



Agenda Attachments

August 2020

ATTACHMENT 7.1.1	MINUTES ORDINARY COUNCIL MEETING 21 JULY 2020
ATTACHMENT 7.2.1	LEMC MEETING MINUTES – 10 AUGUST 2020
ATTACHMENT 7.2.2	EDNA STEVENSON TRUST MEETING MINUTES – 10 AUGUST 2020
ATTACHMENT 8.1.2	ACCOUNTS FOR PAYMENT – JULY
ATTACHMENT 8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS
ATTACHMENT 8.1.4	MONTHLY FINANCIALS
ATTACHMENT 8.2.1	CESM BROOKTON PINGELLY CORRIGIN
ATTACHMENT 8.2.2	COMMUNITY ENGAGEMENT POLICY LETTERS
ATTACHMENT 8.2.4	DEVELOPMENT APPLICATION – TALBOT
ATTACHMENT 8.2.5	DEVELOPMENT APPLICATION - WHEATBELT STEEL
ATTACHMENT 8.3.1	LETTER WHEATBELT SECONDARY FREIGHT NETWORK

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 21 July 2020



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



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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3:01pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. M A Weguelin

Cr. J A Mason

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Coppen

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

K A Carney

K L Biglin

APOLOGIES

NIL

LEAVE OF ABSENCE

Cr. F R Gilmore

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire have been advised that Mr WR (Bill) Seimons OAM JP passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

Natalie Manton declared a Proximity Interest in item 8.2.1

Cr Jacobs declared a Proximity Interest in item 8.2.1

Cr Hickey declared a Proximity Interest in item 8.2.1

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 June 2020 (Attachment 7.1.1).

COUNCIL RESOLUTION

(101/2020) Moved: Cr Weguelin Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 June 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

Unconfirmed

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/07/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – JUNE 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	11	88	Movie Club Fees	0	77
Photocopying / Printing / Faxing	27	277	Phonebook Sales	2	56
Laminating / Binding / Folding	7	48	Moments in Time Books	0	3
Sec. Services / Scans / CD Burning	6	70	Book Sales	0	2
Room Hire	1	71	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	0	21	Pork Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	2	Phone calls	0	0
Resource Centre Membership Fees	0	12	Sale of Assets	0	0
Exam Supervision	0	5			
Total:	52	17	Total:	2	138
Monthly People through:		54			
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	12	37	Corrigin Toy Library	9	82
Tourism	24	343	Broadband for Seniors / Webinars	10	112
Government Access Point	0	45	General Enquires (Face/Email/Website)	146	1403
Community Information	20	254	Corrigin Public Library	48	684
Conf. / Vid Conf. / Training	46	1015	Corrigin Library eResources	55	961
University Exams	0	8			
Total:	102	1702	Total:	268	3242
Monthly People through:		370			

TOTAL FOR THE MONTH OF JUNE: 424

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JUNE 2020

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	5	Video Conference Room	Commercial

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	607	486	499	7263
2015-16	543	695	668	813	681	466	591	534	528	385	626	553	7285
2016-17	620	588	675	618	455	366	513	388	395	336	540	450	6144
2017-18	461	372	516	663	563	422	376	591	561	646	532	444	6154
2018-19	578	521	425	708	547	397	386	462	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	549	*480	*296	*341	424	5740

*COVID-19 pandemic restrictions in place

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Further easing of COVID-19 restrictions has allowed the return of room bookings.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(102/2020) Moved: Cr Weguelin Seconded: Cr Mason

That Council receives the Corrigin Community Resource Centre Report.

Carried 6/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/07/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – June 2020

SUMMARY

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

BACKGROUND

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

COMMENT

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

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15188 - 15187, 15191 - 15242	\$566,223.77	
	Cheque	020516 - 020523	\$13,096.99	
	Direct Debit	June 2020	\$127,400.65	
	Payroll	June 2020	\$126,137.73	\$832,859.14
Trust	EFT	15188 - 15190	\$1,771.15	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$1,771.15
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	June 2020	\$24,843.95	\$24,843.95
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of June 2020				\$859,474.24

Previous Accounts for Payment report

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & ES Trust & Licensing	EFT	EFT15137	EFT15138
Municipal	Cheque	020515	020516
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.10 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and Leadership

Outcome 4.1 – Strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(103/2020) Moved: Cr Coppen Seconded: Cr Mason

That Council reviews the list of accounts paid and acknowledges that payments totalling \$859,474.24 have been made during the month of June 2020.

Carried 6/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	08/07/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 April 2020 to 28 May 2020.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(104/2020) Moved: Cr Mason

Seconded: Cr Corbett

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 April 2020 to 28 May 2020 for \$574.63.

Carried 6/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 BUDGET ADOPTION 2020/21

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0243
Attachment Ref:	Attachment 8.2.1 - 2020/2021 Budget, 10 Year Road Program, 10 Year Plant Replacement Program, Capital and Project Expenditure 2020/2021

SUMMARY

The purpose of this report is to consider and adopt the Shire of Corrigin budget for the 2020/21 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected member's fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

COMMENT

The draft 2020/21 budget continues to deliver on strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

Rates Modelling

Based on the following:

- Unimproved Values of 157,495,927
- Gross Rental Values of 4,504,468
- Non rateable Values of 965,893
- Average increase in rates of 0%
- Minimum payments for UV and GRV properties of \$390

Fees and charges were adopted separately at the April 2020 Ordinary Council meeting.

Allowances

The allowances paid to elected members are in line with the annual payments for Band 4 as per the Salaries and Allowances Tribunal.

Borrowings

There are no new borrowings planned for the 2020/21 financial year.

Reserve Accounts

The 2020/2021 budget includes transfers to reserves of \$442,610 and transfers from reserves of \$1,410,680. It is proposed in this item to close some reserve accounts and consolidate similar accounts into one account to reduce the number of reserve accounts that are not being utilised.

Brought Forward Value

The opening balance for the 2020/21 is based on a brought forward surplus of \$1,640,666 as at 30 June 2020. This unaudited figure may change due to adjustments to the opening balance required as part of the auditing process. Council received advance payments for the Federal Assistance Grant and the first milestone payment for the Aged Housing Project Grant which were locked away in reserves prior to the end of the financial year. The first quarter of the ESL funding payment and the second milestone payment for the Aged Housing Project were also received and form part of the brought forward balance.

Capital Works

A large Capital Works budget of \$5,358,632 is proposed in the 2020/21 financial year.

The capital program includes \$1,271,880 of new construction and upgrades to Council buildings, \$1,071,400 of plant replacement including the purchase of a new grader and fire truck, \$1,015,358 of other infrastructure upgrades including upgrades to the oval lights. These projects have funding provided from the following sources:

2019/2020 Budget	Carry over surplus	\$475,239
2020/2021 Budget	Transfer from Reserves	\$245,000
Wheatbelt South Aged Housing Alliance	Aged Housing Project	\$399,998
Dept Water and Dept Regional Development	Drought Communities Program	\$1,000,000
Dept of Fire and Emergency Service	Central Brigade Fire Truck	\$450,000

The Capital Road Program budget includes \$1,999,994 in road projects with \$1,615,413 grant funding provided from the following sources:

Main Roads	Regional Road Group	\$364,191
	Direct Grant	\$168,140
Department of Local Government, Sport and Cultural Industries	Federal Assistance Grant – Roads	\$158,456
Department of Infrastructure, Transport, Regional Development and Communications	Roads to Recovery Program	\$435,275
	Local Roads and Community Infrastructure Program	\$472,092

STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30 June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget.

POLICY IMPLICATIONS

The budget is based on the principles outlined in the Shire of Corrigin Strategic Plan, Corporate Business Plan and other related documents.

FINANCIAL IMPLICATIONS

Financial implications are detailed within the report and in the attached budget documentation.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority is required for some recommendations in the report while Simple Majority is required in other parts.

PART A – MUNICIPAL FUND BUDGET FOR 2020/21

COUNCIL RESOLUTION

(105/2020) Moved: Cr Dickinson Seconded: Cr Jacobs

Pursuant to the provision of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the Attachments of this agenda for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Transfers to / from Reserve Accounts as detailed in the budget notes
- Notes to and forming part of the Budget (excluding Road Program)

Carried by Absolute Majority 6/0

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

COUNCIL RESOLUTION

(106/2020) Moved: Cr Mason Seconded: Cr Dickinson

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- | | |
|---------------------|-----------------------------|
| • Residential (GRV) | 0.09128 cents in the dollar |
| • Rural (UV) | 0.01393 cents in the dollar |

Minimum Payments

- | | |
|---------------------|-------|
| • Residential (GRV) | \$390 |
| • Rural (UV) | \$390 |

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- | | |
|--|------------------|
| • Full payment and 1 st instalment due date | 4 September 2020 |
| • 2 nd quarterly instalment due date | 4 November 2020 |
| • 3 rd quarterly instalment due date | 4 January 2021 |
| • 4 th quarterly instalment due date | 4 March 2021 |

Pursuant to section 6.45(3) of the *Local Government Act 1995* and clause 13 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, an additional charge of \$10 and interest rate of 2% applicable to rate and service charge instalment arrangements subject to:

- a. This additional charge and interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined by the Shire of Corrigin as suffering financial hardship as a consequence of the COVID-19 pandemic.

Pursuant to section 6.51(1) of the *Local Government Act 1995* and clause 14 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, an interest rate of 5.5% applicable to overdue and unpaid rate and service charges, subject to:

- a. This interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined by the Shire of Corrigin as suffering financial hardship as a consequence of the COVID-19 pandemic.

Carried by Absolute Majority 6/0

PART C – OTHER STATUTORY FEES FOR 2020/21
COUNCIL RESOLUTION

(107/2020) Moved: Cr Jacobs Seconded: Cr Weguelin

Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- per bin weekly collection \$425pa
- per bin weekly collection – eligible pensioner \$318.75pa
- includes 120 litre bin and 240 litre recycling bin

Commercial Premises

- per bin weekly collection \$485pa
- Includes 240litre bin and 240litre recycling bin

Domestic/Commercial Rubbish Service – 2nd Service

- 2nd 120 litre bin \$335pa
- 2nd 240 litre bin \$435pa
- extra recycle service – 240 litre recycling bin \$305pa

Carried 6/0

PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2020/21
COUNCIL RESOLUTION

(108/2020) Moved: Cr Coppen Seconded: Cr Jacobs

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$7,000
Elected Member	\$3,589

Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Information, Communication and Technology Allowance	\$1,000
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Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$7,500
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Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy President	\$1,875
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Carried by Absolute Majority 6/0

PART E – MATERIAL VARIANCE REPORTING FOR 2020/21
COUNCIL RESOLUTION

(109/2020) Moved: Cr Weguelin Seconded: Cr Jacobs

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

Carried 6/0

PART F – ROAD WORKS PROGRAM FOR 2020/21
COUNCIL RESOLUTION

(110/2020) Moved: Cr Weguelin Seconded: Cr Coppen

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2020/21 Roadworks Program as presented in the Budget Notes except Babakin Corrigin Road and Bilbarin East Road.

Carried by Absolute Majority 6/0

**Cr Hickey and Cr Jacobs declared a Proximity Interest and left the room at 3.20pm.
Cr Weguelin assumed the chair at 3.21pm.**

COUNCIL RESOLUTION

(111/2020) Moved: Cr Mason Seconded: Cr Coppen

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2020/21 Roadworks Program as presented in the Budget Notes for the Babakin Corrigin Road and Bilbarin East Road.

Carried by Absolute Majority 4/0

**Cr Hickey and Cr Jacobs re-entered the room at 3.22pm.
Cr Hickey resumed the chair at 3.22pm.**

PART G – CONSOLIDATION OF RESERVE FUNDS
COUNCIL RESOLUTION

(112/2020) Moved: Cr Mason Seconded: Cr Dickinson

Pursuant to section 6.11 of the *Local Government Act 1995* and part 1 section 17 of the *Local Government (Financial Management) Regulations 1996*, council adopt the following changes to Reserves:

- a. Community Bus Reserve be consolidated with the Plant Replacement Reserve and the Community Bus Reserve be closed as the bus is classified as a major plant item as per the purpose of the Plant Replacement Reserve.
- b. Community Development Reserve be closed and all future funding requirements for upgrading community facilities be considered in the annual budget process.
- c. Child Care Reserve be closed as Council no longer needs to allow for a provision to provide a facility or service as it is now operated privately.
- d. Centenary Celebrations Reserve be closed as no longer required or utilised.
- e. Royalties for Regions Funds, Financial Assistance Grant and RDCIP Grant Reserves be consolidated to one Reserve called Grant and Contributions Reserve and the purpose of the reserve being to quarantine any unspent grant and contribution funds received during the financial year until funds are required.

Carried by Absolute Majority 6/0

Unconfirmed

8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	1/07/2020
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CM.0054
Attachment Ref:	Attachment 8.2.2.1 – Incident Management and Business Continuity Plan Attachment 8.2.2.2 - Business Continuity Response Procedures Manual

SUMMARY

This report relates to the review of Council's existing Incident Management and Business Continuity Response Plan and Procedures Manual that was last reviewed and adopted by Council in March 2019.

BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual is to be reviewed annually by the Chief Executive Officer (CEO), Executive Officer (EO) and Governance Project Officer (GPO) and is to be taken to the Incident Management Team for consideration and adoption. As part of the overall review of the Shire's Risk Management Framework the plan is then taken to Council for consideration and adoption.

COMMENT

Council and management have previously identified the need to develop and maintain Business Continuity Plans as part of the Shire's overall management of risk. This plan and attached procedures are an important tool in assisting the Shire in its ability to recover from situations that may arise ensuring that decisions are made quickly minimising financial, environmental and reputational impacts.

The review reflects new management and staff structural changes as well as updating any out of date information contained within the plan and procedures.

This review was completed during the COVID-19 pandemic which gave members of the Incident Management Team valuable insight into how the planned approach can assist with business continuity. The CEO as part of the review has made the plans more relevant to the Shire of Corrigin including learnings by the Incident Management team on what items worked or didn't throughout the real-life business disruption.

Once adopted by Council, copies of the plan will be distributed to relevant staff and off-site locations.

STATUTORY ENVIRONMENT

In accordance with the *Local Government (Audit) Regulations 1996* (Regulations) a local government's CEO is to review the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Annual review of Council's policies and Corporate Business Plan.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(113/2020) Moved: Cr Jacobs Seconded: Cr Coppen

That Council adopt the Incident Management and Business Continuity Response Plan and Incident Management and Business Continuity Response Procedures Manual as provided in Attachment 8.2.2.1 and 8.2.2.2.

Carried 6/0

8.2.3 WALGA AGM VOTING DELEGATES

Applicant:	Shire of Corrigin
Date:	8/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.3 - Notice of WALGA Annual General Meeting 2020

SUMMARY

Council is requested to confirm delegates for the WA Local Government Association (WALGA) Annual General Meeting to be held on Friday 25 September 2020.

BACKGROUND

In previous years the voting delegates for the Shire of Corrigin have been the President and Deputy President.

WALGA also has provision for Council to nominate a proxy voting delegate. Council may wish to consider nominating the CEO as proxy.

All member local governments are entitled to be represented by two voting delegates. Only registered delegates are permitted to exercise voting entitlements on behalf of Council.

The meeting will address issues of interest to all local governments including policy issues, constitutional amendments and key focus areas for the Association.

COMMENT

Council is invited to submit motions for inclusion on the WALGA AGM agenda in writing by Friday 31 July 2020.

Council may nominate two voting delegates and two proxies.

STATUTORY ENVIRONMENT

Section 9.58 of the *Local Government Act 1995* makes provisions regarding WALGA.

POLICY IMPLICATIONS

Policy 8.9 elected members' business, conferences and training expenses

FINANCIAL IMPLICATIONS

A budget currently exists for elected members to attend training, including the WA Local Government Convention.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(114/2020) Moved: Cr Weguelin Seconded: Cr Mason

That Council appoints Cr Hickey and Cr Jacobs as the Shire of Corrigin voting delegates and Cr Weguelin and Cr Dickinson as proxy voting delegates for the 2020 WALGA Annual General Meeting.

Carried 6/0

8.2.4 CARAVAN PARK LEASE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Nil

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

COUNCIL RESOLUTION

(115/2020) Moved: Cr Mason Seconded: Cr Coppen

That Council close the meeting to the public in accordance with s5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.

Carried 6/0

Ms Biglin and Ms Caley left the room at 3.20pm

SUMMARY

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

BACKGROUND

COMMENT

Council has made allowance in the 2020/21 draft budget for the lease of the Corrigin Caravan Park.

The 2020/21 budget also includes provision for the installation of a new ablution and amenities building which will increase the market value and market rental value of the property.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in

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

Local Government (Functions and General) Regulations 1996

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

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Income from the lease of the Corrigin Caravan Park is included in the draft 2020/21 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

Objective: Economic

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

Outcome 1.3 – Well supported and diverse industry

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.1	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in Long Term Financial Plan and annual budgets

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(116/2020) Moved: Cr Jacobs

Seconded: Cr Dickinson

That Council:

1. authorise the Chief Executive enter to into a lease with Trevor and Mareese Dyer for the occupation of Corrigin Caravan Park subject all of the following:

- i. Deed of Surrender of the current lease with John and Gwenda Reynolds on Corrigin Caravan Park which expires 5 March 2021 being signed by the lessee.*
- ii. Prepare and assign a new lease for the Corrigin Caravan Park to Trevor and Mareese Dyer for a period of 3 years with an option for an additional 3 year period from the date the lease.*
- iii. That the annual lease rental amount for the Corrigin Caravan Park to be determined by the independent valuation, inclusive of GST and outgoings, and indexed annually to CPI.*
- iv. All the costs of the preparation of the lease are to be met by the lessee.*
- v. In accordance with section 3.58 of the Local Government Act 1995 authorises the Chief Executive Officer to give local public notice of its intention to dispose of the Corrigin Caravan Park by way of a lease agreement and consider submissions.*
- vi. Authorise the Chief Executive Officer to execute the lease documents on behalf of the Shire of Corrigin.*

Carried by Absolute Majority 6/0

Unconfirmed

8.2.5 OFFER TO PURCHASE LOT 16 GRANITE RISE ESTATE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Attachment 8.2.5 - Confidential Report Offer to Purchase Lot 16 Granite Rise Estate

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

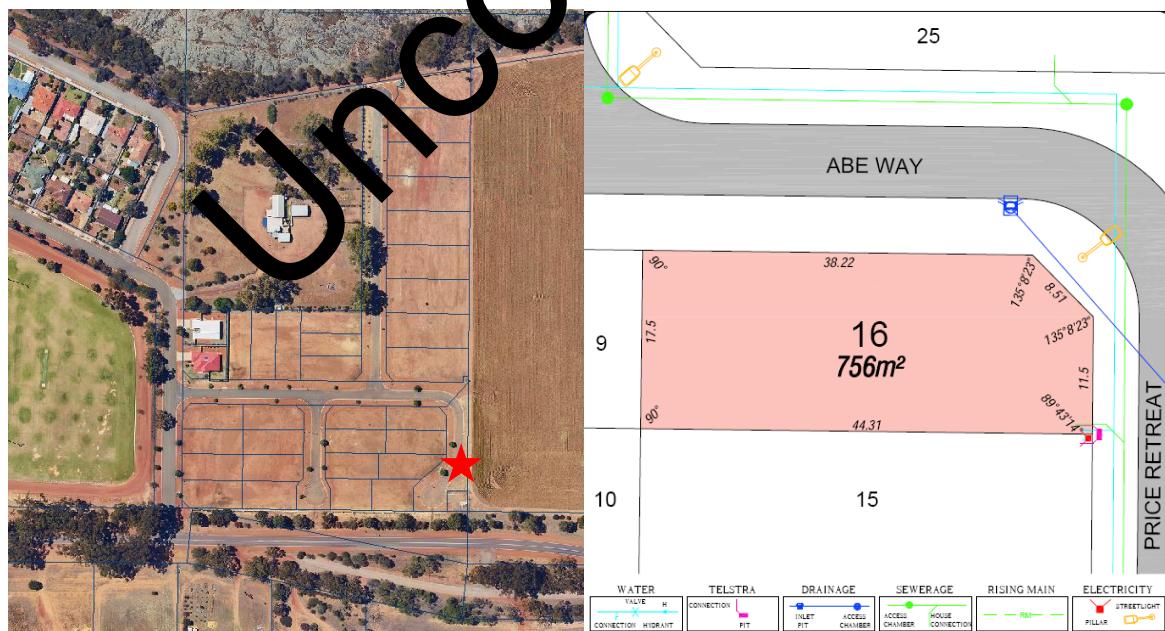
- s5.23 (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- s5.23 (2)(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person.

SUMMARY

Council is asked to consider a conditional offer to purchase Lot 16 Granite Rise (2 Price Retreat).

BACKGROUND

In 2009 the Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate. Sales of land in the development have been slow and only three block have been developed to date. Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently.



COMMENT

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting in March 2020.

Only one block in the Granite Rise Estate has sold to a private buyer in the past 10 years with the remaining two blocks being developed by the Shire of Corrigin and Department Housing.

The buyer has been notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before the offer can be signed.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) the highest bidder at public auction; or

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

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that

the local government believes to be a true indication of the value at the time of the proposed disposition.

- (5) *This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) any other disposition that is excluded by regulations from the application of this section.*

Local Government (Functions and General) Regulations

30. Dispositions of property excluded from Act s. 3.58

Local Government (Uniform Local Provisions) Regulations 1996, Reg 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)

- (1) *Where —*
- (a) a local government —*
 - (i) under regulation 12 constructs or approves the construction of; or*
 - (ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*
 - (b) the crossing is the first crossing in respect of the land; and*
 - (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.*

POLICY IMPLICATIONS

Policy 14.4 Crossovers

Policy 10.2 Proceeds of the Sale of Industrial or Residential Land

FINANCIAL IMPLICATIONS

The reserve price for land in the Granite Rise Estate was set at the Council meeting in March 2020. The reserve price was discounted by 20% from previous reserve price.

Income from the sale of vacant land is included in the draft 2020/21 budget.

Costs associated with the real estate agent commission of 1.5% percent of the sale price and settlement agent fees will apply to the sale of land.

In August 2017 Council accepted an offer for a similar lot in the Granite Rise Estate and was made aware that the Shire, as adjoining land owner, may be required to contribute to the cost of adjoining fences which was estimated to be approximately \$2,500.

The cost for a standard crossover is \$815.75 in the 2020/21 Fees and Charges.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(117/2020) Moved: Cr Weguelin

Seconded: Cr Jacobs

That Council:

1. Authorise the Chief Executive Officer to counter offer for the purchase of 2 (Lot 16) Price Retreat, Granite Rise Estate, Corrigin.
2. Authorise the Chief Executive Officer to give local public notice of its intention to dispose of 2 (Lot 16) Price Retreat, Granite Rise Estate in accordance with section 3.58 of the Local Government Act 1995 should an acceptable sale be achieved.
3. Subject to not receiving any submissions from the advertising process, delegates authority to the Chief Executive Officer to execute the sale documents on behalf of the Shire of Corrigin.

Carried by Absolute Majority 6/0

8.2.6 OFFER TO PURCHASE 5 ABE WAY (LOT 20) GRANITE RISE ESTATE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Attachment 8.2.6 - Confidential Report Offer to Purchase Lot 20 Granite Rise Estate

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

- s5.23 (2)(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- s5.23 (2)(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person.

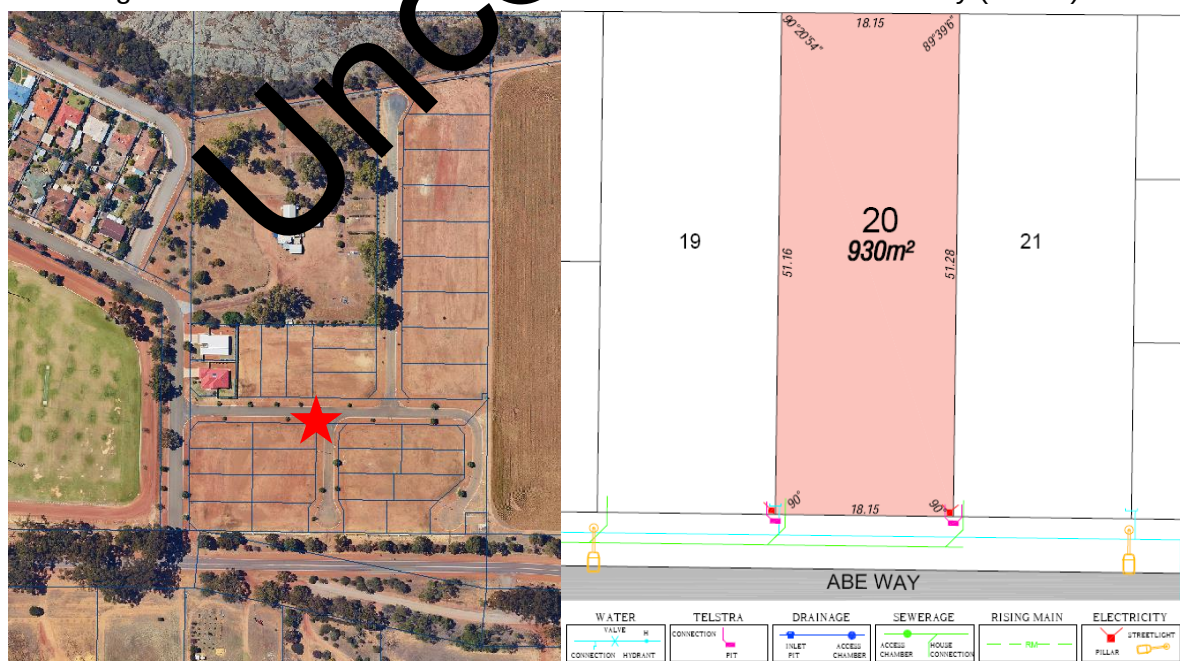
SUMMARY

Council is asked to consider a conditional offer to purchase 5 Abe Way (Lot 20) Granite Rise Estate.

BACKGROUND

In 2009 the Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate. Sales of land in the development have been slow and only three block have been developed to date. Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently.

