simulator will be set up for the 100 year Corrigin Show.

St John's fundraising through the collection of cans and bottles is going well.

Corrigin Volunteer Fire and Rescue

VFRS Captain has spoken to his superintendent who advised we are likely gaining another appliance/truck to support for the upcoming fire season.

VFRS Captain has completed a Ground Controller Course.

Should planes be required, they need to be called in early.

Shire of Corrigin

The Shire has been advocating for those affected by the Corrigin fires and have recently been able to finalise some issues, particularly assisting a resident with having their power infrastructure re-installed and back online.

The Fire book launch turned out to be a very positive event with around 100 people in attendance.

12. NEXT MEETING

The next meeting will be Monday 13 November 2023 at 1:00pm

13. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 02:26pm.



MINUTES

BUSH FIRE ADVISORY
COMMITTEE MEETING
Thursday 7 September 2023

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

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

1.0 NAME

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

2.0 ROLE OF THE ADVISORY COMMITTEE

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

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

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

4.0 MEMBERSHIP

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

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

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

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

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

5.0 PRESIDING MEMBER

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

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

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

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

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act

1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

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

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

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

7.0 DELEGATED POWERS

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

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 04:09pm.

2. ATTENDANCE/APOLOGIES

Shire President
Chief Executive Officer
CESM
DFES Area Manager
Bushfire Control Officers

Cr D Hickey
N Manton
J Carrall
A Whitford
G Evans
T George
A Rendell
T Di Fulvio
B Talbot
K Courboules
B Grylls
S Bolt
B Mills

APOLOGIES

M Dickinson
C Jespersen
C Poultney
G Connelly
J Hewett

3. PREVIOUS BUSH FIRE ADVISORY COMMITTEE MEETING AND BUSINESS ARISING FROM MINUTES

3.1. BUSH FIRE COMMITTEE MEETING

Moved: S Bolt

Seconded: G Evans

Minutes of the Bush Fire Committee meeting held on Thursday 2 March 2023

(Attachment 3.1) be confirmed as a true and correct.

4. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

5. GENERAL BUSINESS

5.1. SEASON BRIEFING

To discuss weather outlook and fuel loads.

Greg Evans CBFEO mentioned the state has been informed this year is likely to dry off earlier and be a bad fire season. He also mentioned the need to guide bushfire volunteers towards training opportunities when they arise and suggests it might be easier now to get key training courses complete before it is mandated, and everyone is forced to do so.

5.2. INCIDENT REPORT FORMS

Fire at Doyle's 22 March 2023 Official Incident report forms still required.

The FDI on that day was High so permits on that day were not valid.

All FCO's were advised in What's App group that permits were not valid on that day but went ahead and authorised burns while there was an active fire in the district.

Advice received from Doyle that fire was under control but several angry phone calls that more assistance was required in afternoon and into night.

5.3. DFES UPDATE

Update from DFES

Incident report forms are extremely important to record work being completed and cover members if they are sick or injured from a fire incident.

DFES advised that 21 cancers are now covered by insurance, with all medical costs being covered, so long as the evidence exists.

It is a dryer year this year and there is potential for this year to have a worse fire season than normal.

FCO's need to contact DFES early when expecting there is a chance a fire incident may get out of control so they can come and make an assessment.

DFES cannot take over control of an incident until they have assessed it on the ground first, which is why it is important to call early so further support can be provided quickly and if necessary will allow escalation to a state level.

Shire admin building having satellite internet and so does the CREC. Brigade members encouraged to practise WiFi calling as an alternative means of communication for when other means of communication are down.

CESM vehicle to be upgraded with satellite and other equipment that will prove useful for improved communication and conducting business on the ground at an incident.

5.4. RESTRICTED AND PROHIBITED BURNING PERIOD

DFES to confirm advertised / gazetted dates are as per Council Resolution 105/2022 September 2022

That Council advise the Minister for Emergency Services that the Shire of Corrigin wishes to set the preferred end date of the prohibited period as 15 February.

	Restricted Start	Prohibited Start	Prohibited End	Restricted End
Gazetted	19 September	1 November	15 February	15 April

Shire of Corrigin Firebreak Order Gazetted on 4 August 2023 including Fire Weather Officers.

A reminder that burning permits are not valid during days of high fire danger or above.

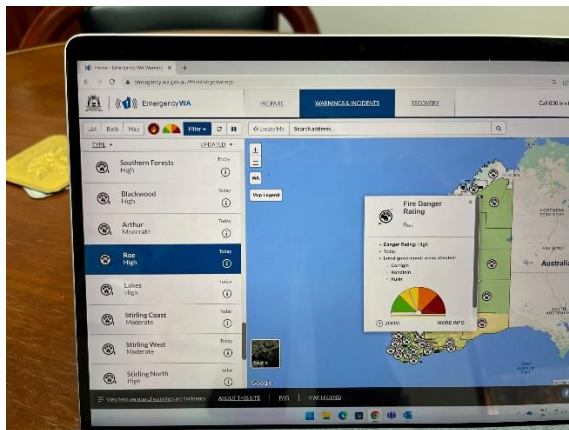
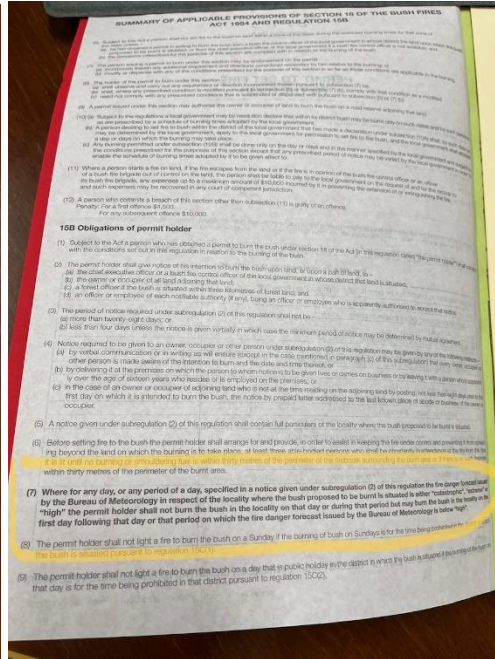
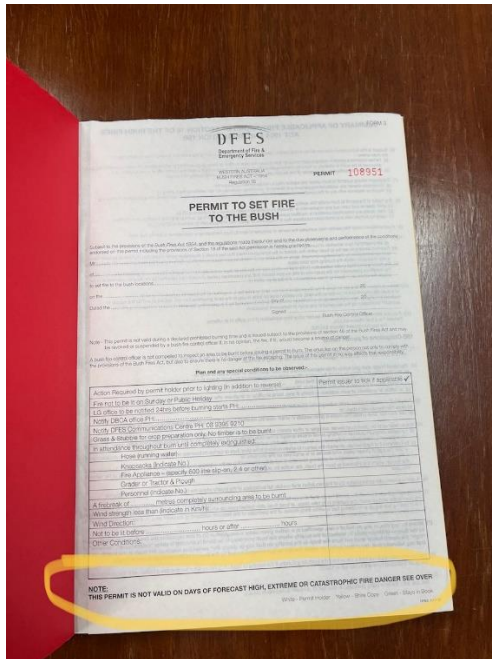
FCO's cannot issue a permit to burn on a day where the fire danger is high or above and will need to contact the permit holder to confirm the permit is not valid.

Permit holders are also required to check the fire danger index and must not light a fire on a day when the rating is high or above.

There are serious penalties and insurance implications of breaching the Bush Fires Act.

Minutes – Bush Fire Advisory Committee Meeting – Thursday 7 September 2023

Screenshots below of relevant sections of the Bush Fire Permit and where to find fire danger index on Emergency WA. BOM also has fire danger index for today and next 2 days.



5.5. FIREBREAK CHECKING

Property owners received a flyer with the rates notices advising that fire breaks will need to be done by 31 October.

The Ranger will inspect firebreaks in town in September and reminder letters will be sent. A second inspection and a second reminder sent in mid-October.

Properties will be inspected on 1 November and non-compliant property owners will be issued with a \$250 fine (no extensions before fines will apply).

Property owners will then have a further 14 days to comply with the firebreak order and complete the works, or the shire works team will be sent in to clean up the property and the residents will be charged private works.

FCO's will advise ESO of any non-compliant rural firebreaks (including **exact paddock location**, photos, etc) so reminder letters can be sent ASAP.

CESM explained that all radios will give coordinate locations using the F2 function, in case that can aid identifying exact locations.

5.6. BUSHFIRE MITIGATION FUNDING

Bushfire Risk Mitigation Funding \$316,939 approved for the following treatments:

Primary Asset Name	Treatment Objective
Brookton- Corrigin Rd	Reduce fuel load to protect residential asset on adjoining property.
Talbot St	Forestry mulch road verge
Brookton- Corrigin Rd	Chemical spray treatment to be completed 3 months after forestry mulching
Brookton- Corrigin Rd	Create firebreak for better access for fire suppression operations
Brookton- Corrigin Rd	Control burn to reduce fuel loads
Brookton- Corrigin Rd	Create new fire break for access for fire suppression requirements.
Brookton- Corrigin Rd	Chemical spray treatment to be carried out 3 months after control burn.
Rendell Street (2-10), Boyd Street (40), Walton Street	Create new fire break for fire suppression access.
Rendell Street (2-10), Boyd Street (40), Walton Street	Control burn to reduce fuel loads
Rendell Street (2-10), Boyd Street (40), Walton Street	Chemical spray 3 months after control burn
Corrigin South Road	Create fire break for fire suppression access
Corrigin South Road	Forestry mulching to reduce fuel loads throughout reserve
Corrigin South Road	Spray treatment to be carried out 3 months after control burn
Corrigin Golf Club (Evacuation Centre)	Control burn to reduce fuel loads
Corrigin Golf Club (Evacuation Centre)	Spray treatment to be carried out 3 months after control burn
Spanney Street	Spray treatment to control weed growth

5.7. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES

Please advise the Shire of any updates to the following positions.

Bilbarin

Captain: Steven Bolt

Secretary: Sandow Jacobs

Bullaring

Captain: Juan Baker

Secretary: (Still Need Confirmation)

Bulyee

Captain: Michael Cousins

Secretary: Amy Lee

Corrigin East

Captain: Tim George

Secretary: Kim Courboules

Corrigin Central

Captain: Garrick Connelly

Secretary: Liam Shaw

Minutes of brigade meetings to be forwarded to eso@corrigin.wa.gov.au

Shed Code - 1978

5.8. BUSHFIRE LOCAL LAW

The Department Fire and Emergency Services (DFES) and WA Local Government Association (WALGA) have advised that the local government is to adopt a Bush Fire Brigades Local Law to establish a Bush Fire Brigade.

The Issues

1. The Shire of Corrigin has received advice from DFES and WALGA about the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act).
2. A Local Government, having exercised discretion to establish a BFB, must do so by making a Local Law – ref s.41(1) of the BF Act.
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: '*Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose*' (Ref: Report 16, June 2019 at 2.2).

Relevant Consequences

5. Where a BFB has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid.
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

Committee members to review Bushfire Local Law Discussion Paper

5.9. BRIGADE MEMBERSHIP

Updated brigade lists for review and application forms to be provided to volunteers not on the DFES register. Please send any new and completed applications to the ESO for processing.

Please also advise if anyone is on the DFES list and is no longer a member of the brigade. Lists updated as of September 2023 were provided to Brigade Captains

Brigades to update What's app group to include new members.

Brigades to add CESM to all WhatsApp groups

Brigade to add CEO to Bilbarin WhatsApp Group

5.10. TRAINING

Jason Carrall, CESM will conduct the following training:

Firefighting Skills 19, 20 September 2023

For all bush fire brigade volunteers.

Rural Fire Awareness training 10 October 2023

Minimum requirement for all bush fire brigade volunteers to be completed within one year of joining the brigade.

Preparation for bush fire season – preparing to stay or leave

ROAC meeting 28 September 2023 Narrogin Training Facility

CEO fire weather training 14 September 2023

5.11. PERSONAL PROTECTIVE EQUIPMENT

Uniforms, goggles, gloves and boots available at shire office for brigade members. Please advise the CESM if there is any PPE or equipment that needs replacing in the trucks.

Boots need to be ordered in after determining correct size, Shire has 1 pair for each size to try on, then an order can be made.

5.12. PRE HARVEST BREAKFASTS

Pre-harvest Breakfasts to be held on

BILBARIN | 19 SEPT 7.30am - 9.30am

BULLARING | 20 SEPT 7.30am - 9.30am

BULYEE | 21 SEPT 7.30am - 9.30am

GORGE ROCK | 22 SEPT 7.30am - 9.30am

Regional Men's Health Initiative will attend to give a brief presentation.

5.13. RADIO SERVICING

Radio servicing was completed over 6 and 7 September 2023.

5.14. AUTOMATIC VEHICLE LOCATOR TESTING

Automatic Vehicle Locator (AVL) tests to be done regularly and monthly testing from October to April is recommended. Instruction sheet is included in the attachments (Attachment 5.14).

A reminder that the trucks need to be out of the shed for the test to be carried out

5.15. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Tuesday 24 October at 08:00am. Thereafter, every Monday for the Harvest Weather Officers.

Fire Weather Officers:

Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell.

Harvest Ban Officers:

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

5.16. CHRISTMAS SMS MESSAGE

The following text messages will be used during Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2023, Boxing Day 26 December 2023 and New Year's Day 1 January 2024.

5.17. FUEL ALLOCATION

Fuel Cards

All funds for the 2022/2023 period were expended by 30 June 2023.

New cards for the 2023/2024 period have been ordered, but not received.

Allocations for 2023/2024 are as below:

Bilbarin BFB - \$1,000
Bullaring BFB - \$1,000
Corrigin Central BFB - \$1,000
Bulyee/Kunjjin BFB - \$1,000
Corrigin East - \$1,000

Bushfire Control Officers - 2023/2024 Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sandow Jacobs	\$ 250.00
Bruce Mills	\$ 250.00
Paul McBeath	\$ 250.00
Greg Doyle	\$ 250.00
Craig Jespersen	\$ 250.00

Bryce Nicholls	\$	250.00
Craig Poultney	\$	250.00
Juan Baker	\$	250.00
John Hewett	\$	250.00
Braden Grylls	\$	250.00
Tim George	\$	250.00
Kim Courboules	\$	250.00
Bruce Talbot	\$	250.00
Garrick Connelly	\$	250.00
Adam Rendell	\$	250.00
		<hr/>
	\$	5,000.00

5.18. BILBARIN FIRE SHED EXTENSION

Application for funding for extension to Bilbarin Fire Shed was not approved, however further applications will be made for funding in the future.

6. MEETING CLOSURE

The Chairperson, Shire President Cr. D Hickey closed the meeting at 05:31pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

MUNICIPAL ACCOUNT

CHEQUE PAYMENTS

CHEQUE #	DATE	NAME	DESCRIPTION	AMOUNT
20948	02/08/2023	SYNERGY	ELECTRICITY CHARGES	\$ 8,906.79
20949	02/08/2023	WATER CORPORATION OF WA	WATER CHARGES	\$ 836.83
20950	10/08/2023	SYNERGY	ELECTRICITY CHARGES	\$ 4,048.51
20951	10/08/2023	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 180.00
20952	17/08/2023	SYNERGY	ELECTRICITY CHARGES	\$ 5,293.79
20953	17/08/2023	WATER CORPORATION OF WA	WATER CHARGES	\$ 576.11
20954	24/08/2023	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 180.00
20955	29/08/2023	SYNERGY	ELECTRICITY CHARGES	\$ 85.58
20956	29/08/2023	WATER CORPORATION OF WA	WATER CHARGES	\$ 13.99
TOTAL CHEQUE PAYMENTS				\$ 20,121.60

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT19096	02/08/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 178.75
EFT19097	02/08/2023	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.95
EFT19098	02/08/2023	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE	\$ 762.48
EFT19099	02/08/2023	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 25 SEIMONS AVENUE, RESOURCE CENTRE	\$ 1,108.25
EFT19100	02/08/2023	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER, LOADER	\$ 390.00
EFT19101	02/08/2023	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIMS - FIRE AND FLOOD	\$ 1,959.10
EFT19102	02/08/2023	NATURE PLAY SOLUTIONS PTY LTD	FINAL PAYMENT - ROTARY PARK UPGRADE	\$ 169,086.43
EFT19103	02/08/2023	RODNEY & MERRANIE BOWRING	BOND REFUND	\$ 100.00
EFT19104	02/08/2023	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANGER	\$ 4,513.63
EFT19105	02/08/2023	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 2,119.81
EFT19106	02/08/2023	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2023 / 2024 WALGA MEMBERSHIP AND SUBSCRIPTIONS	\$ 30,900.53
EFT19107	02/08/2023	WALLIS COMPUTER SOLUTIONS	2023 / 2024 IT SERVICE AGREEMENT ANNUAL FEES	\$ 69,635.17
EFT19108	10/08/2023	AUSTRALIA POST	POSTAGE CHARGES FOR JULY 2023	\$ 1,181.25
EFT19109	10/08/2023	BEST OFFICE SYSTEMS	PRINTING CHARGES - RESOURCE CENTRE, WORKS DEPOT	\$ 650.32
EFT19110	10/08/2023	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR JULY 2023	\$ 1,153.95
EFT19111	10/08/2023	CORRIGIN TYREPOWER	PLANT REPAIRS - ROLLER, TIP TRUCK	\$ 2,017.50
EFT19112	10/08/2023	CORSIGN WA PTY LTD	1650MM HIGH PEDESTRIAN BOLLARD	\$ 143.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

EFT19113	10/08/2023	HUTTON AND NORTHEY SALES	PLANT PARTS - TORO MOWER, METER READING 5 WALTON STREET	\$	538.92
EFT19114	10/08/2023	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR JULY 2023	\$	324.67
EFT19115	10/08/2023	LACHLAN BUTLER	STAFF REIMBURSEMENT	\$	54.90
EFT19116	10/08/2023	LANDGATE	CORRIGIN TOWNSITE 2023 - UPDATED IMAGERY EXTRACTION	\$	216.15
EFT19117	10/08/2023	MOBILE MOUSE	STAFF TRAINING - MICROSOFT EXCEL	\$	7,902.50
EFT19118	10/08/2023	NEU-TECH AUTO ELECTRICS	PLANT PARTS - MINOR / SMALL PLANT	\$	79.20
EFT19119	10/08/2023	PATHWEST LABORATORY MEDICINE W.A.	PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	\$	49.50
EFT19120	10/08/2023	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$	392.63
EFT19121	17/08/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	2023 / 2024 STUDENT MEMBERSHIP	\$	77.00
EFT19122	17/08/2023	AVON WASTE	5 WEEKS RUBBISH COLLECTION - JULY 2023	\$	26,705.24
EFT19123	17/08/2023	BRANDWORX	STAFF UNIFORM	\$	65.78
EFT19124	17/08/2023	CJS AGRI-MECHANICS	PLANT SERVICE AND REPAIRS - ROLLERS	\$	9,063.96
EFT19125	17/08/2023	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	FREIGHT CHARGES FOR JULY 2023	\$	415.89
EFT19126	17/08/2023	CTI RECORDS MANAGEMENT	SECURE DOCUMENT DISPOSAL - 94 BOXES	\$	2,365.00
EFT19127	17/08/2023	CIVIQ PTY LTD	CWA GARDEN DRINK FOUNTAIN REPAIRS	\$	147.87
EFT19128	17/08/2023	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$	57.99
EFT19129	17/08/2023	CORRIGIN LICENSED POST OFFICE	PHOTO PRINTER INK CARTRIDGES	\$	170.00
EFT19130	17/08/2023	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR JULY 2023	\$	719.23
EFT19131	17/08/2023	CORRIGIN TYREPOWER	PLANT REPAIRS - PRIME MOVER, TOYOTA KLUGER	\$	4,587.00
EFT19132	17/08/2023	EXURBAN PTY LTD	TOWN PLANNING CONSTULTANCY SERVICES FOR JULY 2023	\$	1,348.40
EFT19133	17/08/2023	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR AUGUST 2023	\$	13,593.66
EFT19134	17/08/2023	GANNAWAY BROS.	POLY JOINERS, RUBBER GASKETS	\$	81.40
EFT19135	17/08/2023	GERALDINE ELIZBAETH SMITH	STAFF REIMBURSEMENT	\$	215.00
EFT19136	17/08/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR JULY 2023 INCLUSIVE OF FUEL CARD PURCHASES	\$	20,036.56
EFT19137	17/08/2023	IT VISION	IMPLEMENTATION OF EMAIL RATES FUNCTIONALITY	\$	2,666.40
EFT19138	17/08/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE REMOTE ACCESS CHARGE FOR JULY TO DECEMBER 2023	\$	1,728.65
EFT19139	17/08/2023	INTERFIRE AGENCIES	BUSHFIRE UNIFORMS AND PROTECTIVE EQUIPMENT RE-STOCK	\$	994.84
EFT19140	17/08/2023	LESLIE GAVIN CALEY	STAFF REIMBURSEMENT	\$	82.10
EFT19141	17/08/2023	LG BEST PRACTICES PTY LTD	ASSISTANCE TO REVIEW, RECONCILE AND SET UP PROCESSES	\$	577.50
EFT19142	17/08/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	THE GATE CHATTER WEBINAR - ESP NETWORK	\$	50.00
EFT19143	17/08/2023	NARROGIN GLASS	REGLAZE GLASS SLIDING DOOR AT 23 SEIMONS AVENUE	\$	465.24
EFT19144	17/08/2023	NEU-TECH AUTO ELECTRICS	PLANT SERVICE AND REPAIRS - VARIOUS SHIRE VEHICLES	\$	3,692.55
EFT19145	17/08/2023	NICHOLAS LEON DARKE	STAFF REIMBURSEMENT	\$	59.96
EFT19146	17/08/2023	RAW CREATIVE	CONCEPT DESIGN ARTWORK FOR TOWN BANNERS	\$	1,560.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