Following the recent advertising an offer has been received for 5 Abe Way (Lot 20).



COMMENT

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting on 17 March 2020.

Only one block in the Granite Rise Estate has sold to a private owner in the past 10 years with the remaining two blocks being developed by the Shire of Corrigin and Department Housing.

The buyer has been notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before the offer can be signed.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) the highest bidder at public auction; or

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

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice

and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that

the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations 1996

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

Local Government (Uniform Local Provisions) Regulations 1996, Reg15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)

(1) *Where —*

(a) *a local government —*

(i) *under regulation 12 constructs or approves the construction of; or*

(ii) *under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*

(b) *the crossing is the first crossing in respect of the land; and*

(c) *the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.*

POLICY IMPLICATIONS

Policy 14.4 Crossovers

Policy 10.2 Proceeds of the Sale of Industrial & Residential Land

FINANCIAL IMPLICATIONS

The reserve price for land in the Granite Rise Estate was set at the Council meeting in March 2020. The reserve price was discounted by 20% from the previous reserve price.

Income from the sale of vacant land is included in the draft 2020/21 budget.

Costs associated with the real estate agent commission of 1.5% percent of the sale price and settlement agent fees will apply to the sale of land.

In August 2017 Council accepted an offer for a similar lot in the Granite Rise Estate and was made aware that the Shire, as adjoining land owner, may be required to contribute to the cost of adjoining fences which was estimated to be approximately \$2,500.

The cost for a standard crossover is \$815.75 in the 2020/21 Fees and Charges.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(118/2020) Moved: Cr Coppen Seconded: Cr Mason

That Council:

1. Authorise the Chief Executive Officer to counter offer for the purchase of 5 Abe Way (Lot 20), Granite Rise Estate, Corrigin.
2. Authorise the Chief Executive Officer to give local public notice of its intention to dispose of 5 Abe Way (Lot 20), Granite Rise Estate in accordance with section 3.58 of the Local Government Act 1995 should an acceptable sale be achieved.
3. Authorise the Chief Executive Officer to execute the sale documents on behalf of the Shire of Corrigin following consideration of submissions at the conclusion of the advertised period of two weeks.

Carried by Absolute Majority 6/0

COUNCIL RESOLUTION

(119/2020) Moved: Cr Jacobs Seconded: Cr Mason

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

Carried 6/0

Ms Biglin and Ms Caley re-entered the room at 4.45pm.

8.2.7 GRANITE RISE INCENTIVE

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	LUP.0002
Attachment Ref:	Nil

SUMMARY

Council is asked to consider a financial incentive for purchasers of land in the Granite Rise Estate during the next two years to encourage development of the estate

BACKGROUND

Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate in 2009. Sales of land in the development have been slow and only three blocks have been developed to date with one of the blocks selling to a private owner in 2017.

An offer for Lot 8 Abe Way in the Granite Rise Estate was made in July 2017 but did not proceed to a sale due to the failure to negotiate an agreed purchase price.

Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently. Two conditional offers have been received in July 2020.

In August 2017 Council accepted an offer from a private buyer for a lot in the Granite Rise Estate and was made aware that under the *Dividing Fences Act 1961*, the Shire, as adjoining land owner, was responsible for sharing the cost of adjoining fences which was estimated at the time to be approximately \$2,500.

The [Dividing Fences Act 1961](#) regulates the erection and maintenance of dividing fences in WA and provides a process for sharing costs between neighbours. A dividing fence is defined as a fence that separates the land between land owners on the common boundary. The Act does not bind the Crown, so where the adjoining land is owned by the Commonwealth, State or local government and is used for public purposes (such as a road), the local government is not required to contribute to the costs of erecting or maintaining the fence.

Where one or both blocks are vacant, land owners are encouraged to negotiate a written agreement with the owner of the adjoining block regarding a dividing fence. The Shire of Corrigin as the owner of the adjacent vacant land would only be required to contribute half of the cost incurred in erecting the sufficient fence once a building or substantial structure is constructed on the adjoining land.

Any agreement, contract or covenant relating to dividing fences between owners of adjoining land overrides the provisions of the Act.

COMMENT

The sale of vacant land in the Granite Rise Estate has been very slow with only one private sale in the past 10 years. The proposed cash incentive of \$2,500 is expected to reward early buyers and stimulate future sales of vacant land in the Granite Rise Estate to promote the development of the land.

The two recent conditional offers have asked the shire for discounts or in kind contributions making it difficult to fairly and equitably negotiate the sale of the land to different buyers.

Council is not obliged to contribute to the cost of a dividing fence as outlined in the *Dividing Fences Act 1961* but may wish to promote the cash incentive as a contribution towards fencing costs or site works to promote early development of the vacant land.

The cash incentive would apply to existing private sales of land in the Granite Rise Estate and sales made between July 2020 and June 2022. There are notes on incentives to stimulate sales of the Granite Rise Estate on file and draft guidelines but no formal arrangements have been previously endorsed by Council.

The rates income from the sale of vacant land in future is expected to compensate for the initial cash incentive.

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting in March 2020. The cash incentive has also been included in the draft budget following preliminary discussion with Council during budget workshops in June.

As outlined in the *Local Government (Uniform Local Provisions) Regulations 1996*, Reg15 and Council Policy 14.4 the Shire of Colling is required to contribute the cost of a standard cross over on newly developed blocks of land which is estimated at \$815.50 in the 2020/21 Fees and Charges.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

Local Government (Functions and General) Regulations 1996

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

Local Government (Uniform Local Provisions) Regulations 1996, Reg15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)

(1) *Where —*

(a) *a local government —*

(i) *under regulation 12 constructs or approves the construction of; or*

(ii) *under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*

(b) *the crossing is the first crossing in respect of the land; and*

(c) the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

POLICY IMPLICATIONS

Policy 14.4 Crossovers

FINANCIAL IMPLICATIONS

Income from the sale of vacant land is included in the draft 2020/21 budget and provision for a cash incentive following consultation with Council during the budget workshops.

The rates income generated from the sale of vacant land will outweigh the cost of the incentive within three years.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(120/2020) Moved: Cr Mason

Seconded: Cr Jacobs

That Council:

1. Authorise the Chief Executive Officer to offer a cash incentive of \$2,500 (exclusive of gst) for existing and new private sales of vacant land in the Granite Rise Estate until June 2022 and develop associated guidelines.

Carried by Absolute Majority 6/0

8.2.8 PROPOSED CHANGE OF PURPOSE OF CROWN RESERVE 29118 BEING LOT 12 (NO.8) GOYDER STREET, CORRIGIN

Applicant:	Shire of Corrigin
Landowner:	State of Western Australia
Location:	Lot 12 (No.8) Goyder Street, Corrigin
Date:	14 July 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	TBC
Attachment Reference:	Attachment 8.2.8 – Indicative Site Development Plan

SUMMARY

This report recommends that Council resolve to request approval from the Minister for Lands to change the current designated purpose of Crown Reserve 29118 from Community Centre to Container Deposit Recycling Centre to allow for the development and use of the land by the Shire of Corrigin as a container deposit recycling facility.

BACKGROUND

As Council is aware the Shire Administration has been investigating a number of site options for the establishment and operation of a container deposit recycling facility to enable the local community to take their empty beverage containers to a refund point and receive 10 cents for every eligible container returned.

The project is being undertaken by the Shire pursuant to the State Government's recent decision to establish a Container Deposit Scheme for Western Australia to encourage greater recycling of beverage containers which comes into effect on 1 October 2020.

Crown Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin, which is located centrally in the town's designated commercial precinct, has been identified as the preferred location for the development of a new container deposit facility by the Shire.

The subject land is a 'C' class reserve owned by the State of Western Australia that was vested in the Shire in July 1994 for the designated purpose 'community centre'. Lot 12 comprises a total area of approximately 1012m², is currently vacant and has not been developed or used for any specific purpose.

The land is generally flat throughout its entire area, is served by key essential service infrastructure including reticulated power and water, and has direct frontage and access to Goyder Street along its front boundary to the east and a public-right-of-way along its rear boundary to the west, both of which are local roads under the care, control and management of the Shire.

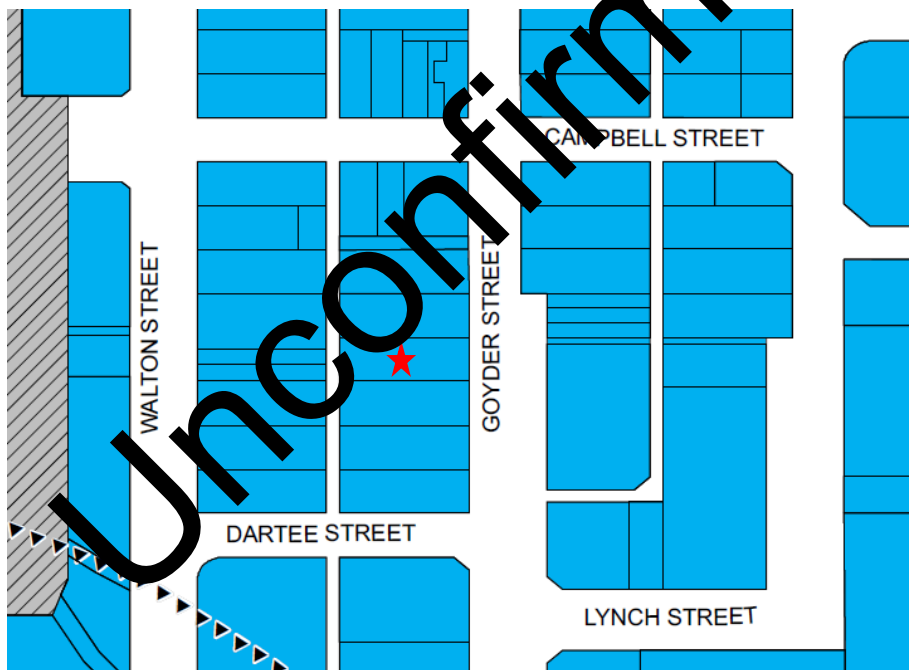
Existing surrounding land uses are predominantly commercial in nature comprising a variety of activities, the majority of which are focused on agricultural services and supplies. The property is also located approximately 30 metres west of an existing aged persons housing development at No.5 Goyder Street.



Location and Lot Configuration Plan (Source: Landgate)

COMMENT

Lot 12 is classified 'Commercial' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).



Current Zoning Plan (Source: Shire of Corrigin Local Planning Scheme No.2)

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

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

which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and

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

Given the proposed development and use of the land for the purposes of a 'Container Deposit Recycling Centre' will be undertaken by the Shire on land under its care, control and management for the benefit of the local community (i.e. a public purpose), it is exempt from the need for development approval as per section 6 of the *Planning and Development Act 2005*. When planning for the proposed development Council must however have due regard for the land's current zoning objectives outlined above as well as the orderly and proper planning and preservation of the amenity of the immediate locality.

An indicative site development plan has been prepared with due regard for all relevant objectives, standards and requirements of LPS2 as well as recent guidance provided by the Western Australian Planning Commission as it applies specifically to the development and use of container deposit scheme infrastructure (see Attachment 8.2.8). It is contended the proposed plan is acceptable and will not give rise to any negative impacts if the land is developed accordingly and the proposed use is managed appropriately.

Notwithstanding the above conclusion, it should be noted the land cannot be developed and used for the intended purpose until approval is obtained from the Minister for Lands, pursuant to section 51 of the *Land Administration Act 1997*, to change its current designated reserve purpose from 'Community Centre' to 'Container Deposit Recycling Centre'. As such, it is recommended that Council resolve to change the land's current reserve purpose to accommodate the proposal and authorise the Shire Administration to prepare a written submission to the Lands Division of the Department for Planning, Lands and Heritage requesting the Minister for Lands formal approval.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Corrigin Local Planning Scheme No.2
- Land Administration Act 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

It is understood a suitable allowance has been made by Council in its 2020/21 budget to establish and operate a new container deposit recycling facility in the Corrigin townsite for the benefit of the local community.

COMMUNITY AND STRATEGIC IMPLICATIONS

The proposal for Lot 12 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations.*

Environment Outcome 2.1.2 – Provide effective and efficient waste management services.

- *Social Objective - An effectively serviced, inclusive and resilient community.*

Social Outcome 3.1.2 - Continue to provide infrastructure to support social wellbeing of the community.

- Leadership Objective - Strong governance and leadership.

Leadership Outcome 4.1.2 - Undertake strategic planning and ensure legislative compliance.

Leadership Outcome 4.2.2 - Continue to improve operational efficiencies and provide effective services.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(121/2020) Moved: Cr Dickinson Seconded: Cr Weguelin

That Council resolve to:

- Endorse the indicative site development plan for a proposed new container deposit recycling facility on Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin;
- Change the current designated purpose of Crown Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin from 'Community Centre' to 'Container Deposit Recycling Centre' pursuant to the specific requirements of section 51 of the Land Administration Act 1997; and
- Authorise the Shire Administration to prepare a written submission to the Lands Division of the Department for Planning, Lands and Heritage requesting the Honourable Minister for Lands approval to point ii) of this recommendation.