EFT19147	17/08/2023	SANDAMS MOTOR TRIMMING AND UPHOLSTERY	REPAIRS TO SHADE SAILS - MAIN STREET AND SWIMMING POOL	\$	5,610.00
EFT19148	17/08/2023	SEEK LIMITED	SEEK ADVERTISEMENTS FOR EMPLOYMENT OPPORTUNITIES	\$	1,699.50
EFT19149	17/08/2023	SHIRE OF KONDININ	REFUND OF 2022 / 2023 BENDERING TIP SURPLUS	\$	428.29
EFT19150	17/08/2023	SHIRE OF KULIN	REFUND OF 2022 / 2023 BENDERING TIP SURPLUS	\$	428.29
EFT19151	17/08/2023	SHIRE OF MERREDIN	2022 / 2023 CENTRAL WHEATBELT VISITOR CENTRE MEMBERSHIP	\$	197.00
EFT19152	17/08/2023	SHIRE OF NAREMBEEN	REFUND OF 2022 / 2023 BENDERING TIP SURPLUS	\$	428.29
EFT19153	17/08/2023	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	1,402.27
EFT19154	17/08/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES FOR AUGUST 2023	\$	1,358.50
EFT19155	17/08/2023	WALLIS COMPUTER SOLUTIONS	INSTALLATION OF STARLINK REPLACEMENT CABLE	\$	140.00
EFT19156	17/08/2023	WEST COAST ASBESTOS REGISTERS	ASBESTOS REMOVAL AND DISPOSAL - ROCKVIEW	\$	4,086.50
EFT19157	17/08/2023	WESTERN HYDRAULICS CORRIGIN	PLANT REPAIRS - SKID STEER GRAB	\$	376.59
EFT19158	24/08/2023	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$	41.00
EFT19159	24/08/2023	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$	392.63
EFT19160	24/08/2023	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	150.00
EFT19161	24/08/2023	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR JULY 2023	\$	16,946.00
EFT19162	24/08/2023	CATHY FOGLIANI EVENT CONSULTING	BOND REFUND	\$	100.00
EFT19163	24/08/2023	LEEANNE JUDITH BOLT	BOND REFUND	\$	100.00
EFT19164	24/08/2023	LYNDSAY WALTER POND	STAFF REIMBURSEMENT	\$	200.03
EFT19165	24/08/2023	MADDI ANDREWS	STAFF REIMBURSEMENT	\$	505.00
EFT19166	24/08/2023	REGAN LOUISE CHESTER	STAFF REIMBURSEMENT	\$	101.82
EFT19167	29/08/2023	A & M MEDICAL SERVICES PTY LTD	ANNUAL SERVICE OF MEDICAL EQUIPMENT	\$	646.53
EFT19168	29/08/2023	ASSET INFRASTRUCTURE MANAGEMENT T/A MAXIMUS TRUST	FAIR VALUE VALUATION OF FOOTPATH INFRASTRUCTURE	\$	4,243.80
EFT19169	29/08/2023	BITUMEN DISTRIBUTORS PTY LTD	3,000 LITRES OF CRS EMULSION	\$	3,300.00
EFT19170	29/08/2023	CJS AGRI-MECHANICS	PLANT SERVICE - GRADER	\$	973.50
EFT19171	29/08/2023	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	2023 / 2024 ORDINARY MEMBERSHIP	\$	130.00
EFT19172	29/08/2023	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$	233.89
EFT19173	29/08/2023	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR JULY 2023	\$	114.15
EFT19174	29/08/2023	CORRIGIN WINDMILL MOTEL	ACCOMODATION FOR CONTRACTOR FOR GRADER REPAIRS	\$	130.00
EFT19175	29/08/2023	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVIES FOR JULY 2023	\$	113.30
EFT19176	29/08/2023	DEPT OF FIRE & EMERGENCY SERVICES	2023 / 2024 ESL FIRST QUARTER CONTRIBUTION	\$	25,014.83
EFT19177	29/08/2023	JOONDALUP RESORT	ACCOMMODATION FOR LG WORKS ASSOCIATION CONFERENCE	\$	1,380.00
EFT19178	29/08/2023	LANDGATE	GRV SCHEDULE G2023/02, RURAL UV SCHEDULE R2023/01, R2023/05	\$	303.15
EFT19179	29/08/2023	MCMILES INDUSTRIES PTY LTD	SUPPLY NEW SUBMERSIBLE PUMP FOR WALTON STREET BORE	\$	3,400.00
EFT19180	29/08/2023	SCAVENGER FIRE & SAFETY	6 MONTHLY SERVICE OF FIRE EQUIPMENT	\$	4,370.85

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

EFT19181	29/08/2023	STATE LIBRARY OF WESTERN AUSTRALIA	DELIVERY OF BETTER BEGINNINGS PACKS	\$	55.00
EFT19182	29/08/2023	SUNNY INDUSTRIAL BRUSHWARE	PLANT PARTS - MINOR / SMALL PLANT	\$	1,510.41
EFT19183	29/08/2023	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	62.74
EFT19184	29/08/2023	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	691.82
EFT19186	31/08/2023	FITZGERALD PHOTO	RESTORATION AND FRAMING OF FREEMAN OF THE SHIRE PHOTOS	\$	1,945.25
				TOTAL EFT PAYMENTS	\$ 470,309.74

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT	
DD15399.1	02/08/2023	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 2,786.15	
DD15391.1	09/08/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,158.31	
DD15391.10	09/08/2023	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 267.55	
DD15391.2	09/08/2023	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 120.06	
DD15391.3	09/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,702.62	
DD15391.4	09/08/2023	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,403.58	
DD15391.5	09/08/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98	
DD15391.6	09/08/2023	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 62.58	
DD15391.7	09/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 498.61	
DD15391.8	09/08/2023	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 736.28	
DD15391.9	09/08/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 142.84	
DD15425.1	23/08/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,271.66	
DD15425.10	23/08/2023	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 267.55	
DD15425.2	23/08/2023	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 120.06	
DD15425.3	23/08/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,716.01	
DD15425.4	23/08/2023	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,408.59	
DD15425.5	23/08/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98	
DD15425.6	23/08/2023	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 62.58	
DD15425.7	23/08/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 498.61	
DD15425.8	23/08/2023	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 730.17	
DD15425.9	23/08/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 138.87	
				TOTAL DIRECT DEBIT PAYMENTS	\$ 29,682.64

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE 090823	10/08/2023	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 65,296.35
PPE 230823	24/08/2023	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 63,980.92
TOTAL EFT PAYROLL PAYMENTS				\$ 129,277.27
MUNICIPAL ACCOUNT - TOTAL PAYMENTS				\$ 649,391.25

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT19185	29/08/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY FOR JULY 2023	\$ 61.75
TOTAL EFT PAYMENTS				\$ 61.75
TRUST ACCOUNT - TOTAL PAYMENTS				\$ 61.75

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15366.1	01/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 149.35
DD15370.1	02/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,539.75
DD15375.1	03/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 113.20
DD15377.1	04/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,803.30
DD15379.1	07/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,167.25
DD15382.1	08/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 179.85
DD15389.1	09/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,881.80
DD15395.1	10/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,218.75
DD15397.1	11/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,335.30
DD15401.1	14/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 271.25
DD15403.1	15/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,061.25
DD15408.1	16/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,089.20
DD15410.1	17/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 620.20
DD15412.1	18/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 166.30

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

DD15415.1	21/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,865.00
DD15419.1	22/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,610.85
DD15422.1	23/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 559.00
DD15429.1	24/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,134.95
DD15431.1	25/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 270.60
DD15434.1	28/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,322.45
DD15440.1	29/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,268.50
DD15443.1	30/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,253.65
DD15448.1	31/08/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 891.75
			TOTAL DIRECT DEBIT PAYMENTS	\$ 26,773.50
			LICENSING TRUST ACCOUNT - TOTAL PAYMENTS	\$ 26,773.50
			TOTAL MUNICIPAL ACCOUNT PAYMENTS	\$ 649,391.25
			TOTAL TRUST ACCOUNT PAYMENTS	\$ 61.75
			TOTAL LICENSING TRUST ACCOUNT PAYMENTS	\$ 26,773.50
			TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
			TOTAL OF ALL ACCOUNT PAYMENTS	\$ 676,226.50

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF AUGUST 2023

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/06/2023	DOME NORTHAM	REFRESHMENTS FOR ABORIGINAL CULTURAL HERITAGE MEETING	\$10.60
10/07/2023	OFFICEWORKS	KEY CABINET FOR ADMIN OFFICE, ARCHIVE BOXES	\$550.90
17/07/2023	WIX.COM	2023 / 2024 WEBSITE DOMAIN FEE - COMEEXPLORECORRIGIN.COM	\$38.39
17/07/2023	NATIONAL AUSTRALIA BANK	INTERNATIONAL TRANSACTION FEE	\$1.15
21/07/2023	RURAL HEALTH WEST	2023 / 2024 ORGANISATIONAL MEMBERSHIP	\$100.00
21/07/2023	BUSSELTON ADVANCED DRIVER TRAINING	DEPOSIT FOR EMPLOYEE HR LICENCE ASSESSMENT	\$200.00
24/07/2023	BUSINESS NEWS PTY LTD	2023 / 2024 SUBSCRIPTION	\$1,155.00
24/07/2023	OFFICEWORKS	STATIONERY FOR COMMUNITY RESOURCE CENTRE	\$49.11
27/07/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2023 / 2024 MEMBERSHIP FEES	\$531.00
27/07/2023	SP AUDIOVISUAL PRODUCTS	REPLACEMENT BATTERIES FOR PORTABLE PA SYSTEM	\$150.00
TOTAL CREDIT CARD PURCHASES			<u>\$2,786.15</u>

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/07/2023	CR1 - ADMINISTRATION VEHICLE	FUEL PURCHASES FOR JULY 2023	\$ 664.19
31/07/2023	2CR - ADMINISTRATION VEHICLE	FUEL PURCHASES FOR JULY 2023	\$ 257.64
31/07/2023	CR123 - WORKS AND SERVICES VEHICLE	FUEL PURCHASES FOR JULY 2023	\$ 275.45
31/07/2023	CR1000 - MEDICAL SERVICES VEHICLE	FUEL PURCHASES FOR JULY 2023	\$ 714.72
31/07/2023	4CR - ROE HEALTH VEHICLE	FUEL PURCHASES FOR JULY 2023	\$ 703.58
31/07/2023	ST JOHN AMBULANCE VEHICLES	FUEL PURCHASES FOR JULY 2023	\$ 111.62
31/07/2023	BUSHFIRE BRIGADE VEHICLES - CENTRAL	FUEL PURCHASES FOR JULY 2023	\$ 65.38
TOTAL FUEL CARD PURCHASES			<u>\$ 2,792.58</u>

SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 April 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

	Supplementary Information	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
		(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	2,953,220	2,944,220	2,953,726	9,506	0.32%	
Rates excluding general rates		44,484	44,484	47,997	3,513	7.90%	▲
Grants, subsidies and contributions	12	719,249	291,346	289,358	(1,988)	(0.68%)	
Fees and charges		748,519	124,110	112,757	(11,353)	(9.15%)	▼
Interest revenue		177,450	2,072	15,218	13,146	634.46%	▲
Other revenue		2,122,996	23,888	25,525	1,637	6.85%	▲
Profit on asset disposals	5	253,772	28,182	28,182	0	0.00%	
		7,019,690	3,458,302	3,472,763	14,461	0.42%	
Expenditure from operating activities							
Employee costs		(2,694,595)	(448,990)	(373,395)	75,595	16.84%	▲
Materials and contracts		(4,280,243)	(697,846)	(244,132)	453,714	65.02%	▲
Utility charges		(280,147)	(46,634)	(21,387)	25,247	54.14%	▲
Depreciation		(5,973,520)	(995,496)	0	995,496	100.00%	▲
Finance costs		(60,157)	(10,026)	0	10,026	100.00%	▲
Insurance		(286,880)	(47,762)	(145,810)	(98,048)	(205.28%)	▼
Other expenditure		(173,400)	(28,888)	(37,934)	(9,046)	(31.31%)	▼
Loss on asset disposals	5	(26,978)	0	0	0	0.00%	
		(13,775,920)	(2,275,642)	(822,658)	1,452,984	63.85%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,746,726	967,314	(27,879)	(995,193)	(102.88%)	▼
Amount attributable to operating activities		(1,009,504)	2,149,974	2,622,226	472,252	21.97%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,172,403	446,680	260,000	(186,680)	(41.79%)	▼
Proceeds from disposal of assets	5	824,544	75,000	68,182	(6,818)	(9.09%)	▼
		3,996,947	521,680	328,182	(193,498)	(37.09%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,051,539)	(1,500)	(1,299)	201	13.43%	▲
Payments for construction of infrastructure	4	(3,414,194)	(22,000)	(22,285)	(285)	(1.30%)	
		(6,465,733)	(23,500)	(23,584)	(84)	(0.36%)	
Amount attributable to investing activities		(2,468,786)	498,180	304,598	(193,582)	(38.86%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	3,147,976	180,213	180,213	0	0.00%	
		3,147,976	180,213	180,213	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(94,396)	0	0	0	0.00%	
Transfer to reserves	3	(263,998)	0	(289,575)	(289,575)	0.00%	▼
		(358,394)	0	(289,575)	(289,575)	0.00%	
Amount attributable to financing activities		2,789,582	180,213	(109,362)	(289,575)	(160.68%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		688,708	688,708	2,688,919	2,000,211	290.43%	▲
Amount attributable to investing activities		(1,009,504)	2,149,974	2,622,226	472,252	21.97%	▲
Amount attributable to financing activities		(2,468,786)	498,180	304,598	(193,582)	(38.86%)	▼
Amount attributable to financing activities		2,789,582	180,213	(109,362)	(289,575)	(160.68%)	▼
Surplus or deficit after imposition of general rates		0	3,517,075	5,506,381	1,989,306	56.56%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2023

	Supplementary Information	30 June 2023	31 August 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	3,826,645	5,882,354
Trade and other receivables		311,099	2,225,424
Other financial assets		4,406,691	3,231,319
Inventories	7	76,217	68,469
Other assets	7	0	(1,608)
Assets classified as held for sale		130,000	130,000
TOTAL CURRENT ASSETS		8,750,652	11,535,958
NON-CURRENT ASSETS			
Trade and other receivables		18,198	18,501
Other financial assets		81,490	81,490
Inventories		1,345,000	1,345,000
Property, plant and equipment		26,895,960	26,857,259
Infrastructure		173,179,031	173,201,348
TOTAL NON-CURRENT ASSETS		201,519,679	201,503,598
TOTAL ASSETS		210,270,331	213,039,556
CURRENT LIABILITIES			
Trade and other payables	8	433,243	118,953
Other liabilities	11	60,179	231,486
Borrowings	10	94,396	94,396
Employee related provisions	11	285,091	287,326
TOTAL CURRENT LIABILITIES		872,909	732,161
NON-CURRENT LIABILITIES			
Borrowings	10	1,225,411	1,225,411
Employee related provisions		45,389	45,389
TOTAL NON-CURRENT LIABILITIES		1,270,800	1,270,800
TOTAL LIABILITIES		2,143,709	2,002,961
NET ASSETS		208,126,622	211,036,595
EQUITY			
Retained surplus		35,082,518	37,883,128
Reserve accounts	3	5,113,910	5,223,272
Revaluation surplus		167,930,193	167,930,193
TOTAL EQUITY		208,126,621	211,036,593

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

#REF!

functions have been included in the financial statements forming part of this financial report.

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

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 August 2023
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	2	1,600,073	3,826,645	5,882,354
Trade and other receivables		308,155	311,099	2,225,424
Other financial assets		3,059,131	4,406,691	3,231,319
Inventories	7	102,458	76,217	68,469
Other assets	7	0	0	(1,608)
Assets classified as held for sale		0	130,000	130,000
		5,069,817	8,750,652	11,535,958
Less: current liabilities				
Trade and other payables	8	(2,254,785)	(433,243)	(118,953)
Other liabilities	11	(193,677)	(60,179)	(231,486)
Borrowings	10	0	(94,396)	(94,396)
Employee related provisions	11	(348,980)	(285,091)	(287,326)
		(2,797,442)	(872,909)	(732,161)
Net current assets		2,272,375	7,877,743	10,803,797
Less: Total adjustments to net current assets	note 2(i)	(2,272,375)	(5,188,824)	(5,297,417)
Closing funding surplus / (deficit)		0	2,688,919	5,506,380

(b) Non-cash amounts excluded from operating activities

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

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(253,772)	(28,182)	(28,182)
Add: Loss on asset disposals	5	26,978	0	0
Add: Depreciation		5,973,520	995,496	0
Non-cash movements in non-current assets and liabilities:				
- Pensioner deferred rates		0	0	303
Total non-cash amounts excluded from operating activities		5,746,726	967,314	(27,879)

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 August 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	3	(2,233,065)	(5,113,910)	(5,223,272)
Less: Current assets not expected to be received at end of year:				
- Land held for resale		0	(130,000)	0
- Rates receivable		(68,912)	(68,912)	0
- Excess Rates		29,602	29,602	6,517
- Other liabilities and accruals		0		(175,058)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	0	94,396	94,396
Total adjustments to net current assets	note 2(i)	(2,272,375)	(5,188,824)	(5,297,417)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description

Revenue from operating activities

Fees and charges

Under anticipated year to date budget across all programs

Interest revenue

Interest earned on short term investment due to excess cash being held in Treasury and spread of anticipated budget for interest.

Expenditure from operating activities

Employee costs

Employee costs overall are under anticipated budget due to timing.

Materials and contracts

Under anticipated budget due to timing of capital program.

Utility charges

Under anticipated budget across all programs.

Depreciation

Depreciation not run until after final audit is signed off. Anticipated to be run in January 2024.

Finance costs

Variance due to budget spread. Correction required by September report.

Insurance

Variance due to budget spread. Correction required by September report.