Carried 6/0

Unconfirmed

8.3 WORKS AND SERVICES

8.3.1 TENDER FOR AGED HOUSING UNITS

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0020
Attachment Ref:	Attachment 8.3.1 - Aged Housing Units Confidential Report

SUMMARY

This item advises Council of the submissions received in relation to Request for Tender (RFT) 4-2020, Corrigin Aged Housing Units. Council is asked to consider the recommended successful tenderer which represents best value for money.

BACKGROUND

The Shire of Corrigin called tenders for the design and construction of two high quality two bedroom aged housing units at 3 Goyder Street (Lot 502) Corrigin. The units will form part of the existing complex of 12 aged housing units managed by the Corrigin Senior Citizen's Committee.



The aged housing unit designs will be based on the following guidelines:

- Age Appropriate Housing Design
- Dementia Friendly Design
- Quality of Care Principles
- Environmental and Energy Efficient Principles

The standard design is to include two bedrooms and one main bathroom or ensuite plus 1 additional toilet for visitors/guests with handwashing facilities.

Tenderers were asked to provide an alternative design option for three bedroom and main bathroom or ensuite plus one additional toilet for visitors/guests with handwashing facilities.

The tender process was well advertised in the West Australian Newspaper, Business News and on the shire website and Facebook. Initial interest in the project was high and a mandatory site visit was attended by six companies.

Only two tenders were received from the following companies:

Company Name	Price Incl GST
Cloutbreak	\$757,004.00
Stallion Homes	\$517,220.00

The tender responses were evaluated by a panel comprising the Chief Executive Officer, Natalie Manton, Building Maintenance Officer, Kody Broun and Administrative Officer, Emma Shaw against a pre-determined selection criteria.

Criteria	Weighting
Tendered price	20%
Relevant company experience	30%
Tenderer's resources and availability	20%
Aged housing design and understanding	25%
Regional price preference	5%

COMMENT

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

Referee checks were conducted on both companies as neither had carried out works in the Shire of Corrigin. Referees were very supportive of both companies.

Based on the weighted evaluations the officers have rated Stallion Homes as representing the best value for money based on the following:

- Providing a price within the budget allocation.
- Providing the most recent experience of works with a similar scope.
- Providing details of the qualifications and experience of all relevant staff and sub-contractors.
- Outlining of plant and equipment, contingency measures and safety record as well as a list of current work commitments with deadlines of completion dates.

The design of the aged housing units met the specifications outlined in the brief with some clarification and minor variations required before the design is finalised. The Corrigin Senior Citizen's Committee will be consulted prior to determining the final design as well as building options, fixtures and fittings.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Local Government Act 1995:

s.3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996:

- r.11 When tenders have to be publicly invited*
- r.13 Requirements when local government invites tenders though not required to do so*
- r.14 Publicly inviting tenders, requirements for*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:

- a. Sole supplier arrangements may only be approved where a record is retained that evidences:
 - i. A detailed specification;
 - ii. The outcomes of market testing of the specification;
 - iii. The reasons why market testing has not met the requirements of the specification; and
 - iv. Rationale for why the supply is unique and cannot be sourced through other suppliers;
- b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:
 - proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,
 - current supply contract expiry is imminent,
 - value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and
 - The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
- c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
- d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is deemed to be suitable.

FINANCIAL IMPLICATIONS

Cost of building the aged housing units is included as part of the capital expenditure in 2020/21 annual budget.

Stallion Homes offered a discount of 2% if the aged housing units and Caravan Park ablution and amenities building were both offered to the company.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(122/2020) Moved: Cr Copper Seconded: Cr Weguelin

That Council:

1. Accept the Tender submitted by Stallion Homes as the best value for money tender for the construction of two aged housing units on 3 Goyder Street (Lot 502) Corrigin.
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.

Carried by Absolute Majority 6/0

9 CHIEF EXECUTIVE OFFICER REPORT

Budget

Thank you to the Deputy CEO, Ms Caley, and finance staff as well as councillors for their hard work to ensure that the budget was ready in July this year. The earlier adoption of the budget will provide an opportunity for the works and administration teams to start work earlier on delivering the plans outlined in the budget.

Additional COVID-19 Staff

The Shire of Corrigin bid farewell to the nine additional COVID-19 employees at the end of June. Their assistance with gardening, town maintenance, rock walls at the dog cemetery and other general duties was greatly appreciated.

Town Hall

The painters are expected to complete the work on the Town Hall later this week and the building will be ready to reopen soon.

RoeROC Dinner

Thank you to Ms Biglin for assisting with the organisation of the annual Roe ROC Dinner. The dinner is usually held at the WALGA Annual Conference but as there is no conference this year a local function is planned for 7 August 2020.

Bendering Tip

The Roe ROC CEO's and works staff attending on site meeting at the Bendering Regional Waste Facility during June to review the current waste situation and plan for the future of the site.

10 PRESIDENT'S REPORT

The President attended a Roe ROC meeting, Central Country Zone meeting and budget meetings since the last Council meeting.

The President thanked Ms Caley and the Councillors for their efforts during budget preparations and acknowledged that the budget has been adopted a month earlier than normal.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

Next meeting is to be held on 28 August 2020 at Kulin.

15 NEXT MEETING

Ordinary Council meeting on Tuesday 18 August 2020 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 5.14pm.

President: _____ Date: _____

Unconfirmed



Local Emergency Management Committee Meeting

Minutes

Monday 10 August 2020

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators (Officers in Charge of the Corrigin Police District) 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 Committee for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities 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 Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Officers in Charge of the St John Ambulance District of Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department for Child Protection and Family Support
- Representatives from other agencies as required

5.0 MEETING PROCEEDINGS

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.

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.10pm.

2. ATTENDANCE AND APOLOGIES

Shire President	Cr. D Hickey
Chief Executive Officer	N Manton
Executive Support Officer	K Biglin
Chair St John Ambulance	G Dawson
Dept of Primary Industries and Regional Development	A Lacey (by telephone)
St John Ambulance, Community paramedic	L Evans
Dept Fires and Emergency Services (DFES)	P Dennison (1.25pm)

Apologies

Corrigin Volunteer Fire and Rescue	D Di Fulvio
Deputy Recovery Officer	L Baker
Road Safety Advisor, Wheatbelt South – WALGA	R Thornton
Principal, Corrigin District High School	H Prance
Deputy Shire President	Cr. M Weguelin
DFES Area Officer, Narrogin East	G Hansen

No response

Sergeant, Corrigin Police	C Morgan
DFES, District Emergency Management Advisor	A Smith
Chief Bush Fire Control Officer	G Evans
Department of Communities	J Spadaccini
Health Services Manager, Corrigin District Hospital	L Reed

3. MINUTES OF PREVIOUS MEETING

Moved: G Dawson Seconded: L Evans

That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held on Monday 11 May 2020 be confirmed as a true and accurate record.

Carried

4. REVIEW OF LEMC DOCUMENTS

Confirmation of local emergency management arrangements contact details and key holders.

Committee members advised there no changes were required to contact details.

5. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents COVID-19

Weekly COVID-19 LEMC meetings were held from 30 March to 4 May 2020 followed by the normal LEMC meetings.

Updated COVID-19 Incident Management and Business Continuity Plan.

The increase of COVID-19 cases in Victoria and NSW provides a timely reminder of how easily the virus can spread and the importance of ongoing safety measures.

While the focus moves to the recovery phase of the emergency situation there is a need for ongoing vigilance and preparation for a potential increase in COVID-19 cases.

5.2 Exercises

CEO and Chief Bush Fire Control Officer will attend DFES Narrogin on 1 September 2020 for exercise of a bush fire in the reserve on the edge of the Corrigin townsite.

6. DEVELOPMENT OF FUTURE EXERCISES

7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

Community Emergency Services Manager (CESM)

The Roe Regional Organisation of Councils have discussed the possibility of engaging the services of a Community Emergency Services Manager (CESM) for some time now however there are challenges due to the different DFES regions.

The Shire of Brookton recently approached the shires of Corrigin and Pingelly and regarding a joint CESM and the concept was generally seen as beneficial to the future emergency management in the shires. The Shire of Corrigin staff together with the LEMC, Bush Fire Brigades and Volunteer Fire and Rescue have found the emergency management and compliance requirements have increased in recent years and there are many areas where further support and assistance is required.

The Shire of Brookton successfully lobbied the DEFS Commissioner and Deputy Commission and an offer has been made to fund a CESM position based on a 70/30 arrangement. This opportunity requires the Shires of Brookton, Corrigin and Pingelly to agree to participate in a three year Memorandum of Understanding (MOU) agreement for the CESM position based on the 70/30 funding model as offered by the Commissioner. The Shire of Brookton is willing to host the position and cover the administration costs, which will compliment to the Bushfire Risk Planning Co-ordinator position already hosted by this Shire under a DEFS funding arrangement.

The Shire of Corrigin is asked to contribute approximately \$15,500 per annum for three years and has included this amount in the 2020/21 budget.

All three local governments are keen to see the MOU prepared for signing in order to progress recruitment of the CESM position in advance of the coming bush fire season.

A CESM would be able to assist with the following tasks:

- Bushfire Risk Management Plan (BRMP) developed and endorsed for Shire as per Westplan Fire
- Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land and Unmanaged Reserves within town boundaries for the Shire.
- Practices for bushfire management on local government lands in the Shire developed.
- Administration of relevant Statutes, Regulations, Policies and Local Laws
- Support Community Engagement and awareness programs as identified in Shire BRMP or as developed for the Shire
- Land Use Planning

- Emergency Services Strategic Planning
- Volunteer Bush Fire Brigade Training Coordination
- Local Govt Grants Operation and Capital grants managed for SES (where required) and BFS
- Administration of State Emergency Service (SES).
- Relocation/Welfare Centres in the Shire maintained to support the community in times of need.
- Emergency Coordination Centres/ICC's within Shire in a state of readiness.
- Support key Bushfire meetings and Committees (BFAC, DOAC and brigade meetings).
- Emergency water supplies owned by Shire maintained. Hydrants outside GFDs inspected annually – faults reported.
- Emergency Services exercised annually as per Local Emergency Management Arrangements.
- Local Emergency Management Committee attendance and representation as CESM
- Local Government Incident Management Capacity/Capability
- Emergency Services Forums
- Respond to emergency incidents that impact on communities, infrastructure and assets in the Shire.
- Local Government representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC
- Respond to incidents in neighbouring Shire when requested by Regional Duty Coordinator
- Suspicious and deliberately lit fires
- Appropriate support and counselling available to Shire volunteers and staff as required following incidents.
- Provide support to the Shire Recovery coordinator or recovery team when established.
- Special Projects

Recommendation

Moved: L Evans Seconded: G Dawson

That the Shire of Corrigin Local Emergency Management Committee recommends that Council support the establishment of a joint Community Emergency Service Manager (CESM) position and agree to a Memorandum of Understanding in order to progress the recruitment of the CESM position in advance of the coming bush fire season.

Carried

9. FUNDING

9.1 Airstrip Lighting Upgrade

The Shire of Corrigin commenced an application for the Regional Airstrip Upgrade Program to replace the airstrip lights with LED lights to the full length of the strip and upgrade the radio control system for pilots to turn the lights on.

In order to make the airstrip lights with current standards new cabling would need to be installed along the length of the airstrip at a cost of \$250,000.

Obtaining revised quotes for next funding round.

10. OTHER MATTERS

Local Emergency Management Forum to be held on 25 August 2020 from 10-2pm in Narrogin.

11. REPORTS

Department of Primary Industries and Regional Development

- Responding to an outbreak of Queensland fruit fly (Qfly) in Perth's western suburbs.
- Responding to an outbreak of Ehrlichiosis- a disease of dogs that occurs when a brown dog tick infected with the bacteria, Ehrlichia canis, bites a dog.
- DPIRD has teamed up with growers, grower groups and agronomists to get the heads up on fall armyworm (FAW) moths moving into the grainbelt. A total of 70 sites are being monitored for the moth.

DFES

- Looking into putting various trainings in place to prepare for the upcoming bush fire season.

St John Ambulance

- Business back as usual.
- COVID-19 Safety Action Plan is in place.
- Fully stocked Personal Protective Equipment.
- 10 new volunteers are being trained.

Shire of Corrigin

- Business back as usual.
- Remaining vigilant and monitoring the community response.
- Monitoring use of all Shire facilities and events that take place at those facilities.
- Local Government Professionals Community Resilience Survey showed a positive response to actions taken to prevent the spread of COVID-19.

12. NEXT MEETING

The next meeting will be Monday 9 November 2020 at 1.00pm.

13. MEETING CLOSURE

The Shire President, Cr Des Hickey closed the meeting at 1.38pm.



Stevenson Trust Fund Trustees Meeting

Minutes

Monday 10 August 2020

TERMS OF REFERENCE:

1.0 NAME

The Stevenson Trust Fund established by a trust deed dated 27 September 2005.

2.0 OBJECTIVES OF TRUST FUND

The promotion and advancement of the education of the residents of the Shire of Corrigin.

3.0 APPLICATION OF THE INCOME OR CAPITAL OF THE STEVENTSON'S TRUST FUND

Income shall be applied in the following ways:

- Establishing and maintaining a scholarship to be called the Stevenson Scholarship
- Assisting Corrigin District High School with the operation of their health and wellbeing programs for students; and
- Towards such other causes that comply with the object of the Trust Fund, as described in 2, and are agreed to by unanimous resolution of Trustees.