Other expenditure

Under anticipated budget due to timing

Non-cash amounts excluded from operating activities

Due to depreciation not run until after audit sign off

Inflows from investing activities

Proceeds from capital grants, subsidies and contributions

Anticipated grant funds not yet recieved

Payments for property, plant and equipment

Capital purchases year to date less than anticipated cost

Transfer to reserves

Late reserve transfers from Grants and Contributions reserve carried over from 22/23

Surplus or deficit after imposition of general rates

Due to variances described above

	Var. \$	Var. %	
	\$	%	
	(11,353)	(9.15%)	▼
		Timing	
	13,146	634.46%	▲
		Timing	
	75,595	16.84%	▲
		Timing	
	453,714	65.02%	▲
		Timing	
	25,247	54.14%	▲
		Timing	
	995,496	100.00%	▲
		Timing	
	10,026	100.00%	▲
		Timing	
	(98,048)	(205.28%)	▼
		Timing	
	(9,046)	(31.31%)	▼
		Timing	
	(995,193)	(102.88%)	▼
		Timing	
	(186,680)	(41.79%)	▼
		Timing	
	201	13.43%	▲
	(289,575)	0.00%	▼
		Timing	
	1,989,306	56.56%	▲

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2023

0 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.69 M	\$0.69 M	\$2.69 M	\$2.00 M
Closing	\$0.00 M	\$3.52 M	\$5.51 M	\$1.99 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.89 M	42.7%
Restricted Cash	\$5.22 M	57.3%

Refer to 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.06 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 8 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$1.65 M	46.1%
Trade Receivable	\$0.57 M	% Outstanding
Over 30 Days		20.9%
Over 90 Days		4.4%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.01 M)	\$2.15 M	\$2.62 M	\$0.47 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.95 M	
YTD Budget	\$2.94 M	0.3%

Refer to 9 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.29 M	
YTD Budget	\$0.29 M	(0.7%)

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.11 M	
YTD Budget	\$0.12 M	(9.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.47 M)	\$0.50 M	\$0.30 M	(\$0.19 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.07 M	
Adopted Budget	\$0.82 M	(91.7%)

Refer to 5 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.02 M	
Adopted Budget	\$3.41 M	(99.3%)

Refer to 4 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.26 M	
Adopted Budget	\$3.16 M	(91.8%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.79 M	\$0.18 M	(\$0.11 M)	(\$0.29 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.32 M

Refer to 10 - Borrowings

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

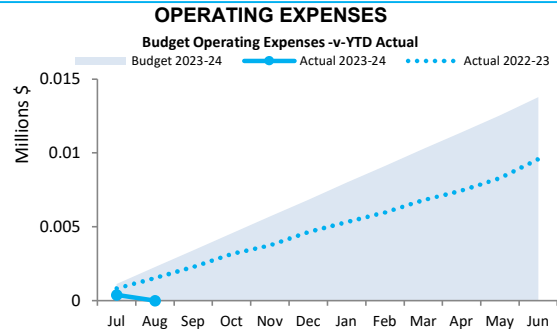
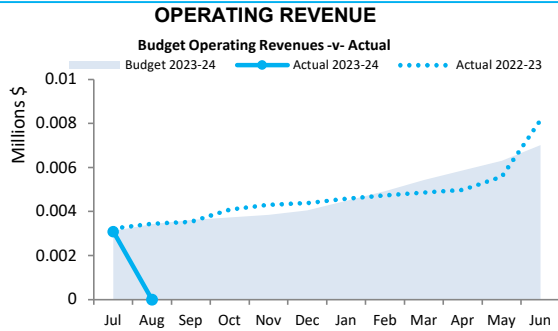
Refer to 3 - Cash Reserves

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

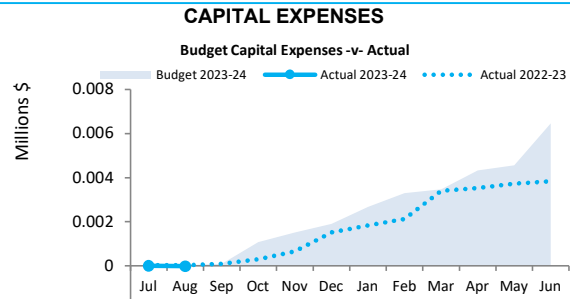
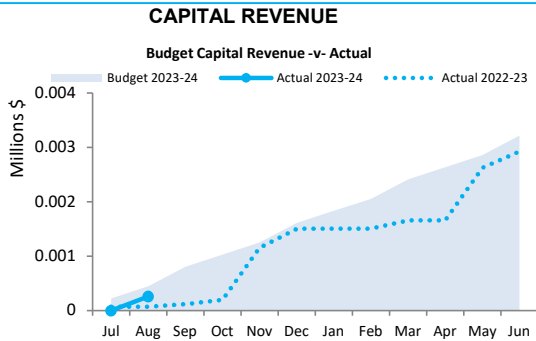
**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2023**

1 KEY INFORMATION - GRAPHICAL

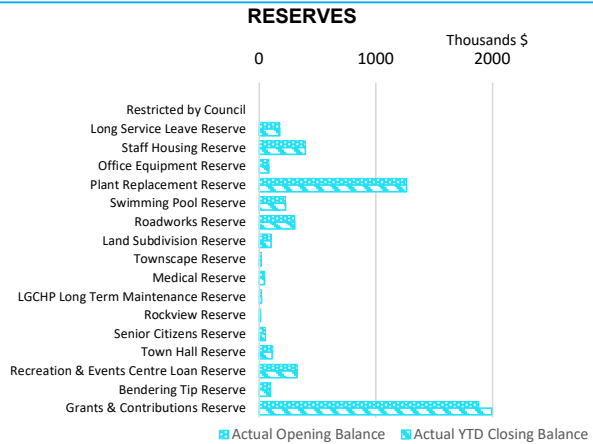
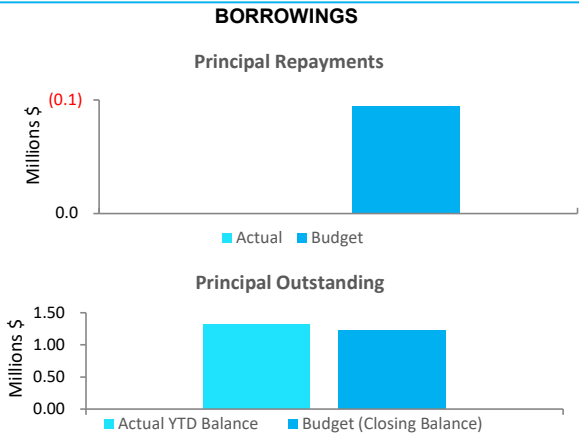
OPERATING ACTIVITIES



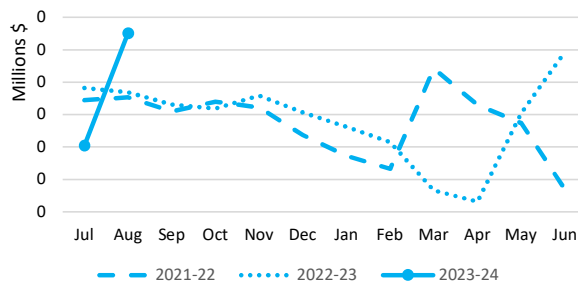
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2023**

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash Float on Hand	Cash and cash equivalents	500		500				
At Call Deposit Accounts								
Municipal Fund	Cash and cash equivalents	1,635,550		1,635,550		NAB	0.00%	At Call
Overnight Cash Deposit Facilit	Cash and cash equivalents	2,254,350		2,254,350		WATC	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	0	1,991,954	1,991,954		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents				53,961	NAB	0.00%	At Call
Edna Stevenson Trust Fund	Cash and cash equivalents				858,350	NAB	0.00%	At Call
Police Licensing Trust Fund	Cash and cash equivalents				8,008	NAB	0.00%	At Call
Term Deposits								
Reserves Fund	Financial assets at amortised cost	0	3,231,319	3,231,319		NAB	4.90%	24/06/2024
Total		3,890,400	5,223,273	9,113,673	920,319			
Comprising								
Cash and cash equivalents		3,890,400	1,991,954	5,882,354	920,319			
Financial assets at amortised cost		0	3,231,319	3,231,319	0			
		3,890,400.00	5,223,273.00	9,113,673.00	920,319			

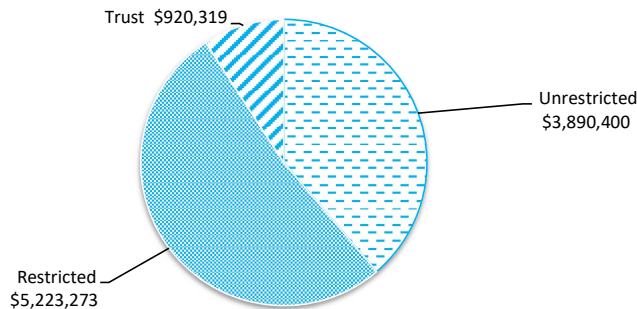
KEY INFORMATION

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

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

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

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



SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2023

3 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers In	Transfers Out (-	YTD
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	(+))	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Long Service Leave Reserve	175,520	8,582	0	(79,693)	104,409	175,520	0	0	0	175,520
Staff Housing Reserve	396,724	19,398	0		416,122	396,724	0	0	0	396,724
Office Equipment Reserve	82,404	4,029	0	(30,000)	56,433	82,404	0	0	0	82,404
Plant Replacement Reserve	1,261,442	61,680	0	(712,864)	610,258	1,261,442	0	0	0	1,261,442
Swimming Pool Reserve	226,507	11,075	0	(35,000)	202,582	226,507	0	0	0	226,507
Roadworks Reserve	305,244	14,925	0	(304,694)	15,475	305,244	0	0	0	305,244
Land Subdivision Reserve	103,535	5,062	100,000	0	208,597	103,535	0	0	0	103,535
Townscape Reserve	18,185	889	0	0	19,074	18,185	0	0	0	18,185
Medical Reserve	45,749	2,237	0	0	47,986	45,749	0	0	0	45,749
LGCHP Long Term Maintenance Reserve	21,323	1,043	0	0	22,366	21,323	0	0	0	21,323
Rockview Reserve	9,127	446	1,000	(10,000)	573	9,127	0	0	0	9,127
Senior Citizens Reserve	54,677	2,674	0	0	57,351	54,677	0	0	0	54,677
Town Hall Reserve	112,667	5,509	0	(15,000)	103,176	112,667	0	0	0	112,667
Recreation & Events Centre Loan Reserve	325,478	15,915	0	(75,000)	266,393	325,478	0	0	0	325,478
Bendering Tip Reserve	92,736	4,534	5,000	0	102,270	92,736	0	0	0	92,736
Grants & Contributions Reserve	1,885,725	0	0	(1,885,725)	0	1,882,592	0	289,575	(180,213)	1,991,954
	5,117,043	157,998	106,000	(3,147,976)	2,233,065	5,113,910	0	289,575	(180,213)	5,223,272

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	580,000	1,500	1,299	(201)
Furniture and equipment	79,746	0	0	0
Plant and equipment	2,391,793	0	0	0
Acquisition of property, plant and equipment	3,051,539	1,500	1,299	(201)
Infrastructure - roads	2,976,648	0	0	0
Infrastructure - Footpaths	90,546	0	0	0
Infrastructure - Other	319,000	22,000	22,285	285
Infrastructure - Parks and Ovals	28,000	0	0	0
Acquisition of infrastructure	3,414,194	22,000	22,285	(117)
Total capital acquisitions	6,465,733	23,500	23,584	(319)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,161,824	446,680	260,000	(186,680)
Other (disposals & C/Fwd)	824,544	75,000	68,182	(6,818)
Office Equipment Reserve	30,000	0	0	0
Plant Replacement Reserve	712,864	0	0	0
Swimming Pool Reserve	35,000	0	0	0
Roadworks Reserve	304,694	0	0	0
Town Hall Reserve	15,000	0	0	0
Recreation & Events Centre Loan Reserve	75,000	0	0	0
Contribution - operations	1,306,807	(498,180)	(484,811)	13,369
Capital funding total	6,465,733	23,500	23,584	84

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

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

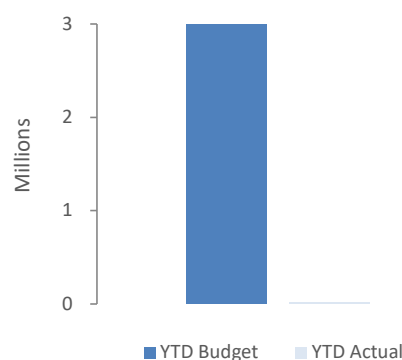
Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed

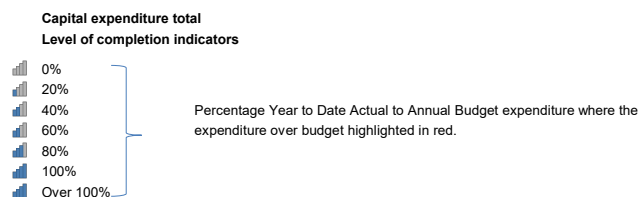
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direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

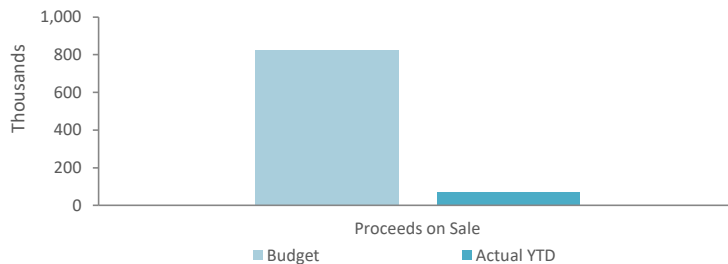


Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Project Description	Adopted		YTD Actual	Variance (Under)/Over
			Budget	YTD Budget		
			\$	\$	\$	\$
	Land and Buildings					
11370	Capital Expense - Gorge Rock - Buildings	Installation of toilet block	5,000	1,500	1,299	201.42
11180	Capital Expense - Town Hall Upgrade	Recommission front steps and install accessible ramp	15,000	0	0	0
11388	Recreation & Events Centre Capital Expenditure	External building improvements	75,000	0	0	0
11371	Capital Expenditure - Other Recreation L&B	Public Gym Facility	150,000	0	0	0
07780	Capital Expenses - Medical Centre	Improvements to medical and wellness buildings	300,000	0	0	0
07181	Capital Expenditure - Infant Health Centre L&B	Crown Reserve	35,000	0	0	0
	Furniture and Equipment					
14589	Capital Expenditure - Admin Photocopier	Replace Photocopier	15,000	0	0	0
08283	Capital Expenditure - CRC Equipment, Fixtures & Fittings	Replace Photocopier	15,000	0	0	0
08283	Capital Expenditure - CRC Equipment, Fixtures & Fittings	Large Format Printer	9,746	0	0	0
11383	Capital Expense - Other Recreation F&E	Gym Equipment and Systems	40,000	0	0	0
	Plant and Equipment					
14582	Capital Expense - CEO Vehicle (1CR)	CR1 Toyota Prado	71,000	0	0	0
07480	Capital Purchase - ROE Health Vehicle (4CR)	4CR Isuzu MU-X	48,500	0	0	0
14280	Capital Expense - WS Vehicle (CR123)	CR123 Isuzu MU-X	50,000	0	0	0
12395	Capital Expenditure - Loader	CR14 Volvo L90E Loader	366,000	0	0	0
12377	Capital Expense - Tipper - CR23	CR23 Hino Dutro 8500	525,000	0	0	0
12381	Capital Expense - Mack Prime Mover (CR7)	CR7	303,764	0	0	0
10784	Capital Expenditure - Community Bus	CR103 Mitsubishi Rosa Fuso	159,601	0	0	0
14281	Capital Expense - Utility (CR24)	CR24 Toyota Hilux	37,000	0	0	0
14287	Capital Expenditure - Small Plant Purchases	CR15228 Toro Z Master	90,928	0	0	0
12382	Capital Expense - Grader (CR11)	CR11 Caterpillar 12M Grader	480,000	0	0	0
12383	Capital Expense - MultiTyre (CR980)	CR980 Bomag Multityre Roller	240,000	0	0	0
14287	Capital Expenditure - Small Plant Purchases	Miscellaneous Small Plant	20,000	0	0	0
	Infrastructure - Roads					
12183	Capital Expenditure - Bullaring Pingelly Road	Bullaring Pingelly Road	73,656	0	0	0
12166	Capital Expenditure - Gill Road	Gill Road	164,700	0	0	0
12171	Capital Expenditure - Dry Well Road	Dry Well Road	84,590	0	0	0
12178	Capital Expenditure - Shackleton Bilbarin Road	Shackleton Bilbarin Road	65,000	0	0	0
12179	Capital Expenditure - Doyle Road	Doyle Road	110,000	0	0	0
12182	Capital Expenditure - Bruce Rock Corrigin Road	Corrigin Bruce Rock Road	120,000	0	0	0
12181	Capital Expenditure - Rabbit Proof Fence Road	Rabbit Proof Fence Road	1,183,735	0	0	0
12162	Capital Expenditure - Various Town Streets	Lynch Street & Camm Street	35,055	0	0	0
12180	Capital Expenditure - Corrigin Quairading Road	Corrigin Quairading Road	526,344	0	0	0
12185	Capital Expenditure - Babakin Corrigin Road	Babakin Corrigin Road	492,275	0	0	0
12189	Capital Expenditure - Wickepin Corrigin	Wickepin Corrigin Road	121,293	0	0	0
	Infrastructure - Footpaths					
12281	Footpath Upgrade - Capital	DUP McAndrew Ave/Spanney Street -Camm to Kirkwood	90,546	0	0	0
	Infrastructure - Other					
13285	Capital Expense - Rotary Park - Infrastructure Other	Main Play Space Reticulation	22,000	22,000	22,285	-285.36
12680	Capital Expenditure - Air Strip Upgrade	Pilot Activated Lighting	250,000	0	0	0
10785	Capital Expenditure - Cemetery Infra. Parks & Ovals	Cemetery Upgrade	5,000	0	0	0
10787	Capital Expenditure - Walton Street RV Area and Dump Point	Septic Upgrade	7,000	0	0	0
11293	Swimming Pool Capital - Infrastructure Other	Main Pool Expansion Joints	35,000	0	0	0
	Infrastructure - Parks and Ovals					
11372	Capital Expenditure - Other Recreation Infra. Parks & Ovals	Hockey Oval Infrastructure Upgrades	28,000	0	0	0
			6,465,733	23,500	23,584	(84)

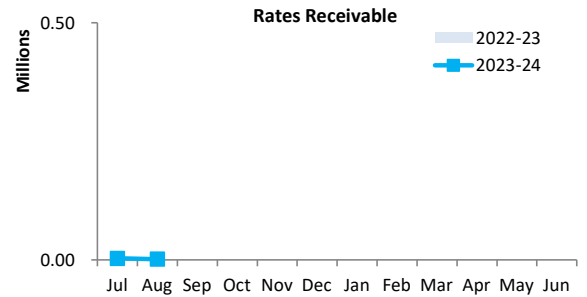
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Land and Buildings									
	Granite Rise - 1 Block	45,000	80,000	35,000	0	0	0	0	
	14 Lindsay Rise	45,000	75,000	30,000	0	0	0	0	
	18 Lindsay Rise	40,000	75,000	35,000	0	40,000	68,182	28,182	
Plant and equipment									
1001031	4CR Isuzu MU-X LSM 4x4	24,401	36,389	11,988	0	0	0	0	
100718	CR103 2012 Mitsubishi Rosa Bus	15,497	30,000	14,503	0	0	0	0	
100716	Glass Crusher	9,425	5,500	0	(3,925)	0	0	0	
100745	CR14 2014 Volvo L90F Loader	109,761	120,000	10,239	0	0	0	0	
100663	CR7 2011 Iveco Powerstar Prime Mover	65,340	50,000	0	(15,340)	0	0	0	
100596	CR23 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	0	0	
1000938	CR13 2015 Caterpillar Skidsteer	7,437	10,000	2,563	0	0	0	0	
100724	CR11 2012 Caterpillar 12M Grader	89,315	130,000	40,685	0	0	0	0	
100664	CR980 Bomag Multityred Roller	49,059	55,000	5,941	0	0	0	0	
100741	CR24 2013 Toyota Hilux 4x2	0	8,200	8,200	0	0	0	0	
100748	CR15228 2013 Toro Z Master	10,788	4,000	0	(6,788)	0	0	0	
1001030	CR123 Isuzu MU-X 4x4	30,347	40,000	9,653	0	0	0	0	
1001038	CR1 2021 Toyota Prado GXL	56,380	55,455	0	(925)	0	0	0	
		597,750	824,544	253,772	(26,978)	40,000	68,182	28,182	0



6 RECEIVABLES

Rates receivable	30 Jun 2023	31 Aug 2023
	\$	\$
Opening arrears previous years	123,850	68,912
Levied this year	2,882,323	3,001,723
Less - collections to date	(2,937,261)	(1,417,008)
Gross rates collectable	68,912	1,653,627
Net rates collectable	68,912	1,653,627
% Collected	97.7%	46.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(502)	421,701	48,959	38,888	23,622	532,668
Percentage	(0.1%)	79.2%	9.2%	7.3%	4.4%	
Balance per trial balance						
Trade receivables						532,668
GST receivable						39,129
Total receivables general outstanding						571,797

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

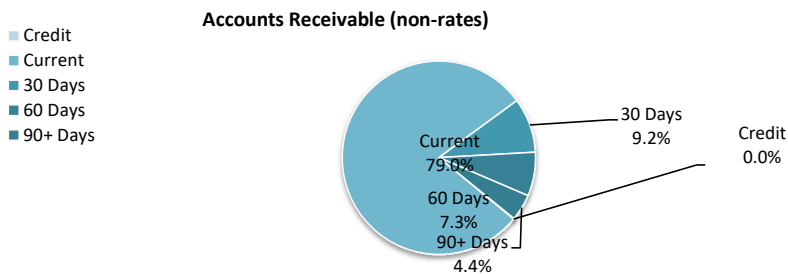
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

#REF!

amortised cost using the effective interest rate method.



7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 August 2023
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost	4,406,691		(1,175,372)	3,231,319
Inventory				
Fuel, Oil, & Materials	76,217	9,986	(17,734)	68,469
Land held for resale				
Cost of acquisition	130,000	0	0	130,000
Other assets				
Accrued income	0	0	0	0
JV Roe Health	0	28,843	(28,844)	(1)
JV Bendering Regional Landfill	0	0	(1,606)	(1,606)
Total other current assets	4,612,908	38,829	(1,223,556)	3,428,181

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Land held for resale

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

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

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

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(316)	58,329	0	0	0	58,013
Percentage	-0.5%	100.5%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						58,013
ATO liabilities						24,432
Payroll Creditors						36,348
Bonds and Deposits						161
Total payables general outstanding						118,954

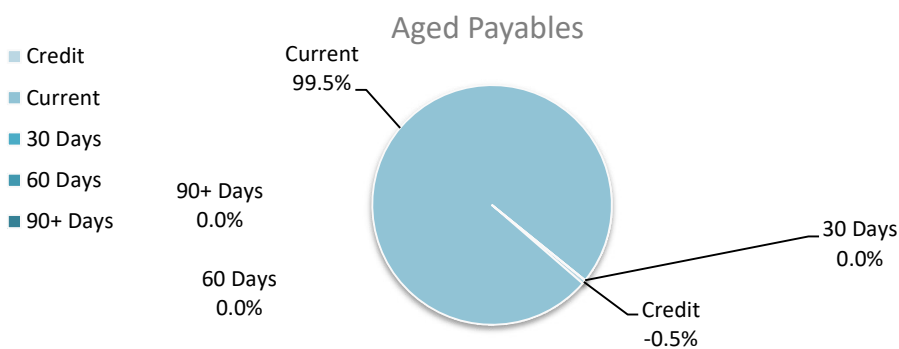
Amounts shown above include GST (where applicable)

KEY INFORMATION

#REF!

#REF!

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



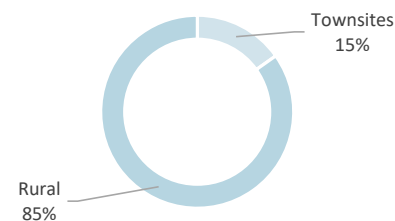
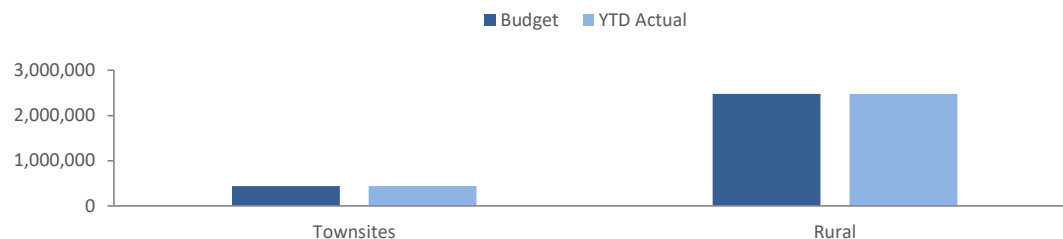
9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual		Total Revenue \$
					Reassessed Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Reassessed Rate Revenue \$	
Gross rental value									
Townsites	0.101121	416	4,372,380	442,139	0	442,139	442,140	506	442,646
Unimproved value									
Rural	0.009279	353	267,128,063	2,478,681	0	2,478,681	2,478,681	0	2,478,681
Sub-Total		769	271,500,443	2,920,820	0	2,920,820	2,920,821	506	2,921,327
Minimum payment									
Gross rental value									
Townsites	450	48	86,629	21,600	0	21,600	21,600	0	21,600
Unimproved value									
Rural	450	24	318,407	10,800	0	10,800	10,800	0	10,800
Sub-total		72	405,036	32,400	0	32,400	32,400	0	32,400
Amount from general rates						2,953,220			2,953,726
Ex-gratia rates						44,484			47,997
Total general rates						2,997,704			3,001,723

KEY INFORMATION

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



10 BORROWINGS

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual YTD Balance	Budget (Closing Balance)	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$
Community Recreation & Events Ce	102	1,319,807	0	(94,396)	1,319,807	1,225,411	0	(60,157)
Total		1,319,807	0	(94,396)	1,319,807	1,225,411	0	(60,157)
Current borrowings		94,396			0			
Non-current borrowings		1,225,411			1,319,807			
		1,319,807			1,319,807			

All debenture repayments were financed by general purpose revenue.

The Shire of Corrigin has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

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

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

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 August 2023
		\$	\$	\$	\$
Other current liabilities					
Other liabilities					
Grant Funding Income in Adv		30,577	0	(6,266)	24,311
Rubbish Service Income in Adv		0	240,790	(40,132)	200,658
Excess Rates		29,602	1,922	(25,007)	6,517
Total other liabilities		60,179	242,712	(71,405)	231,486
Employee Related Provisions					
Provision for annual leave		144,481	0	0	144,481
Provision for long service leave		140,610	2,235	0	142,845
Total Provisions		285,091	2,235	0	287,326
Total other current liabilities		345,270	244,947	(71,405)	518,812
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

#REF!

probable that an outflow of economic benefits will result and that outflow can be reliably measured.

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

Employee Related Provisions

Short-term employee benefits

#REF!

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

#REF!

and other payables in the calculation of net current assets.

Other long-term employee benefits

#REF!

in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other

#REF!

#REF!

not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the

#REF!

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2023		(As revenue)	31 Aug 2023	31 Aug 2023			
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Funding								
Local Government Financial Assistance Grant - General Purpose	0	0	0	0	0	0	0	15,912
Local Government Financial Assistance Grant - Roads	0	0	0	0	0	0	0	10,725
Law, Order, & Public Safety								
DFES Local Government Grants Scheme (LGGs)	0	0	0	0	0	61,161	63,016	21,923
DFES Mitigation Grant	0	0	0	0	0	316,939	0	0
Education & Welfare								
DPIRD CRC Grant	0	0	0	0	0	106,237	17,706	26,262
CRC Miscellaneous Funding	0	0	0	0	0	5,000	832	0
Recreation & Culture								
Healthways - Park Party	0	0	0	0	0	4,500	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	0	0
Transport								
Main Roads Direct Grant	0	0	0	0	0	208,270	208,270	208,270
Other Property & Services								
DPIRD Traineeship Grant	9,142	0	(6,266)	2,876	2,876	9,142	1,522	6,266
	9,142	0	(6,266)	2,876	2,876	716,249	291,346	289,358
Contributions								
Education & Welfare								
CRC Wage Offset	0	0	0	0	0	500	0	0
Recreation & Culture								
2023 Community Donations - Park Party	0	0	0	0	0	2,500	0	0
	0	0	0	0	0	3,000	0	0
TOTALS	9,142	0	(6,266)	2,876	2,876	719,249	291,346	289,358

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Adopted	YTD	YTD
	1 July 2023	Liability	Liability	31 Aug 2023	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$
Capital grants and subsidies							
Health							
Local Roads and Community Infrastructure - Wellness and Medical Centre	0	0	0	0	300,000	50,000	0
Education & Welfare							
DPIRD Technology Grant	0	0	0	0	9,746	1,624	0
Transport							
Regional Road Group	0	0	0	0	400,000	66,666	160,000
Roads to Recovery	0	0	0	0	537,267	0	0
Wheatbelt Secondary Freight Network	21,435	0	0	21,435	1,216,819	202,800	0
Regional Bicycle Network	0	0	0	0	45,275	7,544	0
Miscellaneous Funding - LRCI Road Funding Allocation	0	0	0	0	536,196	89,364	0
Local Community Infrastructure & Road Program - Airstrip Lighting Project	0	0	0	0	172,092	28,682	0
Economic Services							
Drought Communities Programme (Final Payment due in 22/23 FY)	0	0	0	0	0	0	100,000
	21,435	0	0	21,435	3,217,395	446,680	260,000

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2023**

14 TRUST FUND

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Aug 2023
	\$	\$	\$	\$
Community Funds Held	63,008	0	(9,151)	53,857
Edna Stevenson Educational Trust	857,549	801	0	858,350
Police Licensing	4,187	72,249	(68,428)	8,008
Westrail Bus Ticketing	124	64	(84)	104
BCITF	0	62	(62)	0
	924,868	73,176	(77,725)	920,319



All correspondence to be addressed to:
Chief Executive Officer
PO Box 125 KULIN WA 6365
p: 08 9880 1204 f: 08 9880 1221
e: enquiries@kulin.wa.gov.au
www.kulin.wa.gov.au

31 July 2023

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

Dear Nat

DUAL FIRE CONTROL OFFICERS 2023/24

At Council's June Ordinary Meeting it was resolved to appoint Donald Bradford and David Lewis as Kulin's Dual Fire Control Officers for the Shire of Corrigin for the 2023/24 fire season.

If you have any queries please feel free to contact me.

Yours sincerely

Alan Leeson
Chief Executive Officer

YOUR REF:

OUR REF:

ADM0313/OWS2234593

ENQUIRIES:

Sheryl Squiers



18 May 2023

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

Dear Natalie

Appointment of Dual Fire Control Officers 2023/24

Council is seeking the appointment of the following Dual Fire Control Officers with the Shire of Corrigin for the 2023/24 fire season:

Rodney Leonard Shaddick
Brodie Cunningham
Jeffrey Bernard Edwards
Robert John Lee
Sam MacNamara

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

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Dover'.

Andrew Dover
Chief Executive Officer



77 Wogolin Road, PO Box 19
WICKEPIN WA 6370
Phone: 08 9888 1005
Fax: 08 9888 1074
www.wickepin.wa.gov.au

Shire Of Corrigin
PO BOX 221
CORRIGIN WA 6375

Contact Nathan Cain
File No ES.APN.901
Doc ID OES20231274

18/07/2023

Dear Sir / Madam

DUAL BUSH FIRE CONTROL OFFICER 2023/2024 FIRE SEASON

At the June Ordinary Meeting of Council, council resolved to appoint David Stacey and Jim Hamilton as its Dual Fire Control Officers for the Shire of Corrigin for the 2023/2024 fire season.

If you have any queries regarding this matter please do not hesitate to contact the undersigned.

Yours Sincerely

Nathan Cain
Chief Executive Officer

Shire of Wickepin



Incident Management and Business Continuity Response Plan

September 2023

Document Control

Version	Date Revised	Revised By	Changes Made
0.1	October 2016	LGIS	Initial Draft for consideration
0.1.1	February 2017	GPO/CEO	Draft ready for Council adoption
0.1.2	December 2018	GPO	Draft ready for Council adoption
1.0	19 March 2019	Council	Adopted by Council
1.2	19 March 2019	Council	Adopted by Council
1.3	30 March 2020	GPO	Adopted by COVID Incident Management Team March 2020
1.4	June 2020	CEO	For Council Adoption - July 2020
1.5	July 2021	GPO	For Council Adoption – August 2021
1.6	September 2023	ESO/CEO	For Council Adoption – September 2023

Copies of this plan are located:

- Administration Centre – Emergency Evacuation File
- Depot
- CEO's Office
- Deputy CEO – Residence
- Corrigin Recreation and Events Centre

Version 1.6 adopted by Council – 26 September 2023 – RES

CM.0060

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Plan Holders

Incident Management Team

Name	Position	Contact	Alternative	Personal Contact
Natalie Manton	CEO	08 9063 2203	0427 425 727	██████████
Kylie Caley	Deputy CEO	08 9063 2203	0429 632 049	██████████
Terry Barron	Manager Works Services	0447 137 749		
Jarrad Filinski	Executive Support Officer	08 9063 2203		██████████
Gerry Smith	Customer Service Officer	08 9063 2203		██████████
Lauren Pitman	Environmental Health Officer	0427 137 431		

Internal Support Team

Name	Position	Contact
Nick Darke	Leading Hand - Construction	██████████
James Tremain	Building Officer	██████████
Paddy Caley	Leading Hand Parks, Gardens and Town Maintenance	██████████
John Reynolds	Transfer Station Manager	██████████
Jorja Lewis	Shire Cleaner	██████████
Matthew Sharpe	Contract Ranger Services/Wheatbelt Dog Rescue	██████████
Shire of Kalamunda	Contract Building Surveyor	██████████
Avon Waste	Waste Contractor	██████████
Wallis Computer Solutions	Contract IT Support	██████████
WALGA	Manager Human Resources	██████████

Administration Support Team

Name	Position	Contact
Steve Comito	Customer Service Officer	██████████
Gerry Smith	Finance Administration Officer	██████████
Tanya Ludlow	HR/Finance Officer	██████████
Jarrad Filinski	Executive Support Officer	██████████
Karen Wilkinson	Senior Finance Officer	██████████
Emily Cousins	Resource Centre Coordinator	██████████
Pippa Davey	Resource Centre Officer	██████████
Tayla Smith	Resource Centre Officer	██████████
Regan Chester	Resource Centre Officer	██████████
Kelly Robinson	Shire Office Cleaner	██████████

Checklists

Emergency Response and Plan Activation Procedures

Action	Who	Done
Respond to audible and telecommunication alarms	Onsite Staff	Time
Evacuate building if required to do so	Managers	Time
Implement Emergency Management Procedure (as part of building evacuation)	Onsite Staff	
Secure impacted sites where safe to do so	Managers	
Receive information from relevant sources (Internal, DFES, Police, Witnesses, Hazard Management Agency))	CEO	
Account for and verify staff support and wellbeing and safety	Officers	
Convene the Incident Management Team to review the situation and arrange access and teleconferencing facilities at Incident Control Centre.	Incident Management Team Leader (CEO)	
Secure involvement of staff from support areas with expertise relevant to the incident See Key Contacts	Incident Leadership	
Activate internal Support and Administration Support Teams	DCEO	
Determine employee support and wellbeing requirements	DCEO	
Contact any relevant contractors to confirm if they have been affected by the incident See Key Contacts	Manager Works	
Contact local business, school and community leaders where appropriate	CEO	
Notify Councillors of business interruption and remind them of the Media Policy.	CEO	
Ensure emergency funds are available if required	CEO	
Arrange for phones to be diverted and set up a temporary reception area.	Customer Service	
Arrange for signage to advise the public not to enter the Administration Office, Community Resource Centre, Library and Depot	Customer Service	

Notes: Emergency Response in bold borders

Assess

Task	Who	Done
Delegate responsibility to record all decisions, actions and issues	ESO	
Which areas are impacted, or may become impacted? All shire, business and community operations		
Loss of People , See: Scenario-Specific Checklist: Loss of People <ul style="list-style-type: none"> Staff working from home wherever possible Staff may become unwell and unable to work. 	DCEO	
Loss of (or access to) buildings / infrastructure / equipment , See: Scenario-Specific Checklist: Loss of (or access to) buildings / infrastructure / equipment <ul style="list-style-type: none"> Shire Administration Office, Community Resource Centre and Depot buildings closed to public. Council facilities including Recreation and Events Centre, Halls, CWA, Pools and playgrounds. Functions and events cancelled or postponed 	Customer Service	
Loss of IT or Communications , See: Scenario-Specific Checklist: Loss of IT or Communications <ul style="list-style-type: none"> Phone calls to Administration Office and Community Resource Centre diverted to Customer Service Officers Access to laptops and internet while working from home IT contractor available for remote assistance 	DCEO	
Loss of Supplier , See: Scenario-Specific Checklist: Loss of Supplier <ul style="list-style-type: none"> Waste Contractor services 	Manager Works	
What is the geographic scope of the incident? <ul style="list-style-type: none"> Local, State, National and International impact 		
What action has been taken so far?		
Is urgent action required? <ul style="list-style-type: none"> Immediate and ongoing measures required. Action required to comply with government declaration and directions Communication with staff, community, business owners and other stakeholders. Administration, CRC and Depot Office closure and staff working from home 		

What needs to be done next? <ul style="list-style-type: none"> • Ongoing action in response to emergency situation, government declaration and directions • Ongoing communication staff, community, business owners and other stakeholders • Environmental Health Officers inform businesses of Emergency Management and Public Health Act requirements. • Management of business continuity • Planning for recovery phase. 		
What is the potential timeline?		
Delegate responsibilities Met with Incident Response Team		
Consider and agree the following key actions for assessment: Recovery objective(s) <ul style="list-style-type: none"> • Resume normal service delivery as soon as possible after disruptive incident is over. 		
Task	Who	Done
The Executive Team's main responsibilities include: <ul style="list-style-type: none"> • Before all else, establish the safety and wellbeing of staff, visitors and the community. • Provide regular, concise and meaningful communications internally and externally. • Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality. • Minimise the impact on the Shire's operations and public image. • Strategically manage the incident, through strong organisational leadership. • Provide assurance to the community that the Shire's operations and service to residents remain strong and viable. • Restore time-critical business activities to acceptable levels within recovery time objectives. • Ensure that the recovery efforts have the necessary resources and support. • Set critical milestones and time frames for recovery. Plan into the future. • Ensure all actions are documented for investigators. 	CEO/DCEO/ Manager of Works	
Determine employee's support and wellbeing requirements:	DCEO	
Set up incoming and outgoing contact arrangements for staff	Customer Service phone diversion	
Monitor employee's medical and stress factors and promote external employee assistance program (EAP)		
Assist employees who may have increased medical requirements.		
Consider employee's family and carer responsibilities and flexible working arrangements		

<p>Determine Management and Staff roles and responsibilities before sending anyone home (if applicable):</p> <ul style="list-style-type: none"> • Reporting arrangements • That their jobs are safe (if applicable) • When they should come back to work • When the next communication can be expected and how it will be communicated. <p>Contact and instruct staff not affected by the incident, currently off site, on leave or located elsewhere. A main internal point of contact should be nominated and provided to all staff should they need to communicate.</p>	CEO/ DCEO	
<p>Ensure regular updates to staff and allocate responsibilities for updates. Methods: Email; SMS; Social Media; White Board; Bulletin board; Internet; Other.</p>	CEO/DCEO/ESO	