1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey, opened the meeting at 11.00am.

2. ATTENDANCE AND APOLOGIES

President – Shire of Corrigin

Cr D Hickey

Chairperson – Board Corrigin District High School

J MacGregor

Staff

Chief Executive Officer – Shire of Corrigin

N Manton

Executive Support Officer – Shire of Corrigin

K Biglin

Apologies

Principal – Corrigin District High School

H Prance

Corrigin Police

C Morgan

3. CONFIRMATION OF PREVIOUS MINUTES

Moved: N Manton Seconded: Cr D Hickey

That the Minutes of the Stevenson Trust Fund Trustees meeting held on Monday 10 February 2020 be confirmed as a true and accurate record.

Carried

4. GENERAL BUSINESS

4.1 FINANCIAL REPORT

Moved: J MacGregor Seconded: Cr D Hickey

That the Financial report for period ending 30 June 2020 be adopted as presented.

Carried

4.2 SCHOLARSHIP STATUS REPORT

Scholarship status report to be tabled.

Moved: J MacGregor Seconded: Cr D Hickey

That the Trustees receive the updated Scholarship status report

Carried

4.3 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 5 August 2020, there have been no new scholarship applications received.

4.4 OTHER MATTERS

4.4.1 On-going scholarships Marion Lewis

Moved: J MacGregor Seconded: Cr D Hickey

That all receipts and accounts for the academic year of 2019 be reimbursed and the out of date receipts to be returned to the applicant.

Carried

4.4.2 Valuation of Opals

The Shire of Corrigin has contacted Christine Ezekiel, of Ezekiel Jewellery, in Perth. Christine was recommended as an expert valuer and has quoted a fee of \$175 per hour for assessing the value of the opals. Due to COVID-19 Christine's business closed for some time and although the business is now up and running, there is a back log of jobs until September. The Shire will arrange to get the opals valued prior to the next meeting.

The Trustees counted 161 opals, 8 Pendants and 1 pearl necklace.

5. NEXT MEETING

The next meeting will be Monday 9 November 2020 at 11.00am.

6. MEETING CLOSURE

The Chairperson, Cr D Hickey, closed the meeting at 11.50am

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15283	30/07/2020	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR JUNE 2020	\$ 31.34	TRUST
EFT15284	30/07/2020	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR JUNE 2020	\$ 9.06	TRUST
20524	02/07/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20525	09/07/2020	SYNERGY	ELECTRICITY CHARGES	\$ 3,791.73	MUNI
20526	09/07/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 16,892.72	MUNI
20527	16/07/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20528	30/07/2020	SYNERGY	ELECTRICITY CHARGES	\$ 10,736.47	MUNI
20529	30/07/2020	WATER CORPORATION OF WA	WATER CHARGES	\$ 531.05	MUNI
20530	30/07/2020	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
EFT15243	02/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 380.16	MUNI
EFT15244	02/07/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15245	02/07/2020	DEPARTMENT OF TRANSPORT - P/L	SHIRE VEHICLE LICENCES & MOTOR INJURY INSURANCE	\$ 10,984.65	MUNI
EFT15246	09/07/2020	A & M MEDICAL SERVICES PTY LTD	ANNUAL SERVICE OF MEDICAL OXYGEN EQUIPMENT AT POOL	\$ 396.77	MUNI
EFT15247	09/07/2020	ARM SECURITY	ALARM MONITORING SERVICES	\$ 156.00	MUNI
EFT15248	09/07/2020	AVON WASTE	5 WEEKS RUBBISH COLLECTION - JUNE 2020	\$ 21,304.96	MUNI
EFT15249	09/07/2020	B&W STUDIO	CORRIGIN TOURIST BROCHURE ARTWORK	\$ 320.00	MUNI
EFT15250	09/07/2020	BOC LIMITED	CONTAINER SERVICE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 11.98	MUNI
EFT15251	09/07/2020	BULLIVANTS PTY LTD	REPLACEMENT HOOK AND HAMMERLOCK FOR LIFTING CHAIN	\$ 418.00	MUNI
EFT15252	09/07/2020	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 114.50	MUNI
EFT15253	09/07/2020	CENTRAL REGIONAL TAFE	STAFF TRAINING - CERTIFICATE III IN TOURISM	\$ 203.52	MUNI
EFT15254	09/07/2020	CITY OF KALAMUNDA	BUILDING SERVICES & ADMINISTRATION FEES DEC 2019 TO JUN 2020	\$ 369.40	MUNI
EFT15255	09/07/2020	COLGAN INDUSTRIES PTY LTD	TOWN HALL PROGRESS CLAIM 1, VARIATION 1, VARIATION 2	\$ 79,592.70	MUNI
EFT15256	09/07/2020	CONNELLY IMAGES	WALTON STREET BANNERS - STAYING AT HOME PHOTO PROJECT	\$ 1,610.40	MUNI
EFT15257	09/07/2020	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 9,011.36	MUNI
EFT15258	09/07/2020	CORRIGIN HISTORICAL SOCIETY (INC)	2020 / 2021 LCIS INSURANCE CONTRIBUTION	\$ 1,236.44	MUNI
EFT15259	09/07/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON PRIME MOVER	\$ 90.00	MUNI
EFT15260	09/07/2020	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT	\$ 15,125.00	MUNI
EFT15261	09/07/2020	EXTERIA	NEW BIN WRAPS FOR MAIN STREET BINS	\$ 22,338.80	MUNI
EFT15262	09/07/2020	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR JULY 2020	\$ 11,880.00	MUNI
EFT15263	09/07/2020	FLICK ANTICIMEX PTY LTD	ANNUAL SERVICE FEE FOR SANITARY DISPOSAL UNITS	\$ 3,160.30	MUNI
EFT15264	09/07/2020	GJ JONES PLUMBING & GAS	INSTALL NEW HWS TO FEMALE ABLUTION BLOCK AT CARAVAN PARK	\$ 1,297.84	MUNI
EFT15265	09/07/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR JUNE 2020	\$ 14,776.65	MUNI
EFT15266	09/07/2020	IGA CORRIGIN	REFRESHMENTS AND CATERING SUPPLIES	\$ 202.18	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15267	09/07/2020	IT VISION	2020 / 2021 ANNUAL USER LICENCES	\$ 33,796.40	MUNI
EFT15268	09/07/2020	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 265.99	MUNI
EFT15269	09/07/2020	LG CORPORATE SOLUTIONS PTY LTD	ASSIST WITH AUDITORS QUERIES, ASSIST WITH RECTIFYING ITV ERROR	\$ 660.00	MUNI
EFT15270	09/07/2020	LINEMARKING WA PTY LTD	PAINT DIRECTIONAL ARROWS ON CAMPBELL STREET	\$ 2,420.00	MUNI
EFT15271	09/07/2020	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS	\$ 469.86	MUNI
EFT15272	09/07/2020	NEU-TECH AUTO ELECTRICS	PARTS FOR PLUMBING REPAIRS FOR 11 COURBOULES CRESCENT	\$ 52.47	MUNI
EFT15273	09/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	CONSULTANCY SERVICES - RESOLVE IT ISSUES	\$ 552.50	MUNI
EFT15274	09/07/2020	PM FUCHSBICHLER	PUMP OUT GREASE TRAP AT CREC	\$ 400.00	MUNI
EFT15275	09/07/2020	PICKLES VALUATIONS	19/20 DESKTOP VALUATION SERVICES FOR PLANT & EQUIPMENT	\$ 4,400.00	MUNI
EFT15276	09/07/2020	RAMM SOFTWARE PTY LTD	2020 / 2021 POCKET RAMM SOFTWARE PLUS ANNUAL SUPPORT	\$ 8,344.64	MUNI
EFT15277	09/07/2020	SIGMA CHEMICALS	REPAIRS AND UPGRADE TO WAVE CLEANER AT POOL	\$ 4,611.42	MUNI
EFT15278	09/07/2020	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 260.70	MUNI
EFT15279	09/07/2020	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 30.00	MUNI
EFT15280	09/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 10.73	MUNI
EFT15281	16/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 380.16	MUNI
EFT15282	16/07/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15285	30/07/2020	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PAYMENT FOR JUNE 2020	\$ 164.41	MUNI
EFT15286	30/07/2020	CENTRAL COUNTRY ZONE WALGA	2020 / 2021 ANNUAL SUBSCRIPTION	\$ 3,058.00	MUNI
EFT15287	30/07/2020	CORRIGIN ENGINEERING PTY LTD	50 BOLLARDS FOR CAMPBELL STREET - FINAL PAYMENT	\$ 10,495.18	MUNI
EFT15288	30/07/2020	CORRIGIN LICENSED POST OFFICE	POSTAGE CHARGES FOR JUNE 2020	\$ 255.00	MUNI
EFT15289	30/07/2020	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 222.30	MUNI
EFT15290	30/07/2020	CORRIGIN TYREPOWER	REPAIR TYRE ON LOADER	\$ 189.00	MUNI
EFT15291	30/07/2020	DAVID PRATT	STAFF REIMBURSEMENT	\$ 374.40	MUNI
EFT15292	30/07/2020	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR JUNE 2020	\$ 113.30	MUNI
EFT15293	30/07/2020	EAGLE PRINTING CO	CORRIGIN TOURIST BROCHURES, WILDFLOWER DRIVE BROCHURES	\$ 704.00	MUNI
EFT15294	30/07/2020	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR JUNE 2020	\$ 1,752.30	MUNI
EFT15295	30/07/2020	HARRIS ZUGLIAN ELECTRICS	LOCATE UNDERGROUND WIRES NEAR PLAYGROUND AT CREC	\$ 121.00	MUNI
EFT15296	30/07/2020	HENRY SCHEIN ONE AUSTRALIA	2020 / 2021 EXACT SOFTWARE SUPPORT FOR DENTAL CLINIC	\$ 2,039.40	MUNI
EFT15297	30/07/2020	INSTANT WEIGHING	REPAIR SCALES ON BATCHING PLANT	\$ 1,438.69	MUNI
EFT15298	30/07/2020	IT VISION USER GROUP INC	2020 / 2021 IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION	\$ 748.00	MUNI
EFT15299	30/07/2020	LIWA AQUATICS	LIWA MEMBERSHIP AND CONFERENCE REGISTRATION	\$ 231.00	MUNI
EFT15300	30/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2020 / 2021 STAFF MEMBERSHIPS	\$ 1,592.00	MUNI
EFT15301	30/07/2020	NEU-TECH AUTO ELECTRICS	30 METRE HOSE WITH CLAMPS, TAP HOSE CLAMPS	\$ 295.32	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT15302	30/07/2020	ONEMUSIC AUSTRALIA	2020 / 2021 MUSIC FOR COUNCILS - RURAL LICENCE	\$ 350.00	MUNI
EFT15303	30/07/2020	PERFECT COMPUTER SOLUTIONS PTY LTD	CONSULTANCY SERVICES - RESOLVE IT ISSUES	\$ 340.00	MUNI
EFT15304	30/07/2020	RAMM SOFTWARE PTY LTD	PANASONIC POCKET RAMM - CF20 TOUHPAD WITH KEYBOARD	\$ 5,873.13	MUNI
EFT15305	30/07/2020	RACHEL BAIRSTOW	STAFF REIMBURSEMENT	\$ 268.00	MUNI
EFT15306	30/07/2020	SIGMA CHEMICALS	PUMP, CARTRIDGE FILTERS AND PRESSURE GAUGES FOR POOL	\$ 1,676.11	MUNI
EFT15307	30/07/2020	ST JOHN AMBULANCE WA LTD	DEFIBRILLATOR PADS FOR CREC AND POOL	\$ 210.00	MUNI
EFT15308	30/07/2020	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 81.28	MUNI
EFT15309	30/07/2020	SHIRE OF KATANNING	LONG SERVICE LEAVE ENTITLEMENT	\$ 30,597.99	MUNI
EFT15310	30/07/2020	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 499.00	MUNI
EFT15311	30/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 10.78	MUNI
EFT15312	30/07/2020	TWIN LOOP BINDING PTY LTD	DOUBLE WIRE BINDERS FOR PHONEBOOKS	\$ 84.59	MUNI
EFT15313	30/07/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 561.00	MUNI
EFT15314	30/07/2020	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2020 / 2021 ASSOCIATION MEMBERSHIP AND SERVICES	\$ 25,726.10	MUNI
EFT15315	30/07/2020	WESTERN HYDRAULICS CORRIGIN	REPAIR HYDRAULIC HOSE IN GRADER	\$ 684.82	MUNI
EFT15316	30/07/2020	WESTERN MECHANICAL CORRIGIN	SERVICE GRADER, FUEL FILTERS FOR DIESEL PUMP, BUS INSPECTION	\$ 2,269.44	MUNI
EFT15317	30/07/2020	WORLDWIDE EAST PERTH	STATIONERY SUPPLIES	\$ 1,089.00	MUNI
EFT15318	30/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 380.16	MUNI
EFT15319	30/07/2020	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 61.50	MUNI
EFT15320	30/07/2020	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 785.40	MUNI
EFT15321	30/07/2020	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 150.00	MUNI
DD11941.1	01/07/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,636.77	MUNI
DD11941.2	01/07/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.93	MUNI
DD11941.3	01/07/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 281.30	MUNI
DD11941.4	01/07/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,084.51	MUNI
DD11941.5	01/07/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 1,002.59	MUNI
DD11941.6	01/07/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 683.09	MUNI
DD11941.7	01/07/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 124.96	MUNI
DD11956.1	01/07/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD11957.1	01/07/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 194.74	MUNI
DD11958.1	01/07/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 278.95	MUNI
DD11959.1	01/07/2020	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD12039.1	06/07/2020	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,409.47	MUNI
DD11961.1	11/07/2020	TELSTRA	MOBILE PHONE CHARGES	\$ 333.94	MUNI

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD11984.1	15/07/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,334.47	MUNI
DD11984.2	15/07/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD11984.3	15/07/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 313.02	MUNI
DD11984.4	15/07/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,486.98	MUNI
DD11984.5	15/07/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 861.38	MUNI
DD11984.6	15/07/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD11984.7	15/07/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 130.82	MUNI
DD11960.1	17/07/2020	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD12018.1	19/07/2020	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD12017.1	21/07/2020	TELSTRA	INTERNET CHARGES	\$ 120.40	MUNI
DD12013.1	27/07/2020	TELSTRA	PHONE CHARGES	\$ 70.58	MUNI
DD12014.1	27/07/2020	TELSTRA	PHONE CHARGES	\$ 244.70	MUNI
DD12015.1	27/07/2020	TELSTRA	INTERNET CHARGES	\$ 34.95	MUNI
DD12016.1	27/07/2020	TELSTRA	PHONE CHARGES	\$ 107.89	MUNI
DD12031.1	29/07/2020	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,338.47	MUNI
DD12031.2	29/07/2020	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 108.83	MUNI
DD12031.3	29/07/2020	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 313.02	MUNI
DD12031.4	29/07/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,809.51	MUNI
DD12031.5	29/07/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 861.38	MUNI
DD12031.6	29/07/2020	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 660.00	MUNI
DD12031.7	29/07/2020	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 126.97	MUNI
DD12042.1	30/07/2020	TELSTRA	PHONE AND INTERNET CHARGES	\$ 158.44	MUNI
DD12043.1	30/07/2020	TELSTRA	PHONE AND INTERNET CHARGES	\$ 543.06	MUNI
DD11964.1	01/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 6,030.25	LIC
DD11993.1	01/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 127.10	LIC
DD11966.1	02/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 653.05	LIC
DD11968.1	03/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 11,151.50	LIC
DD11970.1	06/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 695.70	LIC
DD11972.1	07/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,699.95	LIC
DD11974.1	08/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 206.25	LIC
DD11976.1	09/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 867.40	LIC
DD11978.1	10/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 6,089.30	LIC
DD11980.1	13/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 673.25	LIC

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

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD11987.1	15/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 580.40	LIC
DD11990.1	16/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 920.25	LIC
DD11995.1	20/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 466.95	LIC
DD11997.1	21/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,151.15	LIC
DD12003.1	22/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 362.55	LIC
DD12005.1	23/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 214.35	LIC
DD12021.1	24/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 28.60	LIC
DD12023.1	27/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 677.15	LIC
DD12026.1	28/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,297.35	LIC
DD12034.1	29/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 7,998.95	LIC
DD12036.1	30/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,415.80	LIC
DD12038.1	31/07/2020	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 889.70	LIC
JNL	02/07/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 01/07/2020	\$ 61,790.94	MUNI
JNL	16/07/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 15/07/2020	\$ 52,449.84	MUNI
JNL	30/07/2020	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 30/07/2020	\$ 55,026.94	MUNI

\$ 641,644.57

MUNICIPAL ACCOUNT PAYMENTS	\$ 594,407.22
TRUST ACCOUNT PAYMENTS	\$ 40.40
LICENSING ACCOUNT PAYMENTS	\$ 47,196.95
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 641,644.57



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 MAY 2020 TO 29 JUNE 2020

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-9989			
24/06/2020	Kennards Hire	Scissorlift hire for installing bird spikes at CREC	\$ 954.00
		CREDIT CARD TOTAL	\$ 954.00
CARD NUMBER 4557-XXXX-XXXX-4143			
9/06/2020	The Buthers Block	Chickens for Budget Workshop dinner 09.06.2020	\$ 45.00
14/06/2020	Caltex Gosnells	Fuel for CEO vehicle	\$ 71.19
14/06/2020	Bunnings Cannington	Lights for Corrigin Town Hall	\$ 50.74
		CREDIT CARD TOTAL	\$ 166.93
CARD NUMBER 4557-XXXX-XXXX-0935			
8/06/2020	RAC	Roadside assistance for community bus	\$ 106.00
25/06/2020	Telstra	Internet charges - dongles for admin staff	\$ 120.78
29/06/2020	Officeworks	Plastic holders for CREC	\$ 30.88
29/06/2020	Officeworks	Plastic holders for CREC	\$ 30.88
		CREDIT CARD TOTAL	\$ 288.54
BILLING ACCOUNT			\$ -
TOTAL CREDIT CARD PAYMENTS			\$ 1,409.47

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

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

Kylie Caley Kylie Caley 11/08/2020

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

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

Natalie Manton Natalie Manton 10/8/2020



Statement for

NAB Business Visa

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

Cardholder Details

Cardholder Name: MR GREGORY ALAN TOMLINSON
Account No:
Statement Period: 29 May 2020 to 29 June 2020
Cardholder Limit: \$10,000

Transaction record for: MR GREGORY ALAN TOMLINSON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
25 Jun 2020	\$954.00	KENNARDS HIRE HO WA SEVEN HILLS	Scissor lift Hire for crane - moving bird spikes				74940520176
Total for this period	\$954.00		Totals				

Employee declaration

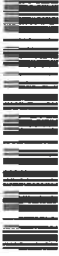
I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature:

Date:

23/7/2020

18/21/01/M01276/S003600/1007199



Statement for

NAB Business Visa

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

Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 May 2020 to 29 June 2020

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
10 Jun 2020	\$45.00	FOOD SECURITY INTERN CORRIGIN	Chickens for Budget Workshop Dinner 9/6/2020				74940520161
16 Jun 2020	\$71.19	CALTEX GOSNELLS NORTH GOSNELLS	Fuel for LED vehicle				74940520167
16 Jun 2020	\$50.74	BUNNINGS 350000 CANNINGTON	Lights for Town Hall				74940520167
Total for this period	\$166.93		Totals				

Employee declaration

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

Cardholder signature: *N. Manton*

Date: 23/7/2020

181/21/01/M01276/S003601/007201



Statement for

NAB Business Visa

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



Cardholder Details

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

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
9 Jun 2020	\$106.00	RAC MEMBERSHIP WEST PERTH	Roadside Assistance for Community BUS				74564720160
25 Jun 2020	\$120.78	TELSTRA BILL PAYMNT MELBOURNE	Internet Charges - Dangles				04134556678
29 Jun 2020	\$30.88	OFWKS ONLINE BENTLEIGH 03	Plastic Holder - CREC				74363960181
29 Jun 2020	\$30.88	OFWKS ONLINE BENTLEIGH 03	" - CREC				74363960181
Total for this period	\$288.54		Totals				

Employee declaration

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

Cardholder signature: *overally*

Date: 13-7-20



SHIRE OF CORRIGIN



June 2020

MONTHLY FINANCIAL REPORT

SHIRE OF CORRIGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2020

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

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2020

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Corrigin for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Original Budget	Original	YTD Budget	YTD Actual	Variance
Capital Expenditure						
Buildings						
As per Capital Budget	12.03%	1,120,400		616,529	134,771	481,758
Infrastructure - Roads						
As per Capital Budget	95.34%	3,464,152		3,387,259	3,302,895	84,364
Parks, Gardens, Recreation Facilities						
As per Capital Budget	6.99%	257,000		12,000	17,974	239,026
Other Infrastructure						
As per Capital Budget	94.27%	123,500		119,500	116,419	3,081

% Compares current ytd actuals to annual budget

<i>% Compares current ytd actuals to annual budget</i>	* Note	30 June 2019	30 June 2020
Adjusted Net Current Assets	86%	\$ 1,750,045	\$ 1,505,751
Cash and Equivalent - Unrestricted	184%	\$ 1,075,998	\$ 1,976,254
Cash and Equivalent - Restricted	172%	\$ 2,044,732	\$ 3,521,979
Receivables - Rates	104%	\$ 135,726	\$ 141,113
Receivables - Other	538%	\$ 43,914	\$ 236,037
Payables	344%	\$ 171,783	\$ 590,282

** Note: Compares current ytd actuals to prior year actuals at the same time*

PREPARATION TIMING AND REVIEW

Date prepared: 12 August 2020

Prepared by: Kylie Caley, DCEO

Reviewed by: Natalie Manton, CEO

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

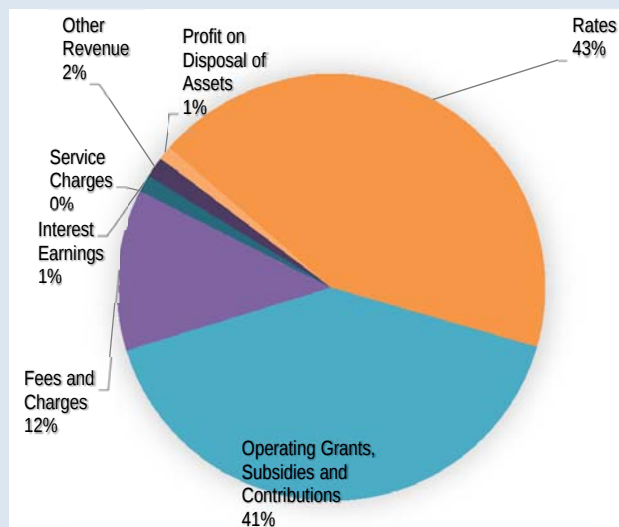
CRITICAL ACCOUNTING ESTIMATES

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

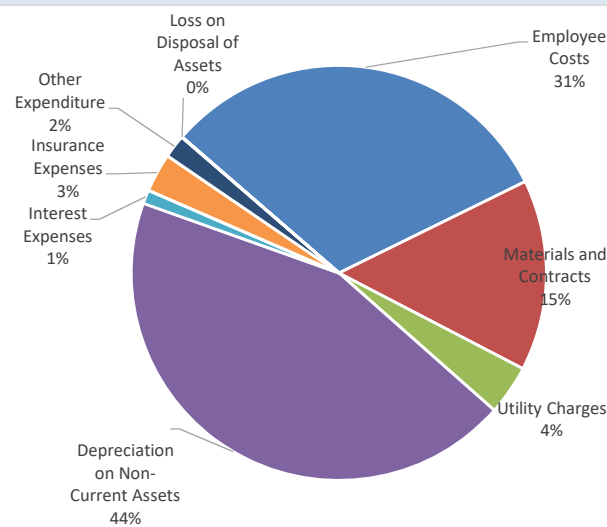
ROUNDING OFF FIGURES

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

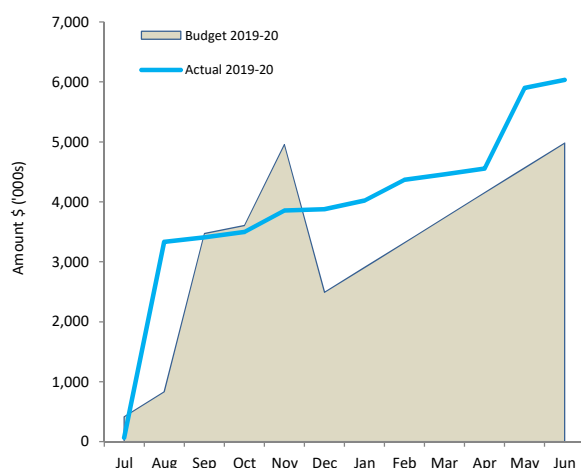
OPERATING REVENUE



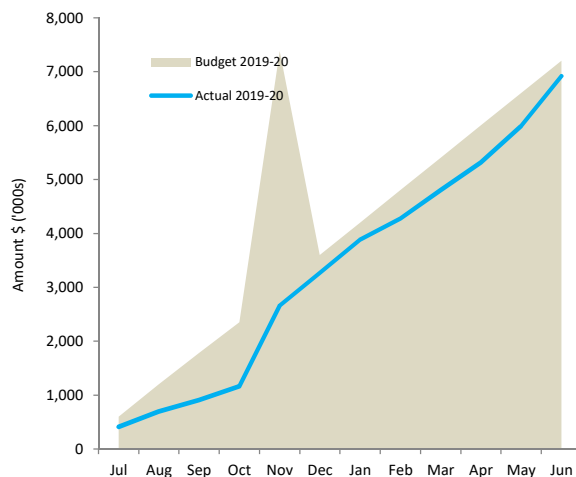
OPERATING EXPENSES



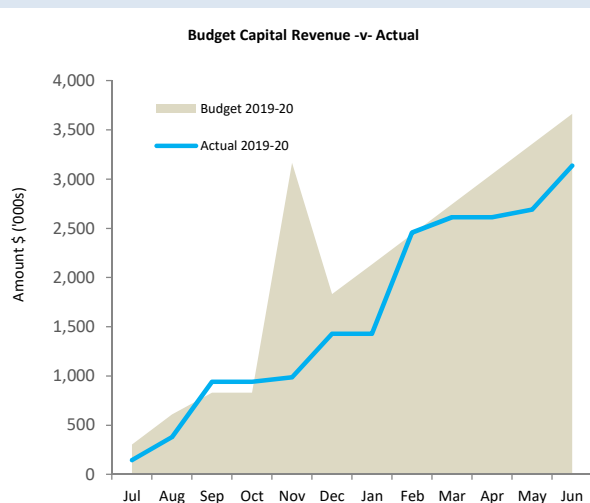
Budget Operating Revenues -v- Actual



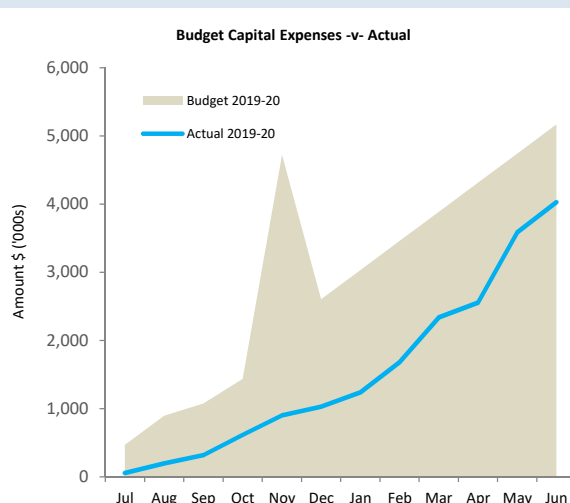
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2020