Assessment Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, Staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Waste collection – check business continuity or any changes to current service	Manager Works/Customer Service
Payroll – capacity to undertake payroll from home and identify backup capability	HR/Finance Officer
Creditor payments - capacity to make creditor payments from home and identify backup capability	HR/Finance Officer
Monitor Emergency Operations Centre or Hazard Management Agency Advisory	CEO

React

Task	Who
Record all decisions, actions and issues	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO
If relevant, ensure external and emergency agencies are involved in management of problem.	CEO/LEMC
Key Objectives for Reaction Phase <ul style="list-style-type: none"> • Implement local or state emergency and other directions to endure public safety and well-being. • Continue to provide local government essential services. • Provide staff with safe working environment so that essential services can continue to be delivered. • Communication with staff, elected members, community, business owners and community to stay calm and adjust to changing situation to keep safe 	Incident Management Team
Staff Meetings: <ul style="list-style-type: none"> • Appraisal of the situation and the scope of the incident • Inform them of the actions already decided upon • Agree on reporting arrangements • Prepare for working from home and when they're expected back • Review of equipment and resource needs for continuity of services • When and how the next communication can be expected Key messages: <ul style="list-style-type: none"> • Actions required to stay safe and stay home if sick. • Jobs are safe and staff will continue to be paid. • Changes that will have to be made to continue to deliver services in a safe way. • Work together to support colleagues and counselling services are available if required. • Regular communication will be provided as situation changes 	Incident Management Team
Delegate authority for special responsibilities <ul style="list-style-type: none"> • Environmental Health Officer, Bush Fire Control Officer etc delegation • Communications - CRC Co-ordinator, ESO 	EHO, BFCO CRC Co-ordinator/ ESO
<ul style="list-style-type: none"> • Assign operational responsibilities 	CEO/DCEO
Approve expenditure <ul style="list-style-type: none"> • Additional expenditure if required • Data packs for staff working from home • Additional products. 	DCEO
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator

Reaction Phase - Priority Critical Services	Who:
Communication – internal – Incident Management Team, staff and Councillors	CEO
Communication – external – customers, community members, business owners, contractors, emergency services and other stakeholders	CEO
Additional cleaning of Admin and Depot offices, CRC and public toilets and buildings if required	Cleaners
Environmental Health Officer – monitoring compliance and changes to operations.	EHO
Closure of Admin and Depot offices, CRC and public buildings	Senior Finance Officer
Closure of public buildings and recreation facilities	Manager Works
Working from Home - Set up IT access for administration staff	DCEO

Scenario-Specific Checklists

Loss of Access to Buildings Infrastructure or Equipment

Tasks	Who	Done
Relocation strategy: <ul style="list-style-type: none"> Alternative locations for administration staff CRC, Recreation Centre, Old Roads Board, Depot, school, other shires. Work from home 	CEO/ DCEO/ Manager Works	
Redirect Phone <ul style="list-style-type: none"> Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers. 	Customer Service Officer	
Identify Working from Home Issues <ul style="list-style-type: none"> How workstations and communications for staff working from home will be organised Familiarise staff with new arrangements and determine communication protocols 	DCEO	
Manage any new OHS/Support and wellbeing issues that may arise either <ol style="list-style-type: none"> During relocation or At the new location or With the use of new equipment 	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	CEO/ DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	CEO Communication Coordinator	
Redirect: Couriers, mail, newspapers, phones, etc	Customer Service	
Identify necessary people and equipment requirements to maintain Time-Critical Activities	Incident Management Team	
Other:		

Maintaining Information Technology Access and Communications

Tasks	Who	Done
Contact IT Support to; <ul style="list-style-type: none"> Clarify the extent of outage 	DCEO	
Contact Telstra and redirect impacted telephone lines to mobile phones or alternative numbers	Customer Service	
<ul style="list-style-type: none"> Identify other staff able to assist with I.T. issues 		
<ul style="list-style-type: none"> Clarify the extent of any data loss 		
<ul style="list-style-type: none"> Determine restoration target timeframes 		
<ul style="list-style-type: none"> Determine potential cause(s) 		
Detail strategy and resources for recovery and consider:	DCEO	
<ul style="list-style-type: none"> Deliverables due today or in the near future: 	DCEO	
<ul style="list-style-type: none"> Manual procedures or workarounds to complete Critical Business Functions 	DCEO	
<ul style="list-style-type: none"> System Requirements 	DCEO	
<ul style="list-style-type: none"> Other productive activities not requiring I.T. or communications 	DCEO	
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	ESO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	
Ensure ongoing interaction with appropriate I.T. Incident Management for regular updates and feedback	Incident Management Team	
Consider support and wellbeing requirements of the I.T. Team (Contractor)		
Invoke the I.T. Disaster Recovery Plan (provided by I.T. Contractor)	DCEO	

Scenario-Specific Checklist: Loss of People

Tasks: Loss of People	Who	Done
Determine the number of staff away, affected service areas and expected return dates.	HR/Finance Officer	
Ensure the safety and wellbeing of remaining staff	CEO/DCEO	
Identify Critical deliverables due today and for the next 5 days	Incident Management Team	
Determine the minimum number of staff required to continue operations and identify critical servicing and staffing gaps	Incident Management Team	
Ensure appropriate inductions, training and supervision to be in place for any replacement staff	CEO/DCEO Manager Works	
Ensure risk assessments in regards to any potential safety issues and key staff loss	Incident Management Team	
Organise any required Employee Assistance including counselling to assist with personnel returning to work.	HR/Finance Officer	
Cease all non-critical activities where appropriate	Incident Management Team	
In consultation with HR, notify/escalate to Health Department or Worksafe etc.	HR/Finance Officer	
Can temporary competent replacements be arranged: <ul style="list-style-type: none"> • Other Local Governments • Casuals/increase part-time hours • Volunteers / from the Community /prisoners • Existing contractors • Recruitment agencies for Labour Hire (e.g. LoGo, WALGA) • State Government Agencies • Retired or former employees 	CEO/DCEO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	
Notify Stakeholders of amended working arrangements: See Key Contacts	ESO	

Scenario-Specific Checklist: Loss of Supplier

Tasks	Who	Done
Contact the Supplier (where possible) and determine:		
• The nature and extent of the incident		
• Have operations ceased entirely, or is it limited?		
• Restoration timeframes and clearance of backlogs (if applicable)		
• Provision of any services / goods currently in transit		
Consider:		
• Time-Critical activities that rely on this supplier		
• Length of time before these activities are impacted		
• Alternative procedures		
• Alternative suppliers		
• Communication updates		
• Assign someone to monitor and communicate with the supplier		
• Any legal / risk implications:		
Identify and notify Key Contacts of amended working arrangements: See Key Contacts	ESO	
Create Communication Plan for Councillors, Media, Regulators other Stakeholders and Staff as required. See: Appendix A – Communications Guidelines	Communication Coordinator	

Manage

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times		
Record all decisions, actions and issues.	CEO/ESO	
Monitor ongoing staff support and wellbeing requirements	CEO/DCEO	
Key Objectives for Reaction Phase <ul style="list-style-type: none"> • Provide strong leadership to manage incident • Ensure regular, accurate and up to date information is communicated to staff, councillors, business owners and community members. • Monitor vulnerable members of the community and facilitate additional support if required. • Work together as a team to continue to provide high quality local government services 	Incident Management Team	
Considerations to be discussed and actioned accordingly: <ul style="list-style-type: none"> • Review effectiveness of recovery actions to date 	Incident Management Team	
<ul style="list-style-type: none"> • Discuss any emerging issues or new information 		
<ul style="list-style-type: none"> • Reassess resource requirements and capabilities 		
<ul style="list-style-type: none"> • Review all working arrangements for affected areas 		
<ul style="list-style-type: none"> • Review all Time-Critical business activities (achievement of Recovery Time Objectives) 		
<ul style="list-style-type: none"> • Review existing / current workload and any backlogs 		
<ul style="list-style-type: none"> • Review all outstanding Deferred Activities and arrange resumption 		
<ul style="list-style-type: none"> • Assess any insurance implications 		
<ul style="list-style-type: none"> • Set next meeting and venue 		
Identify and notify Key Contacts of amended working arrangements	ESO	
Provide feedback, information, copies of communications and copies of logs to the Admin Support Team to ensure that an appropriate record of the incident is maintained	ESO	
Provide updates to impacted staff	CEO/DCEO	
Release external communications if deemed appropriate		
Conduct site visit if deemed appropriate	CEO/DCEO/ Manage Works	
Ensure all relevant stakeholders continue to be kept informed	CEO	
Continue to monitor incident and issue instructions as appropriate	Incident Management Team	
Review status of incident and scale down recovery as situation dictates	Incident Management Team	

Management of Time-Critical Business Functions

Critical Activities	Who	Done
Office of CEO		
Provide advice and specialist guidance on internal and external communications.	CRC Coordinator	
Ensure public relations, media liaison and official media releases are being managed	CEO/ ESO	
Stakeholder communications including staff, business community and elected members.	ESO/ CRC Coordinator	
Provide administrative support to Councillors and CEO	ESO	
Facilitate employee assistance and welfare support	HR/Finance Officer	
Manage communication with Police, next of kin, Worksafe etc	CEO	
Plans: Local Emergency Management Arrangements	ESO	
Corporate and Customer Services		
Ensure I.T. and communications systems to the organisation are operational (mainframe, internet, e-mail, systems, and phones).	DCEO	
Customer Services: redirect main office numbers, set up new temporary customer face-to-face office, and monitor incoming e-mails. Consider giving staff pre-prepared statements for callers and visitors.	Customer Service Officer	
Contact all relevant contractors to confirm if they have been affected by the incident	Manager Works	
Contact Insurers (LGIS) if required		
Burials, burial register and liaison with Funeral Directors	Customer Service Officer	
Complete accident investigation and incident reporting forms	Manager Works	
Consider cancelling any events, committee meetings, etc	Customer Service Officer	
Records management including incoming and outgoing mail	Customer Service Officer	
Finance	Finance Officer	
Banking, revenue control, rates, payment of creditors, etc.	Finance Officer	
Payroll	Finance Officer	
Provide support and guidance to CEO on Business Continuity Matters	DCEO	

Works and Services		
Ensure urgent Works requests are being managed (sewerage, drainage, retic, roads, traffic, trees, verges, etc.)	Manager Works	
Traffic management and road project activities if required	Manager Works	
Ensure staff continue cleaning of public facilities	Cleaners	
Waste and recycling (sites and Contractors)	Manager Works	
Ensure urgent building maintenance requests are managed	Building Officer	
Check airstrip for use by emergency services (if required)	Manager Works	
Ensure adequate fuel supplies	Manager Works	
Maintain security of buildings	Building Officer	
Manage liaison with emergency services, recovery sites and salvage	Manager Works	
Governance and Compliance		
Ensure urgent EHO-related requests are being managed (contamination, food premises, pests, etc.)	EHO	
Ensure urgent Ranger-related calls are being managed (Local Law enforcement, animal control, etc.)	Customer Service Officer/ Ranger	
Contact applicants of certified and uncertified building permits, occupancy permits, planning applications and advice to customers on statutory planning matters.	ESO / Building Surveyor	
Animal pound food and water	Manager Works	
Event equipment		
Community		
Pool operations	Pool Manager	
Library	CRC	
Aged Care	CRC	
Youth Services	CRC	

Recover

Tasks	Who	Done
Arrange responsibilities for tasks and determine target completion times		
Record all decisions, actions and issues.	ESO	
Monitor ongoing staff support and wellbeing requirements	HR/Finance Officer	
Key Objectives for Recovery Phase		
<ul style="list-style-type: none"> Completed action items 		
<ul style="list-style-type: none"> Recovery objectives 	Incident Management Team	
<ul style="list-style-type: none"> Plans are in place to deal with any backlogs 	Incident Management Team	
<ul style="list-style-type: none"> Communication to staff to recognise efforts 	Communication Coordinator	
<ul style="list-style-type: none"> Target date for completion of post incident review 	Incident Management Team	
Provide copies of logs and decisions to Admin Support Team	All	
Undertake <u>post-incident review</u>, including: <ul style="list-style-type: none"> Communication within and between Incident Team and Support areas Effectiveness of communication with affected areas Cost of recovery arrangements and insurance offsets Effectiveness of recovery strategies Advice to external and internal customers Media arrangements Impact of incident on Shire's reputation Timeframes for tasks and achievement of target Impact on workflows of affected and interdependent areas Special staffing arrangements and acknowledgment of contributions. I.T. recovery arrangements. 	Incident Management Team	
Present findings to the Audit and Risk Committee for review.	CEO	
Celebrate achievements and anniversary of incident.	CEO	

Notes:

Recurring Activities / Events

Month	Day	Schedule	Recurring Activity
Monthly		M	Contracts - Review contracts and specifications for tenders to be called in six months' time
Monthly		M	Status Reports, Tape back-ups
Monthly		M	Monthly Information Bulletin
Monthly		M	Council Meeting, agenda and minutes
Monthly		M	Primary and Annual Returns – All returns lodged under s5.75 or s5.76 and removed from register, to be kept for five years after officer ceased to be Council member or designated employee. Remove returns over five years.
Monthly		M	Emergency Services Levy – Complete Form B – Schedule 5 – Emergency Service Levy (ESL) Remittance Advice Return Submit by 21st of each month. Remit funds to Department of Fire and Emergency Services (DFES)
Monthly		M	Primary and Annual Returns Register – Review and remove details of officers who are no longer relevant
Monthly		M	Legal Deposit – Deposit copies of published material of the Shire to the State Library of WA and National Library of Australia within 30 days of its publication
January		5	Local Emergency Management – Full review every five years endorsed February 2020
January		A	Equal Opportunity Management Plan – Report progress of initiatives
January		A	Occupational Safety and Health – Review legislation to ensure compliance with legislative requirements
January		A	Local Emergency Management – Review arrangements and report to State Emergency Management Committee (SEMC)
January		A	Compliance Audit Return – Commence process – Due to Department of Local Government by 31 March
January		A	Authorised Officers – Review list of officers authorised to represent the Shire in legal proceedings
January		A	Authorised Officers – Review list of officers authorised to perform particular functions
January	26	A	Australia Day Citizenship Ceremony
January		A	Corporate Business Plan – adopted July 2019
January		2	Community Strategic Plan – Minor Review – every two years from adoption post each Biennial Local Government Election adopted August 2019
January		4	Community Strategic Plan – Major Review – every four years from adoption post each Biennial Election adopted August 2019
January		Q	Rates – Payment of 3rd rate instalment notices – 63 days after second instalment
January		A	Authorising Officers – Purchasing and requisitions – review listing and processes
January		A	Financial Management Systems – Review procedures for the approval of accounts to ensure that before payment, relevant debt was incurred by a person who was properly authorised to do so.
January		A	Financial Management Systems – Review controls to ensure verification of receipt for goods and services prior to payment of accounts.
January		A	Impounded vehicles audit to ensure that owners of all impounded vehicles were identified and notified within 7 days of impounding vehicle.

Month	Day	Schedule	Recurring Activity
January		A	Designated Prosecuting Officers – Review register and advise Registrar of updates to prosecuting officers (Asbestos)
January		A	Authorised Officers – Review appointment of Authorised Officers for the purposes of the Dog Act 1976
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Caravan Parks and Camping Grounds Act 1995
January		A	Authorised Officers – Review appointment of Environmental Health Officers and other authorised persons for the purposes of the Health Act 1911
January		A	Designated Officers – Review appointment of designated officers for the purposes of the Food Act 2008
January		A	Authorised Officers – Review appointment of authorised persons and inspectors by the Executive Director of Public Health for the purposes of the Environmental Protection Act 1986
January		A	Authorised Officers – Review appointment of authorised persons for the purposes of the Building Act 2011
January		2	Primary Returns – due 3-months from swearing-in of newly Elected Members of Council
January		4	Financial management systems review – report to Council
January		8	Local Laws - eight year review of local laws last completed 2017
February			Statutory Compliance Audit Return to be completed. Submit to Audit Committee and Council.
February		A	Budget Review – Between 1 January and 31 March – Report to Council
February			Commence Budget and Long Term Financial Plan preparation
February		A	Annual Elector's Meeting
February			
February		A	Caravan Parks and Camping Grounds – Commence inspection
February		Q	Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Act
February		A	Delegation Register - Commence Review – Council Report due 30 June
February		8	Ward Boundary and Elected Member Review if requested by Advisory Board to be completed in year prior to election.
February		5	Record Keeping Plan – Review and submit to State Records Commission – required every five years OR when significant change to organisations functions, last completed 2018.
February		A	Health Fees and Charges – Gazettal and Notice of new fees and charges for next financial year. Then for inclusion in budget.
March	2		Beginning of restricted burning period
March			Budget Review – Mid Year Review – Send a copy of the review and determination to the Department of Local Government and Communities within 30 days of Council adopting the review
March			Complete CEO performance review
April			Review of Risk Management (Reg. 17 / LG (Audit) Regs)
April	15		End of restricted burning period
April			Advertise for budget submissions

Month	Day	Schedule	Recurring Activity
April		5	District Planning Scheme No. 2 – Prepare a consolidated scheme every five years. (last completed 2018)
April			Elections – Create Election Timeline
April			Elections – Reminder Memo – Elected Members – Pre-Election Period – regulations regarding Electoral Gifts – Seek Declarations
April			Equal Employment Opportunity – Send Equality Index and Representation EEO Survey to the Equal Opportunity Commission
April			Elections – Confirm agreement of Electoral Commissioner to conduct the election Due 80th day before election day Last Day
April			New Budget - Develop Capital worksheets for next year's budget
April			New Budget - Commence review of schedule of fees and charges
May			Council bus tour of roads / projects
May			Pensioner Rebate – Submit pensioner rebate claim to the Office of State Revenue for rates and Emergency Service Levy rebate claims
May			Blackspot – Prepare Black Spot submissions
May			Budget New – Differential Rating – Earliest Day differential rating intentions can be published
May			Local Emergency Management Committee – Hold committee meeting quarterly in accordance with the Emergency Management Act 2005.
May			Rates – Notice advising intention to impose differential general rates or a minimum payment applying to a differential rate category
May			Annual Performance Review – Staff Development Review – Audit
May			Review Corporate Plan
May			Review Strategic Community Plan
June			1st Budget Workshop
June		A	End of Financial Year Back-up
June			Council Policy to be reviewed within every 12 month period
June	30	A	End of Financial Year
June			Election year - Invitation to all non-resident ratepayers to enrol
June			New Budget - For adoption between 1 June and 31 August
June			Compliance Audit Return - Report to Executive on progress with implementation of remedial action (if any)
June		2	Workforce Plan - Finalise minor review of Workforce Plan due 2020
June		4	Workforce Plan - Finalise major review of Workforce Plan last completed July 2018
June			Primary Returns - Audit new employees with delegated authority to ensure compliance
July			Annual review of Delegations Register
July			Budget Adoption Meeting
July			Emergency Services Levy - Complete Form A - Schedule 4 - ESL Declaration of Annual Service Levy Billing
July			Annual Returns - Commence process for elected members and employees for completion by 31 August

Month	Day	Schedule	Recurring Activity
July			Deferred interest claim - to the Office of State Revenue for rates and ESL deferred claims
July			Rates - Issue rate notices
July			Disability Access and Inclusion Plan - Prepare report on the implementation of the plan for inclusion in Annual Report
July			Disability Access and Inclusion Plan - Regulations prescribe information that must be included in the Disability Services Plan Report
July			Freedom of Information - FOI Annual Statistical Data to the Commissioner
July			Elections - Decision to Conduct Postal Elections and Appointment of Electoral Commissioner as Returning Officer (no less than 80th day before the election)
July			Leases - Agreements or Arrangements ("Leases") of Council Land at 30 June - Land Tax for Office of State Revenue if required
July			Public Interests Disclosures - Provide Annual Report to Commissioner for Public Interests Disclosures
July			Annual Report - commence preparation of Annual Report
July			Emergency Services Levy - Complete and Submit Form C - Schedule 6 - ESL End of Year Reconciliation Report and Complete and Submit Form E - Schedule 12 - Aged ESL Rate Debtors Report
August			Local Government Week
August			New Budget- Copy of Budget to be provided to the Executive Director of DLGC within 30 days of adoption by Council
August			Dangerous Goods Storage Licence Renewal
August			Local Emergency Management Committee meeting
August			Rates - Payment of First Rate Instalment Notices
August	31		Annual Returns - Last day to submit returns
August			Annual Returns - CEO to confirm receipt of received Annual Returns
August	31		New Budget - Last day to be adopted
August			Elections - State-wide Public Notice - Close of enrolments (must occur between (70th and 56th day)
August			Elections - Advertise to call for nominations - between 56th day and 45th day
August			Elections - Close Electoral Rolls - 5pm (50th day)
September	30	A	Annual Financial Report to be submitted to Auditor prior to 30 September
September	30		CSRFF grants (Community Sporting and Recreation Facilities Fund) close to Council at a date determined by Council before 30 September
September		4	Private swimming pool inspections
September			Review Council Policies
September			Advertise for Sporting and Citizen Awards
September			Elections - Disclosure of Gifts and Declaration of Interest requirements - Send reminder to Elected Members to remind them of this requirement.
September			Elections - Establish and maintain Electoral Gift Register
September			Elections - Nominations Open (8 day period) - (44th day to 37th day) 4pm
September			Elections - Owners and Occupiers Roll - (CEO to certify before 36th day)

Month	Day	Schedule	Recurring Activity
September			Elections - Complete Consolidated Roll - by (22nd day)
September			Council – call special Council Meeting post elections if required for election of President, Deputy President and appointment to Committees and external boards. Agenda and Public Notice (if required).
September			Elections - Last Day for Returning Officer to give State-wide notice of the election - (19th day)
September			Primary Returns - Audit new employees with delegated authority to ensure compliance
October	31	A	Dog and Cat Registrations due to expire
October			Local Emergency Management - Annual report of Local Emergency Management Committee
October			Bush Fires - Advertise prohibited burning times
October			Bush Fires - Fire Break Notices - Advertise - Local Public Notice
October			FOI Statement - Commence review of Information Statement (and FOI processes)
October			Local government election - 3rd Saturday in October
October			Council - Swearing-In Ceremony and new Councillor declarations
October			Elections - Advertise Election Results
October			Elected Members - Conduct Elected Member Training and Induction Program
October			Council - Appointment of Members to Committees
October			Elections - Refund candidate deposits
October			Primary Returns from new Councillors
October			Code of Conduct Review
October			Annual Financial Report and Auditors Report - to be accepted by Council - No later than 31 December
October			Annual Report - Adoption of Annual Report - Advertise Local Public Notice
October		6 M	Financial and Impartial Interest declaration requirements – Send reminder memo of obligations to staff and Elected Members
October			Rates - Issue rates Instalment Notices
October			Strategic Community Plan – ensure review has been completed
October			Annual General Meeting of Electors - Public Notice
October			Elections - Send Election Report to Minister
October			Electoral Gifts Register - Remove any unsuccessful candidates disclosures from Electoral Gift Register
November			Nominations for Citizen/Community Group Awards close
November			Council Elected Members Photograph (every odd year after Election)
November			Review of Freedom of Information Statement
November			Review Authorisations Register
November			Primary Return - Letter to NEW Elected Members acknowledging receipt
November			Elections - Election Report to Minister for election of President and Deputy President- (+14days)

Month	Day	Schedule	Recurring Activity
November			Annual Report - Report to Council
November			Annual Audit Report - Report to Council
November			Annual Audit Report - Audit Actions Report to Minister
November			Elections - Destroy Electoral Material from election four years prior
November			Annual Financial Report - After the annual financial report has been audited, the CEO is to sign and append to the report declaration Form 1.
November			Annual Financial Report - A copy to be submitted to the Department of Local Government within 30 days of receipt by the CEO.
November			Road Information Return - Commence WA Local Government Grants Commission Road Information Return Due on date advised by Grants Commission
November			Local Emergency Management Committee meeting
November			Roads to Recovery - Identify projects for inclusion in draft five year Capital Works Program
November			Regional Road Group Funding - Prepare submissions for projects (Due 1 May)
November			Annual Electors Meeting - to be held within 56 days of adoption of Annual Report
November			Gifts - Send memo to staff and Elected Members as a reminder of their obligations
December			Thank A Volunteer Day Function
December			Annual Electors Meeting - Local Public Notice - at least 14-days prior
December			Shire Christmas Party
December			Community/Street Christmas Party
December			Business Continuity and Recovery Plan Review
December			Annual Electors Meeting
December			Council - Local Public Notice to be given for upcoming 12 months Council meeting dates
December			Corporate Business Planning - Commence annual corporate business plan review process
December			Heritage - Review and update Municipal Heritage Inventory and provide to Heritage Council last completed 2019
December		A	Internal Audit – Review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls and legislative compliance (Report to Audit Committee)
December	31		Annual Financial Report - Last day for acceptance by Council
December			Auditor's Report - Last day for Council to receive report
December			Rates - Payment of 1st rates Instalment Notices
December			Annual Electors Meeting - Minutes to Feb Council Meeting.
December			FOI Statement - Completion and publicise on website
December		2	Equal Opportunity Management Plan Review last completed Dec 2018

Key Contacts

Position	Purpose	Mobile #	Name
Shire President	Media	0428 751 024	Cr Des Hickey
CEO	Governance Public Relations Communication	0427 425 727	Natalie Manton
Works Manager	Emergencies	0447 137 749	Terry Barron
Leading Hand	Works	██████████	Nick Darke
EHO	Health	0427 137 431	Lauren Pitman
EHO	Health	0409 770 824	Brendon Gerrard
Ranger	Ranger	██████████	Matthew Sharpe
Building	Building	9257 9821	Shire of Kalamunda
Community Emergency Services Manager	Emergencies	██████████	Jason Carrall

External Contacts

Company	Contact
Building Commission	1300 489 099
Corrigin District High School	9063 2042 or 9063 4400
Department Primary Industry and Regional Development - Wheatbelt Development Commission Narrogin - Agriculture and Food	9881 0222
Department of Child Protection and Family Support Narrogin	9881 0123
Department of Corrective Services – Youth Justice Service Narrogin	9881 6022
Department of Finance, Building Management and Works Narrogin	9781 4100
Department of Fire and Emergency Services Narrogin	6832 3110/6832 3106 ██████████ ████
WA Country Health Service Narrogin	9881 0333
Department of Housing Narrogin	9881 9400
Department of Local Government, Sport and Cultural Industries – Local Government	6551 8700
Department of Local Government, Sport and Cultural Industries – Sport and Recreation Northam	9690 2400 or 9690 2438
Department of Biodiversity, Conservation and Attractions Parks and Wildlife Narrogin	9881 9200
Department of Transport	13 11 56 or 1800 354 928
Dial Before You Dig	1100
Department of Communities - Disability Services	9426 9200
Doctors Surgery	9063 2107
Hospital	9063 0333
Landgate	9273 7373
Main Roads Western Australia Narrogin	9881 0566

Company	Contact
Police – non emergency	9009 9100
Police, Fire, Ambulance	000
Post Office	9063 2100
Shire of Kulin	9880 1204/9880 1221
Shire of Kondinin	9889 1006/9889 1197
Shire of Narembeen	9064 7308/9064 7037
Shire of Bruce Rock	9061 1377/9061 1340
Shire of Pingelly	9887 1066/9887 1453
Shire of Brookton	9642 1106/9642 1173
Shire of Quairading	9645 2400/9645 1126
Shire of Wickepin	9888 1005/9888 1074
Water Corporation	13 13 75
Western Power	13 13 51
Department Primary Industry and Regional Development - Wheatbelt Development Commission Narrogin	9881 0222
Wheatbelt Mental Health Service - Narrogin	9881 0700

Contractors

Service	Contractor	Contact	Number	2 nd contact
Aged Care Services	Corrigin Hospital		9063 0333	
Asbestos removal		Rick Gilmore	██████████	
Banking	NAB	Jo DiFulvio	9063 3300	
Bitumen supply and repair	Bitutek	Mick Lundie	9296 6411	
Building Security Alarm repairs	Arm Security		9427 4800	
Building Surveyors (Permits)	Shire of Kalamunda		9257 9821	
Cat and Dog pound	WA Ranger Service	Matthew Sharpe	██████████	
Catering	Corrigin Roadhouse	Pauline	9063 2210	
Catering	Corrigin Hotel	Scott	9063 2002	██████████
	Mallee Tree Café	Annmarie	9063 2384	██████████
Child Care Services	Giggle Pots REED Corrigin		9063 2365	
Couriers	Corrigin Delivery Service	Claire McLeary	██████████	
Electrician-Automotive	Neutech	Dino DiFulvio	9063 2149	
Electrician-Air Conditioning	Harris Zuglian	Gary Harris	9063 2911	██████████
Electrician-Buildings	Harris Zuglian	Gary Harris	9063 2911	██████████
Employee Assistance Program	LGIS		9483 8888	
Fuel Supply	Great Southern Fuels	Jeanette Walling	9063 2014	

Service	Contractor	Contact	Number	2 nd contact
	Liberty Rural	Darryle Smith	9063 2497	██████████
Funeral Director/Services	Corrigin Regional Funeral Service	John Reynolds	██████████	
Glass repairs	Narrogin Glass		9881 2600	
Grave Digging/Burials	Shire		9063 2203	
Insurers	LGIS		9483 8888	
Internet	Westnet/Wallis		1300 786 068	
I.T. Backups	Wallis Computer Solutions	Nat	9661 1803	
I.T. – Synergysoft	IT Vision		9315 7000	
Lawyer	McLeods		9383 3133	
Local newsletter	The Windmill	Kate Nicholls	9063 2790	9063 7014
Regional Local newspaper	Narrogin Observer		6332 1141	
Locating Services	Western Service Locators		██████████	
Mail	Corrigin Post Office		9063 2100	
Machinery Carting				
Mechanic	Western Mechanical	Michael Robins	██████████	
Media Outlets – Newspaper	Corrigin Newsagency	Ivor Ebsary	9063 2081	
Media Outlets - Radio	Triple M Great Southern		9881 4000	
	ABC Radio		9842 4011	
Newspaper Delivery	Corrigin Newsagency	Ivor Ebsary	9063 2081	
Pest Control	McPest Pest Control		██████████	
Plumbing	Brownely's Plumbing and Gas		9061 1906	
Respite Centre	Corrigin Hospital		9063 0333	
Road resurfacing	Bitutek		9296 6411	
Stationery	Newsagent, Post Office or Office Supplies		9063 2081, 9063 2100,	9063 2555
Street sweeping	I Sweep Town and Country		9417 2949	
Structural engineers	Structerre Consulting		9205 4500	
Telecommunications	Merredin Telephone Service		9041 1199	
Telstra Helpdesk	Faults		132 999	
Traffic Management	Rural Traffic Service	Bruce Turton	██████████	9063 2300
Trees	Dave's Tree Service		9041 1783	
Tyres	Corrigin Tyrepower		9063 2303	
Vehicle Inspection Heavy Vehicle	Western Mechanical	Michael Robins	██████████	
Vet	Merredin Veterinary Hospital	Dr Louise French	9041 1734	

Service	Contractor	Contact	Number	2 nd contact
Waste/bins	Avon Waste	Ashley Fisher	9641 1318	

Shire Recovery Information

People and Equipment:

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

Infrastructure, Plant and Equipment:	
Light vehicles (Sedans, Utilities)	Two-way radios
Heavy vehicles (fully equipped) Loader, Backhoe, Graders, Water truck, rubbish trucks, etc.	Event equipment
Banking Security Tokens	Ranger vehicle (fully equipped)
White Board	Dog / Cat cages
Bulletin board	Animal pound and animal food and water
EFTPOS	Base radio
Safe and petty cash tins	Generator (Depot / Rec Centre)
Fuel	Spare batteries for radios
Mobile phone chargers	Bus
Emergency kits	

Critical Contact Points		
Purpose	Number / Address	Recovery Options
Main Reception	9063 2203 9 Lynch Street	Redirect to 0427 425 727
Main e-mail	shire@corrigin.wa.gov.au	Redirect to ceo@corrigin.wa.gov.au
Deputy CEO	0429 632 049	
Works Manager	0447 137 749	
Senior Finance Officer	██████████	
Finance/HR Officer	██████████	
Executive Support Officer	██████████	
Customer Service Officer	██████████	
Finance Administration Officer	██████████	
Leading Hand Roads	██████████	
Leading Hand Parks, Gardens and Town Maintenance	██████████	
Building Officer	██████████	
Resource Centre Coordinator	██████████	

Incident Box / Vital documentation:	
Item	Item
Phone lists	Payroll records
Map of Corrigin	Agency contact list
Fine book	Manual receipts
Pound book	Analogue phones
Hard copy forms: Lost and Found, Registration, Building, Health, Planning, etc.	Hard drive containing forms and procedures documents
Payroll report	Sector maps
Purchase orders	
Bushfire forms	
Preferred trades list	
Incident Control Sheets	
Burial Register	
Burial applications	
Cemetery map	
Password document	
Records Disaster Recovery Plan	
Emergency Management Plan / Recovery Plan	
Material Safety Data Sheet (MSDS)	
Pool testing monitor sheets	
Rosters	
Time sheets	

Systems / Applications

System / Application	Recovery Time (Days)		Workarounds
	System	Data	
Synergysoft	1		
Internet	1		
MS Office			
Adobe			

Appendix A – Communications Guidelines

Sample Communications Template

- This is what we know

- This is what we don't know

- This is what we are doing

- This is what we want you to do

Communications Team Responsibilities

ONLY an authorised spokesperson may speak to the media.

Primary	Deputy	Role / Responsibility
Shire President/ CEO		<ul style="list-style-type: none"> • Works with Management Team / Council to publicly issue statements to the media. • Serves as lead representative at press conferences with assistance as required. • Approves all publicly disseminated information. • Identifies spokespersons if required.
		<ul style="list-style-type: none"> • Works in close liaison with the spokesperson to ensure message accuracy and delivery. • Assists with media relations.
		<ul style="list-style-type: none"> • Provides legal advice on communications strategies. • Provides legal advice on messaging to victim(s), family members, media, etc. • Approves messages before release.

Verify the Incident

WHAT happened?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being done?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)? _____
- What other information is needed? _____
- Have the details of the situation been confirmed? _____
- Are the information sources credible? _____
- Is the information consistent from several sources? _____
- Other? _____

Notification Chart

Internal Audience	Mode of delivery, release date and time	Likely questions
Councillors	Face-to-face / phone call / e-mail / Conference call	What has happened? What is the impact? How have you responded? What is the status of your recovery?
Employees		Where should we go? What should we do? How do we do it? What are we allowed to say? Will I get paid? Is my job safe? When do I come back to work?
Employee's family		Are they safe?
Incident Management Team		What has happened? What is the impact? How should we respond?
Other?		
Other?		
External Audience	Mode of delivery, release date and time	Likely questions
Community	Face-to-face / phone call / Social Media / e-mail / Conference call / website / radio bulletin / press release	Will you be in a position to provide the services I require?
DFES / SES / WA Police		
Media: local, regional and national		What is the impact? How many casualties?
Public		
Stakeholders		
Contractors / Suppliers		Will my bills be paid?
Employee Assistance Provider	LGIS	
Regulators		Are all relevant rules and regulations being adhered to?
Other?		
Other?		

Message Mapping - Example

Stakeholders: e.g. Community, employees, clients and customers	
Core Message 1	
<p>At 2am on Tuesday 23 January 2019, a contractor</p> <p>Police have confirmed that a male of approximately 25 years of age</p> <p>.....was discovered by workers this morning at approximately 6.30am.</p> <p>this is what we know</p>	
Supporting core message 1	Evidence
<p>It is not known why the contractor was on site at 2am ...</p> <p>this is what we don't know</p>	<p>A: Questioned staff</p> <p>B: Interviewed the witness</p> <p>C:</p>
Information Supporting the core message 1	Evidence
<p>We have contacted ...</p> <p>this is what we are doing</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Information Supporting the core message	Evidence
<p>If anyone has any information ...</p> <p>this is what we want you to do</p>	<p>A:</p> <p>B:</p> <p>C:</p>
Delivery Method: CEO: Verbal interview with reporter at 11am.	

Appendix C – Deferred Business Activities

Area of Responsibility	Service Unit	Activity
Building Supervisor	Building Services	Shire land holdings maintenance and inspections
CEO	Executive	Advocacy and lobbying
CEO	Executive	Recurring compliance obligations
CEO	Executive	Executive Team Leadership
CEO	Communications	Media liaison
CEO	Communications	Official media releases
CEO	Communications	Stakeholder communications including staff and elected members
CEO	Councillor Activity / Liaison	Councillor liaison
CEO	Councillor Activity / Liaison	Councillor induction and training
CEO	Councillor Activity / Liaison	Committee meetings
CEO	Councillor Activity / Liaison	Council meetings
CEO	Councillor Activity / Liaison	Council agendas and minutes
CEO	Councillor Activity / Liaison	Shire travel arrangements
CEO	Regional Development	Regional Organisation of Councils
CEO	Regional Development	Regional Development Initiatives
CEO	Economic Development	Advocacy for economic development
CEO	Economic Development	Funding submissions.
CEO	Human Resources	Complaints and dispute handling
CEO	Human Resources	Recruitment, selection, induction and retention
CEO	Human Resources	Employee and Industrial relations
CEO	Human Resources	Staff training and development
CEO	Human Resources	Staff performance and appraisal systems
CEO	Human Resources	Human resources policies and procedures
CEO	Human Resources	Workforce Plan
CEO	WHS	Work Health and Safety policies and procedures
CEO	WHS	Work Health and Safety Committee
CEO	WHS	Oversee minutes of Safety meetings and action plans
CEO	WHS	Work Health and Safety awareness and education

Area of Responsibility	Service Unit	Activity
CEO	WHS	Accident investigation
CEO	WHS	Incident reporting
CEO	WHS	Oversee and manage return to work programs
CEO	WHS	Provision of safety equipment
CEO	Risk Management	Audit reports
CEO	Risk Management	Develop overall risk management policy
CEO	Risk Management	Train staff and elected members to assess potential risks
CEO	Risk Management	Define the organisations risk appetite, tolerance and likelihood guidelines
CEO	Risk Management	Identify, analyse, evaluate, treat, monitor and communicate risks
CEO	Landfill operations	Manage waste management facilities
CEO	Landfill operations	Waste management business planning
CEO	Landfill operations	Strategic site management
CEO	Waste collection and Recycling services	Manage contracted waste and recycling services for domestic and commercial collection
CEO	Waste collection and Recycling services	Contract renewals
CEO	Waste collection and Recycling services	Strategic waste management plan
CEO	Waste collection and Recycling services	Waste and recycling promotion and education
CEO	Waste collection and Recycling services	New services and master list maintenance
CEO	Waste collection and Recycling services	Complaints and missed bins
CEO	Waste collection and Recycling services	Illegal dumping
CEO	Statutory Land Use Planning	Assessment of development applications
CEO	Statutory Land Use Planning	Planning and Development Act administration
CEO	Statutory Land Use Planning	Sub-division process management
CEO	Statutory Land Use Planning	State Administrative Tribunal reviews and responses
CEO	Statutory Land Use Planning	Advice to customers and internal Stakeholders on planning matters
CEO	Statutory Land Use Planning	Local Planning Scheme amendments
CEO	Statutory Land Use Planning	Structure Planning
CEO	Statutory Land Use Planning	Local planning policies