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Annual Budget	Amended Annual Budget	Amended YTD Annual Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %	Var.
	Note	\$		\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)	
Revenue from operating activities								
Governance		1,904	1,705	1,705	1,507	(198)	(12%)	
General Purpose Funding - Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%	
General Purpose Funding - Other		1,039,153	1,036,761	1,036,761	2,093,021	1,056,260	102%	▲
Law, Order and Public Safety		52,589	52,589	52,589	55,651	3,062	6%	
Health		220,635	215,792	215,792	214,001	(1,791)	(1%)	
Education and Welfare		167,602	146,320	146,320	134,184	(12,136)	(8%)	
Housing		137,754	141,412	141,412	136,066	(5,346)	(4%)	
Community Amenities		230,478	230,828	230,828	227,381	(3,447)	(1%)	
Recreation and Culture		57,505	57,505	57,505	41,484	(16,021)	(28%)	▼
Transport		287,906	289,725	289,725	241,873	(47,852)	(17%)	▼
Economic Services		45,600	54,600	54,600	76,974	22,374	41%	▲
Other Property and Services		140,440	129,810	129,810	213,412	83,602	64%	▲
		4,981,597	4,957,078	4,957,078	6,036,492			
Expenditure from operating activities								
Governance		(735,166)	(733,331)	(733,331)	(598,272)	135,059	18%	▲
General Purpose Funding		(69,928)	(79,928)	(79,928)	(79,120)	808	1%	
Law, Order and Public Safety		(137,212)	(138,697)	(138,697)	(120,910)	17,787	13%	▲
Health		(570,708)	(591,024)	(591,024)	(574,001)	17,023	3%	
Education and Welfare		(332,258)	(328,581)	(328,581)	(322,278)	6,303	2%	
Housing		(189,047)	(192,058)	(192,058)	(149,434)	42,624	22%	▲
Community Amenities		(548,667)	(554,841)	(554,841)	(529,119)	25,722	5%	
Recreation and Culture		(1,530,478)	(1,552,835)	(1,552,835)	(1,519,773)	33,062	2%	
Transport		(2,572,587)	(2,688,991)	(2,688,991)	(2,699,095)	(10,104)	(0%)	
Economic Services		(312,982)	(311,282)	(311,282)	(355,233)	(43,951)	(14%)	▼
Other Property and Services		(208,502)	(208,359)	(208,359)	27,700	236,059	113%	▲
		(7,207,536)	(7,379,927)	(7,379,927)	(6,919,535)			
Operating activities excluded from budget								
Add Back Depreciation		2,541,920	2,577,533	2,577,533	3,039,667	462,134	18%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,245)	(110,245)	(59,876)	50,369	(46%)	
Movement in Deferred Pensioner Rebates		0	0	0	(3,282)	(3,282)		
Adjust Provisions and Accruals		0	0	0	(7,987)	(7,987)		
Amount attributable to operating activities		208,988	44,439	44,439	2,085,480			
Investing Activities								
Contributions	10	3,662,952	3,166,952	3,166,952	3,136,039	(30,913)	(1%)	
Proceeds from Disposal of Assets	6	210,000	193,696	193,696	119,182	(74,514)	38%	
Capital Acquisitions	7	(5,622,052)	(4,723,161)	(4,723,161)	(4,029,177)	693,984	15%	▲
Amount attributable to investing activities		(1,749,099)	(1,362,513)	(1,362,513)	(773,956)			
Financing Activities								
Transfer from Reserves	9	224	220	220	220	0	0%	
Repayment of Debentures	8	(78,572)	(78,572)	(78,572)	(78,572)	0	0%	
Transfer to Reserves	9	(108,626)	(353,622)	(353,622)	(1,477,466)	(1,123,844)	(318%)	▼
Amount attributable to financing activities		(186,974)	(431,974)	(431,974)	(1,555,818)			
Closing Funding Surplus(Deficit)	1(b)	(0)	(0)	(0)	1,505,751			

KEY INFORMATION

for an explanation of the reasons for the variance.

threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

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

BY NATURE OR TYPE

	Ref	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. %
	Note	\$		\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	1,727,085	1,750,046	1,750,046	1,750,045	(1)	(0%)
Revenue from operating activities							
Rates	5	2,600,031	2,600,031	2,600,031	2,600,939	908	0%
Operating Grants, Subsidies and Contributions	11	1,483,609	1,445,718	1,445,318	2,460,719	1,015,401	70% ▲
Fees and Charges		637,504	660,980	661,380	737,199	75,820	11% ▲
Interest Earnings		59,670	64,670	64,670	78,539	13,869	21% ▲
Other Revenue		51,890	51,690	51,690	95,475	43,785	85% ▲
Profit on Disposal of Assets	6	148,893	133,989	133,989	63,621	(70,369)	(53%)
		4,981,597	4,957,078	4,957,078	6,036,492		
Expenditure from operating activities							
Employee Costs		(2,433,498)	(2,433,268)	(2,433,268)	(2,169,010)	264,258	11% ▲
Materials and Contracts		(1,550,892)	(1,683,460)	(1,683,460)	(1,031,014)	652,446	39% ▲
Utility Charges		(209,561)	(258,990)	(258,990)	(268,553)	(9,563)	(4%) ▼
Depreciation on Non-Current Assets		(2,541,920)	(2,577,533)	(2,577,533)	(3,039,667)	(462,134)	(18%) ▼
Interest Expenses		(87,227)	(75,980)	(75,980)	(74,034)	1,946	3%
Insurance Expenses		(242,116)	(209,846)	(209,846)	(208,701)	1,145	1%
Other Expenditure		(100,422)	(117,106)	(117,106)	(124,811)	(7,705)	(7%) ▼
Loss on Disposal of Assets	6	(41,900)	(23,744)	(23,744)	(3,745)	19,999	84%
		(7,207,536)	(7,379,927)	(7,379,927)	(6,919,535)		
Operating activities excluded from budget							
Add back Depreciation		2,541,920	2,577,533	2,577,533	3,039,667	462,134	18% ▲
Adjust (Profit)/Loss on Asset Disposal	6	(106,993)	(110,244)	(110,244)	(59,876)	50,368	(46%) ▼
Movement in Deferred Pensioner Rebates		0	0	0	(3,282)	(3,282)	
Adjust Provisions and Accruals		0	0	0	(7,987)	(7,987)	
Amount attributable to operating activities		208,988	44,439	44,439	2,085,480		
Investing activities							
Non-operating grants, subsidies and contributions	10	3,662,952	3,166,952	3,166,952	3,136,039	(30,913)	(1%) ▼
Proceeds from Disposal of Assets	6	210,000	193,696	193,696	119,182	(74,514)	(38%) ▼
Land held for resale		0	0	0	0	0	
Capital acquisitions	7	(5,622,052)	(4,723,161)	(4,723,161)	(4,029,177)	693,984	15% ▲
Amount attributable to investing activities		(1,749,099)	(1,362,513)	(1,362,513)	(773,956)		
Financing Activities							
Transfer from Reserves	9	224	220	220	220	0	0.00%
Repayment of Debentures	8	(78,572)	(78,572)	(78,572)	(78,572)	0	0%
Transfer to Reserves	9	(108,626)	(353,622)	(353,622)	(1,477,466)	(1,123,844)	(318%) ▼
Amount attributable to financing activities		(186,974)	(431,974)	(431,974)	(1,555,818)		
Closing Funding Surplus (Deficit)	1(b)	(0)	(0)	0	1,505,751		

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

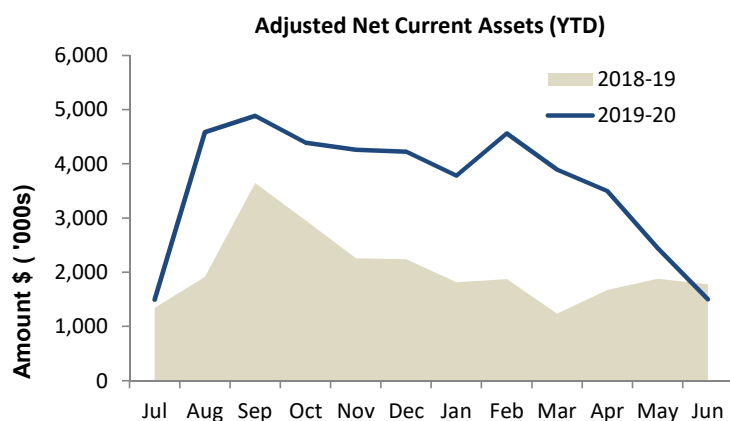
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 30 Jun 2019	Year to Date Actual 30 Jun 2020
		\$	\$	\$
Current Assets				
Short term Investment	3	900,000	900,000	931,244
Cash Unrestricted	3	1,075,998	1,075,998	1,045,010
Cash Restricted	3	2,044,732	2,044,732	3,521,979
Receivables - Rates	4	135,726	135,726	141,113
Receivables - Other	4	43,914	43,914	236,037
Interest / ATO Receivable		20,895	20,895	0
Inventories		82,537	82,537	88,256
Land held for resale - current		60,000	60,000	60,000
		4,363,802	4,363,802	6,023,638
Less: Current Liabilities				
Payables		(171,783)	(171,783)	(590,282)
Provisions - employee		(337,242)	(337,242)	(345,627)
Long term borrowings		(78,572)	(78,572)	(82,260)
		(587,596)	(587,596)	(1,018,169)
Unadjusted Net Current Assets		3,776,205	3,776,205	5,005,469
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,044,732)	(2,044,732)	(3,521,979)
Less: Land held for resale		(60,000)	(60,000)	(60,000)
Add: Long term borrowings		78,572	78,572	82,260
Adjusted Net Current Assets		1,750,045	1,750,045	1,505,751

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus (Deficit)

\$1.51 M

Last Year YTD

Surplus (Deficit)

\$1.75 M

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

**NOTE 2
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 budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	(198)	(12%)		Permanent	Budgeted miscellaneous income is lower than expected.
General Purpose Funding - Other	1,056,260	102%	▲	Permanent	Advanced payment of FAGS received in May. Funds are locked away in reserves.
Education and Welfare	(12,136)	(8%)		Permanent	CRC Office Support income is lower than expected. CRC funding income is under budget as budget included GST component.
Recreation and Culture	(16,021)	(28%)	▼	Permanent	Sporting club levies waived at March meeting resulting in income being lower than budget, oval fees and charges are lower than budget due to COVID restrictions on sporting events
Transport	(47,852)	(17%)	▼	Permanent	Profit on sale of plant is lower than anticipated due to loader being valued below budgeted value. This has been offset by other plant fetching a higher than anticipated profit and the sale of minor plant and equipment
Economic Services	22,374	41%	▲	Permanent	Standpipe income is higher than anticipated budget.
Other Property and Services	83,602	64%	▲	Permanent	Paid Parental Leave offset by wages and salaries. Private Works income is higher than anticipated budget. Administration fee collected from the Edna Stephenson Trust.
Expenditure from operating activities					
Governance	135,059	18%	▲	Permanent	Admin allocations are under budget, end of financial year adjustments still to be completed. Training expenses are below budget. Maintenance Chambers expense is below budget. Members consultancy is below budget
Law, Order and Public Safety	17,787	13%	▲	Permanent	Admin allocations are under budget, end of financial year adjustments still to be completed. Animal control expenses under budget. Emergency call out expenditure is under anticipated budget
Health	17,023	3%		Permanent	Medical services expenditure is under anticipated budget.
Housing	42,624	22%	▲	Permanent	Housing maintenance expenditure under YTD budget. Other housing cost allocation to programs wasn't been budgeted for.
Community Amenities	25,722	5%		Permanent	Public convenience expenditure is under anticipated budget.
Recreation and Culture	33,062	2%		Permanent	Main oval expenditure and CREC operating expenditure is below anticipated budget.