Area of Responsibility	Service Unit	Activity
CEO	Statutory Land Use Planning	Compliance with local planning scheme requirements
CEO	Statutory Land Use Planning	Liaison and referral to relevant government agencies
CEO	Strategic Planning	Review and implement the Local Planning Strategy
CEO	Strategic Planning	Develop and review planning strategic documents
CEO	Strategic Planning	Input to State planning legislation and policy.
CEO	Strategic Planning	Provide strategic planning advice to customers.
CEO	Building Services	Certified building permits.
CEO	Building Services	Uncertified building permits.
CEO	Building Services	Building control including compliance
CEO	Building Services	Applications for strata subdivisions
CEO	Building Services	Inspections and issue of certificates
CEO	Building Services	Occupancy permits
CEO	Community	Liaison with Culturally and Linguistically Diverse groups
CEO	Community	Community Safety and Crime Prevention
CEO	Community	Liaison with government, non-government, grants and community organisations
CEO	Community	Community education programs eg waste recycling, asbestos awareness.
CEO	Media and Communications	Assist with drafting of official media releases
CEO	Media and Communications	Assisting with Shire staff communication
CEO	Media and Communications	Oversee Shire's corporate communication policy
CEO	Tourism and Promotion	Coordinate Economic Development
CEO	Tourism and Promotion	Contribute to the marketing and promotion of the Shire
CEO	Recreation	Recreation Centre as an emergency evacuation centre
CEO	Recreation	Manage active recreation reserves
CEO	Recreation	Recreation Centre management
CEO	Recreation	Liaise/coordinate with sporting groups/clubs
CEO	Aged	Responding to the needs of the aged in the aged-care facility
CEO	Aged	Services and facilities accessible to the aged
CEO	Grants Management	Opportunity identification
CEO	Grants Management	Application facilitation
CEO	Grants Management	Acquittal facilitation
CEO	Grants Management	Process oversight

Area of Responsibility	Service Unit	Activity
CEO	Ranger	Animal control
CEO	Ranger	Permits issued under Local Laws
CEO	Ranger	Local Law enforcement
CEO	Ranger	Litter control
CEO	Ranger	Community education programs
CEO	Shire Administration	Compliance (Acts, Regs and Local Laws)
CEO	Shire Administration	Compliance Audit
CEO	Shire Administration	Financial management
CEO	Shire Administration	Insurance management and review
CEO	Shire Administration	Staff development
CEO	Shire Administration	Procurement of goods and services
CEO	Shire Administration	Complaints and dispute handling
CEO	Shire Administration	Council elections
CEO	Shire Administration	Management of leases associated with Shire controlled land and facilities
CEO	Shire Administration	Processing insurance claims
CEO	Cemetery	Burials
CEO	Cemetery	Maintaining Burial Register
CEO	Cemetery	Liaison with Funeral Directors
CEO	Customer Service	Customer Services (general)
CEO	Customer Service	Community communications and coordination
CEO	Customer Service	Department of Transport Licensing
CEO	Customer Service	Telephone/e-mail service
CEO	Environmental Health	Section 39 Liquor Licencing approvals
CEO	Environment	Environmental assessment and clearances for development
CEO	Environment	Environmental strategies
CEO	Environment	Monitor extractive industry operations
CEO	Environment	Implement biodiversity strategy
CEO	Emergency	Liaison with government agencies and non-government organisations
CEO	Emergency	Development and ongoing review of Emergency Management Plans
CEO	Emergency	Training in emergency management practices and response
CEO	Emergency	Local and district emergency management committee
CEO	Emergency	Education programs
CEO	Emergency	Monitoring and informing of emergencies
CEO	Emergency	Local recovery plans
CEO	Emergency	Bushfire mitigation

Area of Responsibility	Service Unit	Activity
DCEO	Finance	Payment of creditors
DCEO	Finance	Invoicing and collection of charges
DCEO	Finance	Managing and investing Shire funds
DCEO	Finance	Payroll
DCEO	Finance	Rating and property management
DCEO	Finance	Facilitate funds for procurement of goods and services
DCEO	Finance	Management of the asset register
DCEO	Finance	Financial management reports
DCEO	Finance	Statutory reporting
DCEO	Finance	Annual budget
DCEO	Finance	Long Term Financial Plan
DCEO	Finance	Financial audit
DCEO	Finance	Audit Committee
DCEO	Information Technology	Provision of information technology and communications systems to the organisation
DCEO	Information Technology	Security of critical applications and data
DCEO	Information Technology	Telecommunications
DCEO	Information Technology	IT Contracts management
DCEO	Information Technology	Purchase of new IT equipment
DCEO	Information Technology	Licence renewals
DCEO	Records Management	Registration and distribution of incoming and outgoing hard copy and digital correspondence
DCEO	Records Management	Registration of building and planning applications
DCEO	Records Management	Filing, retrieving and archiving of files
DCEO	Records Management	Disposal of records according to legislation
DCEO	Records Management	Freedom of Information requests
CRC	Community Events	Youth Projects
CRC	Community Events	Christmas Decoration – lighting of the tree, street party etc.
CRC	Community Events	Upcoming Events and Festivals
CRC	Media and Communications	Coordinate Staff newsletter
CRC	Media and Communications	Oversee Social Media usage
CRC	Library	Library administration and management

Area of Responsibility	Service Unit	Activity
CRC	Tourism and Promotion	Events admin
CRC	Youth	National Youth Week
CRC	Youth	Liaison with government agencies and non-government organisations
EHO	Landfill operations	Site Licence renewals and compliance
EHO	Landfill operations	Ground water bore monitoring and sampling
EHO	Landfill operations	Annual DER Licence and quarterly DER levy reporting
EHO	Landfill operations	Assessment of contaminated waste disposals
EHO	Landfill operations	Management of controlled waste disposal
EHO	Landfill operations	Monitor septic tanks and caravan sewerage drop-points
EHO	Environmental Health	Food businesses approvals and assessments
EHO	Environmental Health	Food sampling (Legal and LHAAC Coordinated)
EHO	Environmental Health	Approval of Skin Penetration premises
EHO	Environmental Health	Sampling and assessment of aquatic facilities.
EHO	Environmental Health	Sampling and assessment of reclaimed Waste Water reuse scheme
EHO	Environmental Health	Lodging House inspection and registration
EHO	Environmental Health	Vector investigation
EHO	Environmental Health	Health promotion and education
EHO	Environmental Health	Registration of Offensive Trades
EHO	Environmental Health	Issue permits for stallholders, street traders, morgues, stable licences and portable signs
EHO	Environmental Health	Onsite effluent disposal systems
EHO	Environmental Health	Advice on Environmental Health related matters
EHO	Environmental Health	Public Building approvals and assessments
EHO	Environmental Health	Public event assessment, permits and monitoring
EHO	Environmental Health	Unightly land/ hoarding
EHO	Environmental Health	Complaints (noise, noxious odours, poultry, dust)
EHO	Environmental Health	Liaison with Department of Water and Environmental Regulation regards lead levels in community

Area of Responsibility	Service Unit	Activity
EHO	Environment	Investigate and recommend appropriate action on Shire controlled contaminated sites
EHO	Environment	Environmental compliance and complaints
EHO	Environment	Manage abattoir operations
Senior Finance Officer	Building Services	Building statistics to the Australian Bureau of Statistics, Valuer Generals Office and BCITF
ESO	Media and Communications	Coordinate website content
ESO	Media and Communications	Coordinate Elected Members bulletin content
GPO	Community	Disability Access and Inclusion
Pool Manager	Aquatic	Aquatic operations (pool quality, cleanliness, etc.)
Pool Manager	Aquatic	Aquatic centre administration
Pool Manager	Aquatic	Swim lessons and classes
Pool Manager	Aquatic	Fitness programs
Pool Manager	Aquatic	Kiosks
Pool Manager	Aquatic	Routine maintenance (planned, building and grounds) of Corrigin Swimming Pool
Shire of Kalamunda-Contracted	Building Services	Advice to customers on statutory building matters
Works and Services	Building maintenance	Building Asset Management Plan
Works and Services	Building maintenance	Prioritised response to urgent building maintenance requests (safety)
Works and Services	Building maintenance	Upgrades to Council buildings
Works and Services	Building maintenance	Project management
Works and Services	Building maintenance	Design of building modifications
Works and Services	Building maintenance	Liaise with stakeholders
Works and Services	Building maintenance	Supervision of contractors
Works and Services	Building maintenance	Preparation and management of tenders and contracts

Area of Responsibility	Service Unit	Activity
Works and Services	Building maintenance	Routine building maintenance and inspections
Works and Services	Administration	Financial management and reporting
Works and Services	Administration	Procurement and procurement procedure compliance
Works and Services	Administration	Regional Road Group membership
Works and Services	Administration	Complaints and dispute resolution
Works and Services	Administration	Policy review
Works and Services	Administration	Staff development and training
Works and Services	Asset Management	Asset management framework
Works and Services	Asset Management	Development of asset management plans
Works and Services	Asset Management	Funding submission applications
Works and Services	Asset Management	Project renewal modelling
Works and Services	Asset Management	Asset management reports
Works and Services	Asset Management	Preventative maintenance planning
Works and Services	Asset Management	Asset information systems management
Works and Services	Asset Management	Asset management information recording.
Works and Services	Asset Management	Data collection and analysis
Works and Services	Operations	Depot management
Works and Services	Operations	Roads, footpaths and laneways construction
Works and Services	Operations	Manage reticulation systems and bores
Works and Services	Operations	Works Services procurement
Works and Services	Operations	Drainage construction
Works and Services	Operations	Street and footpath sweeping
Works and Services	Operations	Private Works
Works and Services	Operations	Manage wastewater effluent re-use system
Works and Services	Plant and Fleet Services	Plant and equipment maintenance
Works and Services	Plant and Fleet Services	Vehicle fleet management

Area of Responsibility	Service Unit	Activity
Works and Services	Plant and Fleet Services	Vehicle fleet planning
Works and Services	Plant and Fleet Services	Procurement of plant, equipment, and fleet.
Works and Services	Parks, Gardens and Reserves	Parks, gardens and ovals routine maintenance
Works and Services	Parks, Gardens and Reserves	Gardens maintenance
Works and Services	Parks, Gardens and Reserves	Litter control (needles, etc)
Works and Services	Parks, Gardens and Reserves	Cemetery Maintenance
Works and Services	Parks, Gardens and Reserves	Street Verge maintenance



Incident Management and Business Continuity Response Procedures Manual

Version 2.4 adopted by Council – 26 September 2023 (review annually)

CM.0060

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Document Control

Version	Date Revised	Revised By	Changes Made
0.1	October 2016	LGIS	Initial Draft for consideration
0.1.1	February 2017	GPO	Finalised Draft for Council Adoption
0.1.2	21 February 2017	Council	Adopted by Council
2.0	December 2018	GPO	Revised Draft for Council Adoption March 2019
2.1	19 March 2019	Council	Adopted by Council
2.2	30 March 2020	GPO	Revised Draft for Incident Management Team adoption March 2020
2.3	June 2020	CEO	For Council Adoption – July 2020
2.4	July 2021	GPO	For Council Adoption – August 2021
2.5	September 2023	ESO/CEO	For Council Adoption – September 2023

Introduction

This Manual is designed to provide the management and staff of the Shire of Corrigin (the Shire) with the information and tools necessary for a robust and effective Incident Management and Business Continuity Response Framework (Framework).

Its aim is the delivery of a standardised, consistent approach to Incidents and Business Continuity Management, whilst providing a best practice methodology that fits within the Shire's overarching Risk Management Framework.

This document sets out the governance framework to ensure a sustainable state of preparedness and the management principles to be followed should any incident cause, or threaten to cause, serious impact to the operations of the Shire.

It provides a process to facilitate organised decision-making in the event of a major incident that might otherwise be chaotic, to:

- Protect safety of staff, visitors and the community.
- Provide flexible responses to a variety of incidents.
- Assist decision making in a potentially uncertain and stressful environment.
- Manage and minimise the consequence of incidents to the Shire's operations.

The Shire of Corrigin ***Incident Management and Business Continuity Response Plan***, developed in conjunction with this Framework Manual, documents the response strategies to be followed by the Shire of Corrigin to respond, recover, resume and restore to a pre-defined level of operation following disruption.

Scope

The Shire should maintain an up-to-date and fit-for-purpose Incident Management and Business Continuity Response Plan.

Business Continuity should form part of every project and at all stages of a Change Management Process within the Shire in order to mitigate any associated risks.

The impact of a project upon existing Business Continuity arrangements and any Change Management Processes must include an element of Business Continuity Management to ensure their effects are incorporated into recovery arrangements and requirements. Consequently, the procedures in this manual apply to all areas under the control of the Shire.

Emergency Response procedures such as evacuation and associated activities are considered under Work Health and Safety constraints and consequently do not fall within scope. The Business Continuity Plans will however provide information of current procedures for reference purposes.

Assumptions

Business Continuity Management principles assume that all external hazard management agencies respond as per normal.

Incident (Crisis) Management

The Shire defines an Incident as an event that:

- Threatens the health and safety of staff, visitors and/or community and/or;
- Has the potential to disrupt critical activities for more than one business day and/or;
- Crosses over the responsibilities of more than one Business Unit.

Incident events may result from single or multiple events; be accidental, intentional or an act of nature; occur suddenly or have an extended lead time.

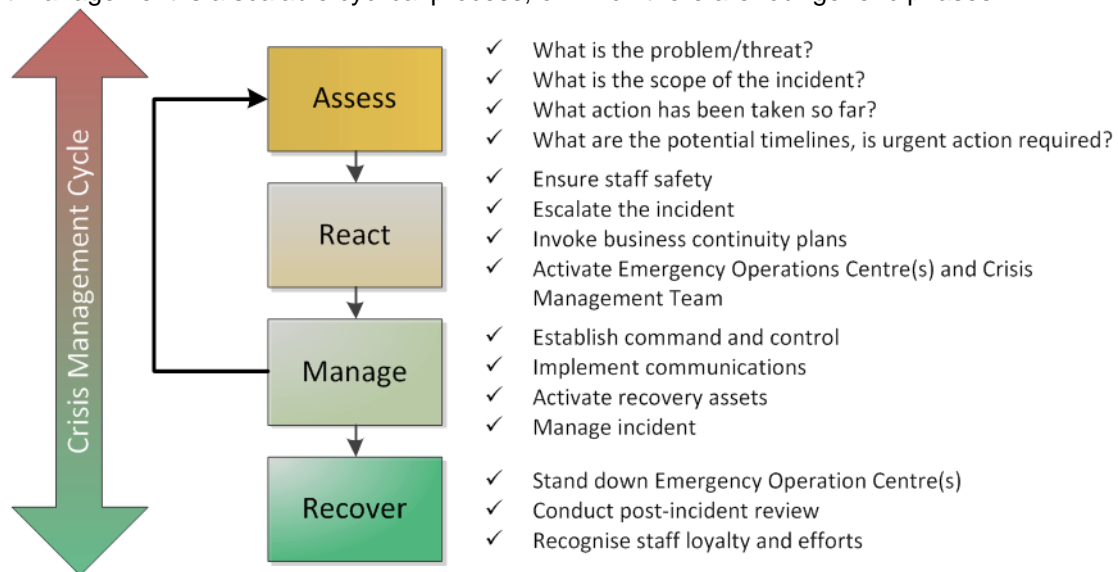
It is important to note that incident response and Incident management is dictated by the impact the event has or may have on the Shire and not by the event itself. The Shire's Incident Management and Business Continuity Response Plan extends this principle to respond to the following impacts;

- Loss of (or access to) buildings or infrastructure
- Loss of Information Technology (IT) and communication systems, applications or networks (including data)
- Loss of key staff
- Loss of key suppliers

During any Incident the Shire will seek to:

- **Before all else**, establish the safety and wellbeing of staff, visitors and the community.
- Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
- Provide regular, concise and meaningful communications internally and externally.
- Work together as a team demonstrating the Shire's principles and values to swiftly return the impacted Departments to normality.

Incident Management is a scalable cyclical process, of which there are four generic phases.



Flexibility is required at all times.

Within the Incident Management Cycle, it is appropriate to continually re-**assess** the situation and modify the response, which will result in a different set of **reactions**, and tasks to **manage** the incident, leading to the ultimate **recovery** of the business.

For example, the initial assessment of an incident may lead to reaction and management phases that subsequently prove to be inadequate, or the scale and nature of the incident may change.

Incident Response

Before an incident there are opportunities to implement proactive controls that can make potentially disruptive events less likely or less severe, as well as making preparations for contingencies to be activated only once an event commences. The contingent controls implemented are aimed at reducing the scale and effects of disruption, returning to routine operations and a full recovery as soon as possible and seizing any opportunities that may arise.

Command and Control

It is always preferable to over-react to an incident, and then scale down the response, than to underestimate the level of response required.

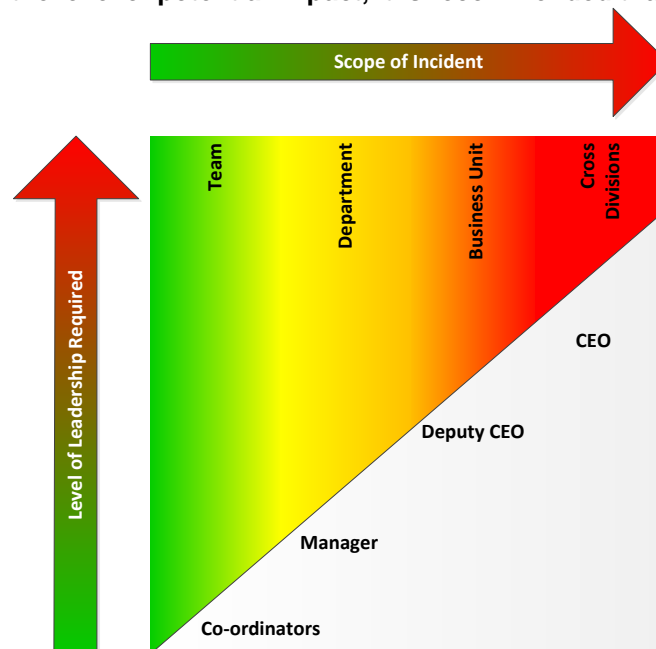
Under normal circumstances, Departments manage their own recovery in accordance with the pre-planning in their Business Continuity Plan, with support from the relevant support areas. Effectively, a small incident involving a single Department would be managed by the specific Manager.

As the real or potential impact increases, the command and control of any situation should be escalated up the Shire's management structure and should be based upon the existing management reporting lines. When an Incident reaches a point where its effects become material to the Shire or crosses Business Unit boundaries, the Incident Management Team will be convened to provide strategic leadership of the incident to minimise the impact on the Shire's operations and public image.

As shown below, higher levels of control may be invoked in response to the assessment of the situation or threat.

If the Shire is exposed to a situation that threatens the safety of staff, the loss of premises or any other situation that could result in a material impact for the Shire, then the situation should be **immediately** escalated.

If any doubt exists as to the level of potential impact, it is recommended that escalation occurs.



Incident Communications

Incident Communications Role Descriptions

No one is permitted to represent the Shire without prior approval from the Incident Management Team. The following is a list of Key Staff and their roles with regard to Incident Communications.

Shire President

The Shire President is the Shire's official spokesperson on all non-operational issues during an Incident management situation and plays a key role in developing Shire messages.

Chief Executive Officer

The CEO is the Shire's official spokesperson on all operational issues during an Incident management situation. In the CEO's absence the Acting CEO must be able to take on the role of official spokesperson.

Incident Management Team

The Incident Management Team are responsible for ensuring all staff are fully briefed and aware of the requirements of this plan.

All media inquiries on any issue are to be referred to The Incident Management Team.

The Shire is committed to delivering accurate, timely and relevant information to the community, media, councillors, staff, the public and other stakeholders.

It is absolutely crucial for responses to the media to be accurate, truthful and open. The Shire's long-term reputation for truthfulness outweighs any short-term gain.

If the Shire is experiencing intense media coverage, it is essential for the Incident Management Team to have all the information necessary to frame correct responses, so it is incumbent on staff to supply all relevant information. The most common error is for staff to not include a piece of information because they think it is not relevant.

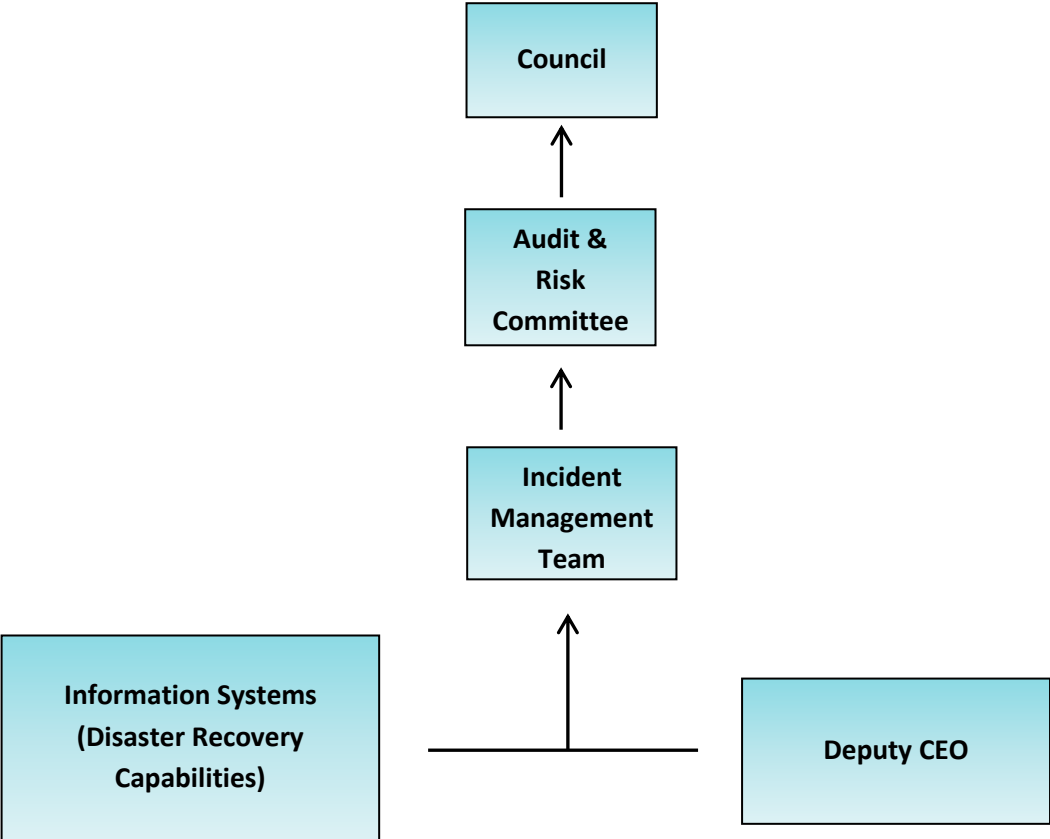
Access to all information – including confidential material where required – is absolutely crucial in the shaping of correct responses. Cover-ups ALWAYS attract more damaging coverage than an initial misstep. To assist in this process, any area with responsibility for an issue likely to result in media coverage should report the relevant information to the Incident Management Team with urgency.

Business Continuity Management

Business Continuity Management is an integrated process that encompasses the following two main elements:

- **Management Practices**
 - Defining, reviewing and consistently improving the Framework and how it will be implemented, controlled and validated.
 - The integration of Business Continuity into business-as-usual activities and organisational culture.
- **Technical Practices**
 - The ongoing review and assessment of the Shire's objectives, functions and environmental constraints against operations.
 - Identification and enablement of appropriate strategies and processes to determine how best to recover from business disruption.
 - Maintaining documented plans around the current strategies and processes.
 - Validating, through exercise and formal review that this program meets the key objectives.

Business Continuity Governance Structure



Governance Roles and Responsibilities

Incident Management Team

The Incident Management Team is responsible for:

- Regular oversight of the Risk Management Framework, including the Business Continuity Program.
- Sharing best practice to improve the overall Business Continuity process.
- Advocating cross-Business Units activities such as plan strategies and exercises where applicable.

Council

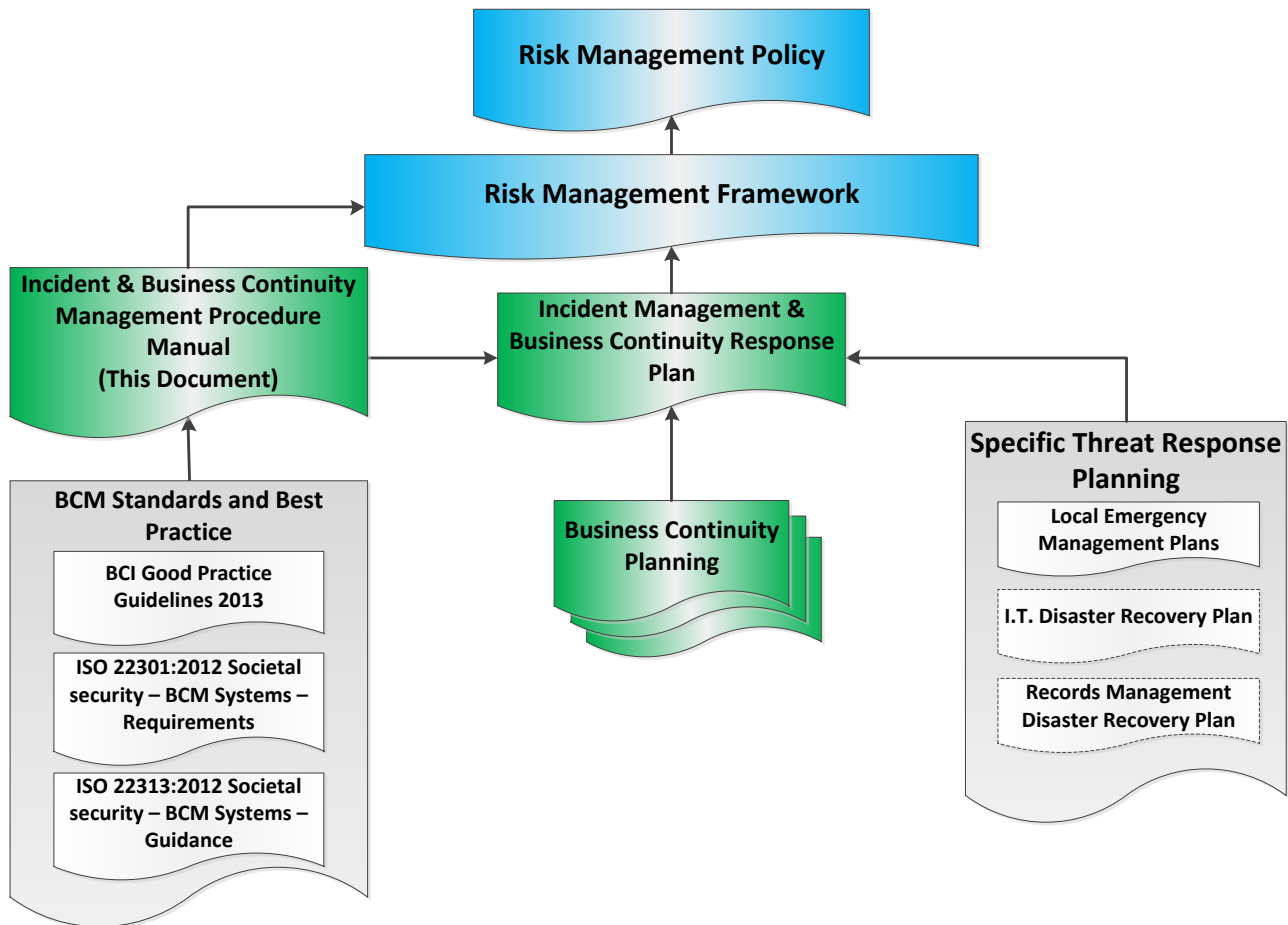
Council is responsible for:

- Reviewing and approving the Shire's overall business strategies, risk management strategies, risk appetite, frameworks and policies for managing key risks.
- Providing direction to Incident Management Team and delegating appropriate authority to accept risk and oversee implementation and outcomes.

Information Systems

The CEO and Deputy CEO overseeing the Shire's IT Systems is responsible for developing, maintaining and reporting to the Incident Management Team on the Shire IT Disaster Recovery Framework and capabilities.

Document Structure



The above diagram depicts the documentation involved in the Business Continuity Program. Other components of the overall Risk Management Framework, such as Strategic, Operational and Project Risk documentation have not been shown.

Service Team Incident Preparation Requirements

Each Service Team is responsible for the maintenance and upkeep of their own Business Continuity data and for promoting awareness through:

- Contributing to and implementing procedures under this manual.
- Partnering with support areas and other Business Units to provide solutions that meet recovery requirements.
- Liaising with the Incident Management Team to ensure best practise is maintained.

The following provides a summary of generic responsibilities for all Business Units:

Outsourced Partners/Key Suppliers

Identify and assess any associated risks and be satisfied that these entities have robust processes that result in an adequate Business Continuity Management program.

Budgetary Considerations

Fund and provide forecast budgeting for Business Continuity activities required in relation to the Shire's Business Continuity Management Program (e.g. Resiliency improvements, testing).

Risk Identification and Reporting

Follow standard Shire Risk Management Procedures to identify threats, determine their potential impact and the likelihood of their occurrence.

Displacement Strategies

Where Business Units intend using existing alternative operational buildings or other local government buildings as recovery sites, they must make an assessment of the capacity of the site(s) and the timeframe over which the site(s) could operate in a combined business continuity and operational mode. In addition, formal approval must be obtained from the relevant Executive / Owner of the other site (where applicable). This would also need to be reviewed, assessed and approved at least annually.

Off-site Copies of Plans

Copies of all plans must be appropriately and securely kept at relevant off-site recovery sites as well as by a number of responsible staff having designated responsibilities under each plan.

Culture

Business Units must satisfy themselves that colleagues engaged in Business Continuity activities have the appropriate training and knowledge and are aware of the expectations held of them should the need arise.

Incident Preparation Requirements

Human Resources

Develop and exercise plans to provide trauma counselling for colleagues and their families.

Communications

Develop and test plans for the management of media and internal and external communications during an incident.

Information Services

Fund and provide forecast budgeting for all IT Infrastructure associated with recovery sites, in addition to any other IT Disaster Recovery and IT Connectivity testing as required under standard policy. Liaise with Business Units to agree expectations of IT systems and infrastructure recovery time and point objectives.

Work Health and Safety

Develop and implement emergency response plans and drills as required under legislation. This includes identifying and training Wardens and First Aid representatives.

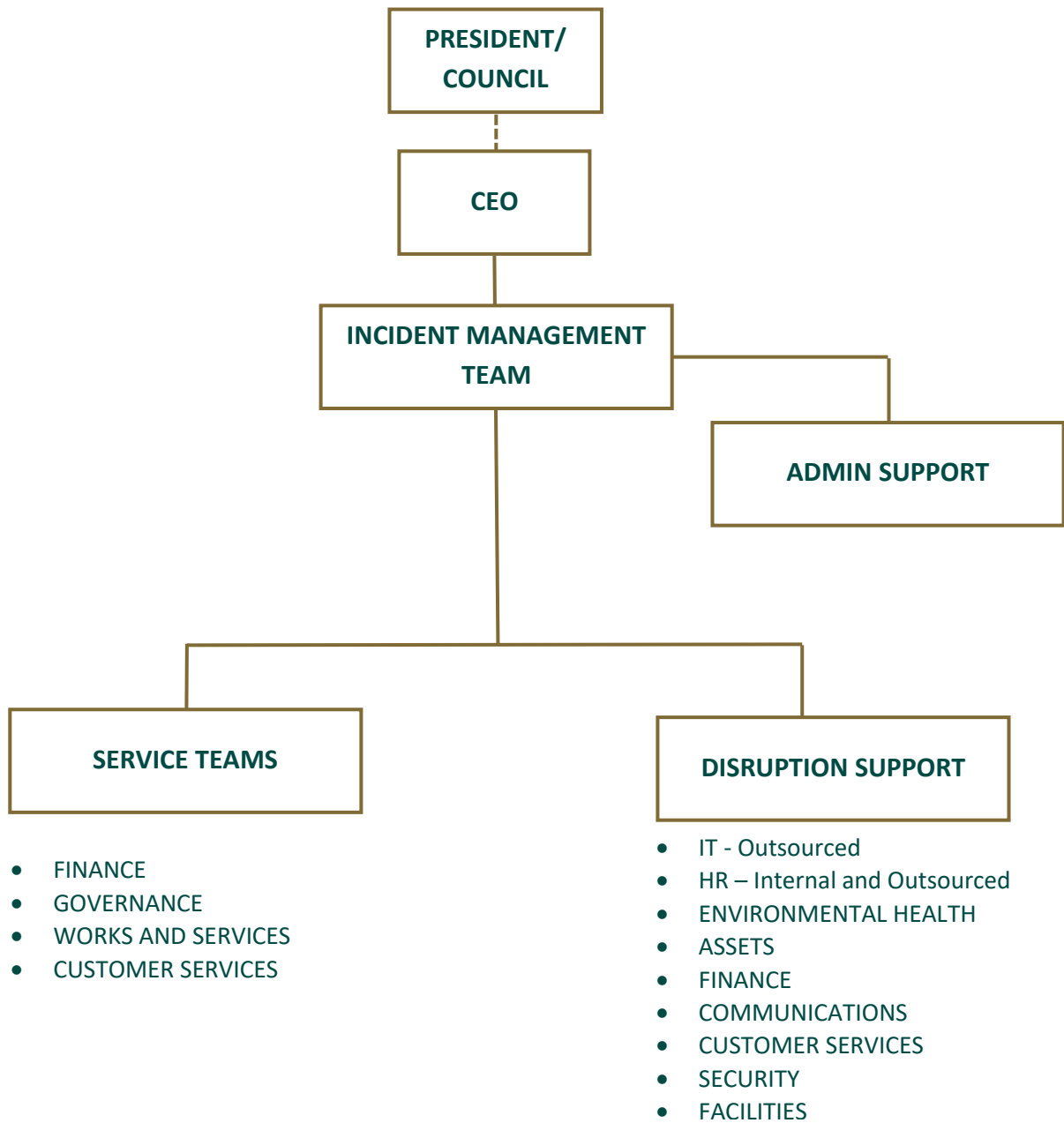
Building Services

Fund and provide forecast budgeting associated with the availability, maintenance and/or lease of alternative sites as required. Implement and oversee salvage and restoration activities as required.

Financial Services

Ensure ability to make ad-hoc and increased payments as requested by Incident Management Team.

Incident Management Structure



Incident Management Roles and Responsibilities

Incident Management Team

The Incident Management Team is called together as a result of, or the potential for, a material incident affecting the Shire.

The Incident Management Team is comprised of:

- CEO
- Deputy Chief Executive Officer
- Executive Support Officer
- Manager Works and Services
- Or, in their absence, their Deputies.

The Incident Management Team's main responsibilities include:

- Minimise the impact on the Shire's operations and public image (reputation).
- Strategically managing the incident, through strong organisational leadership and communications.
- Approve necessary expenditure and ratify major recovery decisions.
- Ensure that the recovery efforts have the necessary resources and support.
- Set critical milestones and time frames for recovery.
- Ensure that Employees are fit for the role they're being asked to perform.

Managers/Coordinators/Supervisors

Managers/Coordinators/Supervisors are to ensure that actions, decisions and any other requirements of the Incident Management Team are enabled, completed and reported on.

The Incident Management Team will request support from specialist areas as required by the level and scope of the incident. An Administrative Support Team will also form and provide assistance to the Incident Management Team from an administrative perspective. Whilst overall membership and support will initially be set by the Incident Management Team during the first 'assessment' meeting; membership and support roles may change as required.

Business Continuity Framework Guidelines

Business Continuity Management is an integrated process that encompasses the following elements within management and technical practices:

Policy and Program Management

Defining, reviewing and consistently improving the Business Continuity Management Program and how it will be implemented, controlled and validated.

This manual forms part of the Business Continuity Management Framework which is governed under the Risk Management Policy. The review of this framework should be completed in conjunction with the review frequency of that Policy. To support the improvement culture within the Shire, this framework may be supported with annual action plans as detailed in the Integrated Planning process. This Program is managed and facilitated by the Chief Executive Officer.

Embedding Business Continuity

Integrating Business Continuity into business-as-usual activities and organisational culture

The application of this program will support the integration of Business Continuity and overall Risk Management methodology into operational and strategic decision making. Ongoing program reviews must ensure that education and awareness is considered in all planned activities.

Analysis

The ongoing review and assessment of the Shire's objectives, functions and environmental constraints to operations

A Business Impact Analysis (BIA), should be conducted or formally reviewed every two years for all Service Teams, or earlier if the Service Team has been subjected to any material change including but not limited to:

- Structural (hierarchy).
- Operational Objectives.
- Project/change management.
- IT software or infrastructure.

In all cases, the impact of a business interruption to services from key suppliers or third parties should also be clearly analysed and understood.

The CEO is required to consider and analyse any specific threats to the Shire's operations and ensure that these are reflected in business continuity or threat specific planning.

Time Criticality Ratings Overview		
(Based on lowest Recovery Time Objective / Maximum Tolerable Period of Disruption in the area)		
High	Medium	Low
>= 3 days	4 – 10 days	>10 days

Design

Identification and enablement of appropriate strategies and processes to determine how best to recover from a business disruption

The Shire considers the following a reflection of current strategies which may be used in part, in combination or consecutively as required.

This list is non-exhaustive and subject to constant review.

Do Nothing (mothball the activity)

This strategy is to be employed for all activities that are not considered time critical. This approach is to allow management to focus initial efforts on critical activities only. Resumption of these activities (and the associated backlog) should occur as soon as practical.

Recovery Sites

Formal Recovery Sites have been determined in advance to ensure the swift resumption of critical business functions following an incident, which has rendered the original operational site inaccessible or inoperable.

Other forms of Recovery Sites include alternative arrangements to provide dual resources to staff needing to work at another site for varied reasons.

Displacement

As the Shire operates from more than one site, consideration to placement of staff will take into account the potential displacement of less critical tasks in favour of those more critical in the case of a business disruption.

Where this strategy is employed, it is imperative that the area being displaced has clear objectives around staff and workload management during the period of disruption. Consequently, this strategy will be approved by the Incident Management Team.

Sharing

This strategy has two main options:

1. Increasing the number of people per workstation.
2. Creating shifts over a greater period of the day. Workstations or work areas are used over more hours than the standard 8. Potential people management issues will need to be taken into consideration.

Working from home

A simple and effective strategy that allows an almost immediate resumption of activities. It is only effective for those staff:

- Using their own PC.
- Taking Laptops home (prior to incident).
- Having available connectivity and Internet security.

A Work From Home Checklist has been developed to reduce the risk of potential Work Health and Safety issues that will need to be taken into consideration.

Implementation

Maintaining the Incident Management and Business Continuity Plan around current strategies and processes

The Incident Management Team own this document. Adequate time and resources must be allocated to achieving a functional and valuable Plan. It is the input and understanding of the Business Continuity data and localised strategies that will determine how effective the plan can be.

This plan should be updated every 12 months. The plan must also be reviewed whenever structural, technological or procedural considerations indicate. Once reviewed, it must be approved by the Incident Management Team and approved copies distributed accordingly.

Validation

Validating, through exercise and formal review that the program meets its key objectives

An effective fit-for-purpose plan cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the plan assumes considerable importance in establishing the Business Continuity Management ability and capability of the Shire.

Exercises do not create pass/fail situations; rather they are designed to expose the areas in the plan that need to be revisited.

The major components of the Plan should be tested annually and revised upon the results of each test.

As the Business Continuity Management Program develops within the Shire, additional test types may be introduced, however at this stage the plan will be tested via desktop scenarios.

Desktop scenario exercises provide a mechanism to validate the plan, identify any improvements that can be made and provide training to those people who would be involved with the enactment of the plan in an actual Incident. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, to ensure that when the plan is executed in a real life situation it will work without fail.

The objectives of exercises are to:

- Ensure staff are aware of their roles and responsibilities
- Act out critical steps to recognise difficulties in the plan
- Demonstrate decision making abilities and knowledge of response operations
- Highlight areas of improvement