Transport	(10,104)	(0.4%)	Permanent	Transport program is under budget in most areas however depreciation is well overbudget balancing it out to the program being overbudget.
Other Property and Services	236,059	113% ▲	Permanent	Plant op cost allocations and public works overhead allocations have over allocated, end of financial year adjustments still to be completed to correct this.
Investing Activities				
Non-operating Grants, Subsidies & Contributions	(30,913)	(1%)	Permanent	Regional Road Group funding is below what was anticipated due to underspending on project, this has been carried forward to 20/21 and reallocated to another project. Blackspot funding was lower than anticipated due to underspend on the projects.
Proceeds from Disposal of Assets	(74,514)	38%	Permanent	Proceeds on sale of assets is below anticipated budget due to low sale value of loader
Capital Acquisitions	693,984	15% ▲	Permanent	The larger projects such as aged housing and caravan park have been put to tender or quote and will begin in the new financial year, funds have been carried forward to allow for this and projects re-budgeted for in 20/21
Financing Activities				
Transfer to Reserves	(1,123,844)	(318%) ▼	Permanent	FAGS advanced payment and aged housing grant payment transferred to reserve prior to year end so as to keep the funds to utilise in the correct financial year. This was not budgeted for.

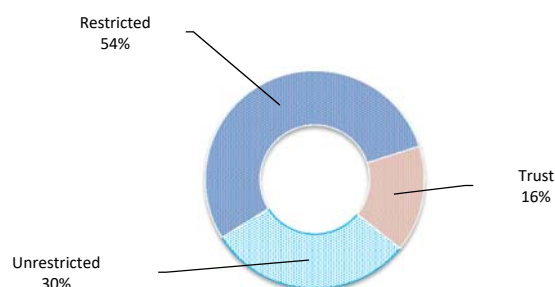
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700			
At Call Deposits							
Municipal Fund	937,167			937,167			
Municipal Fund - 2nd Aged Housing Payment - Awaiting Reserve Transfer	107,143			107,143			
Reserve Fund - FAGS Advanced Payment		1,028,266		1,028,266	NAB	0.35%	28/07/2020
Reserve Fund		2,386,468		2,386,468	NAB	1.00%	1/12/2020
Trust Fund			95,451	95,451	NAB		at call
Stevenson Trust Fund			926,076	926,076	NAB		at call
Licensing Trust Fund			6,683	6,683	NAB		at call
Term Deposits							
WA Treasury Corporation - OCDF - 1st Aged Housing Payment		107,245		107,245	WATC	0.70%	at call
WA Treasury Corporation - OCDF	931,244			931,244	WATC	0.70%	at call
Total	1,976,254	3,521,979	1,028,211	5,588,576			

SIGNIFICANT ACCOUNTING POLICIES

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

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 that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$5.59 M	\$1.98 M

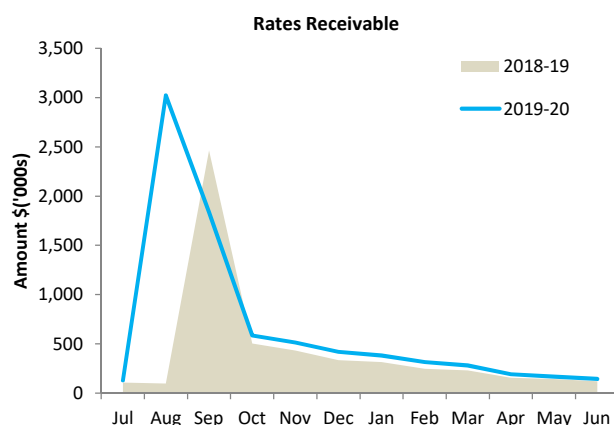
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2019	30 June 2020
	\$	\$
Opening Arrears Previous Years	135,726	135,726
Levied this year	2,529,078	2,634,055
Less Collections to date	(2,529,078)	(2,628,668)
Equals Current Outstanding	135,726	141,113
Net Rates Collectable	135,726	141,113
% Collected	94.91%	94.91%

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.

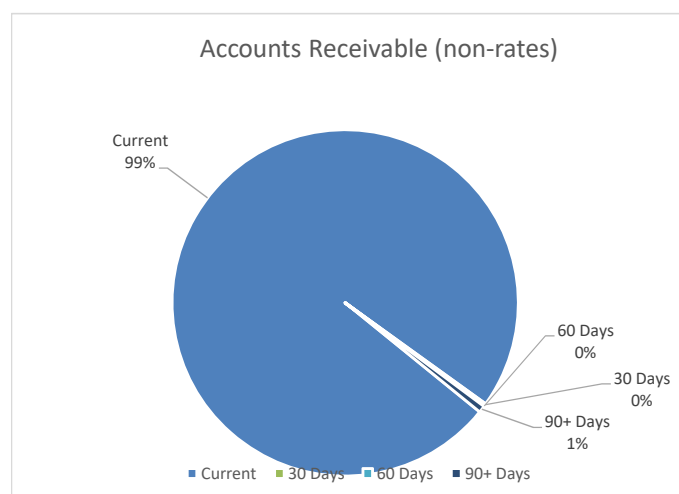


Collected	Rates Due
95%	\$141,113

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	233,899	336	302	1,500	236,037
Percentage	99.09%	0.14%	0.13%	0.64%	
Balance per Trial Balance					
Sundry debtors					236,037
GST receivable					0
Accrued Income					0
Provision for Doubtful Debts					0
Total Receivables General Outstanding					236,037
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$236,037
Over 30 Days
1%
Over 90 Days
1%

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

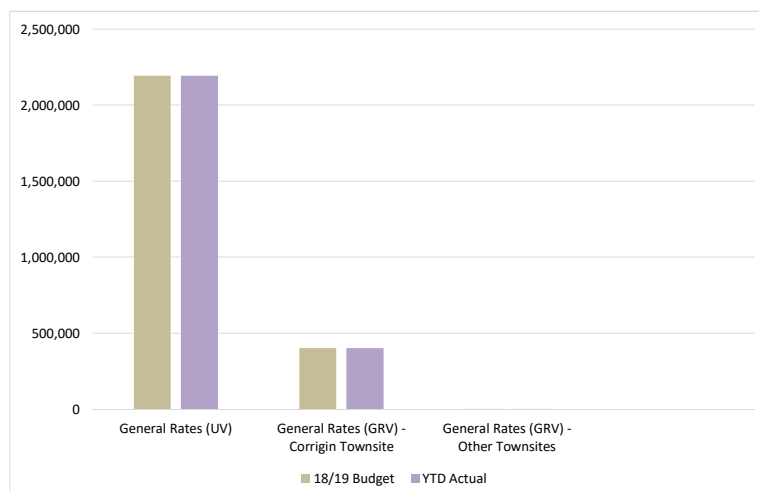
OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

General Rate Revenue	Original Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
General Rates (UV)	0.014389	343	152,378,000	2,192,567			2,192,567	2,192,567			2,192,567
General Rates (GRV) - Corrigin Townsite	0.091332	408	4,390,106	400,957			400,957	400,957			400,957
General Rates (GRV) - Other Townsites	0.091332	3	18,980	1,733			1,733	1,733	482		2,215
											0
Minimum Payment	Minimum \$										
General Rates (UV)	390	14	101,687	5,460			5,460	5,070			5,070
General Rates (GRV) - Corrigin Townsite	390	42	80,531	16,380			16,380	15,990			15,990
General Rates (GRV) - Other Townsites	390	10	12,230	3,900			3,900	3,900			3,900
				0			0				0
							0				0
							0				0
Sub-Totals		820	156,981,534	2,620,998	0	0	2,620,997	2,620,218	482	0	2,620,699
Discount							(20,967)				(19,761)
Concession							0				0
Amount from General Rates							2,600,030				2,600,938
Ex-Gratia Rates							33,116				33,116
Total General Rates							2,633,146				2,634,055
Totals							2,633,146				2,634,055

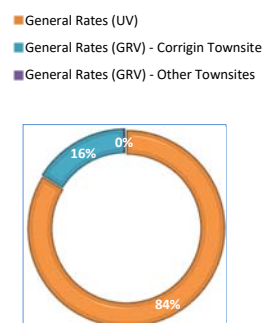
SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$2.6 M	\$2.6 M	100%

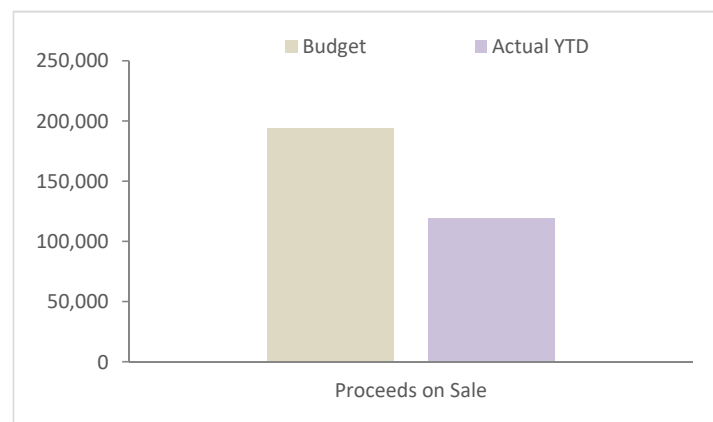


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

			Amended Budget				YTD Actual			
Asset No.	Plant No.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
1001017	P4CR	EHO VEHICLE	26,475	22,730	0	(3,745)	26,475	22,730	0	(3,745)
1000773	PCR4650	KUBOTA MOWER 4WD	11,183	13,002	1,819	0	11,183	13,002	1,819	
10102	P016	GALLAGHER MOWER	1,050	10,000	8,950	0			0	
100537	PCR2	L35B VOLVO LOADER	14,890	100,000	85,110	0	11,794	31,106	19,312	
1000769	PCR17	UTILITY VEHICLE	0	13,654	13,654	0	0	13,654	13,654	
1000770	PCR22	UTILITY VEHICLE	9,854	19,765	9,911	0	9,854	19,765	9,910	
1000847	P2CR	DCEO VEHICLE	0	14,545	14,545	0	0	14,545	14,545	
		MISC SMALL PLANT	20,000	0		(20,000)	0	4,380	4,380	
			83,452	193,696	133,989	(23,745)	59,306	119,182	63,621	(3,745)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$193,696	\$119,182	62%

Capital Acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$		\$	\$	\$
Land	0	0	0	0	0
Buildings	1,120,400	616,529	616,529	134,771	(481,758)
Plant & Equipment	657,000	587,873	587,873	457,119	(130,754)
Furniture & Equipment	0	0	0	0	0
Infrastructure - Roads, Footpaths, Kerbing, Drainage, etc	3,464,152	3,387,259	3,387,259	3,302,895	(84,364)
Parks, Gardens, Recreation Facilities	257,000	12,000	12,000	17,974	5,974
Sewerage	0	0	0	0	0
Other Infrastructure	123,500	119,500	119,500	116,419	(3,081)
Capital Expenditure Totals	5,622,052	4,723,161	4,723,161	4,029,177	(693,984)

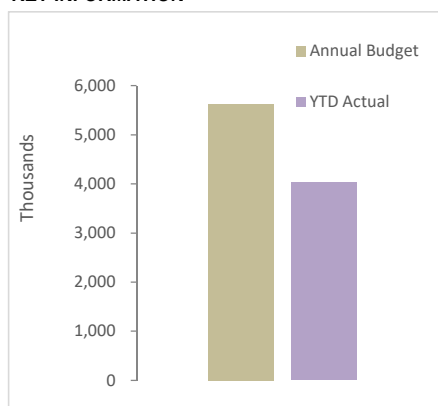
Capital Acquisitions Funded By:

	\$		\$	\$	\$
Capital grants and contributions	1,305,275	1,256,968	1,256,968	1,632,514	375,546
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	210,000	193,696	193,696	119,182	(74,514)
Contribution - operations	4,106,777		3,272,497	2,277,481	(995,016)
Capital Funding Total	5,622,052	1,450,664	4,723,161	4,029,177	(693,984)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget		YTD Actual	% Spent
	\$5.62 M		\$4.03 M	72%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$1.31 M		\$1.63 M	125%

			Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Capital Expenditure								
Land								
Nil								
Sub Total - Land				0		0	0	
Buildings								
53%		MEDICAL CENTRE	07780	15,000	20,000	20,000	7,913	12,087
65%		32 CAMM STREET	09182	30,000	19,129	19,129	19,451	(322)
109%		11 COURBOULES CRESCENT	09286	15,000	20,000	20,000	16,281	3,719
0%		15 MCANDREW AVENUE	09283	7,000	0	0	0	0
0%		TOWN HALL UPGRADE	11180	156,000	156,000	156,000	86,527	69,473
0%		CARAVAN PARK	13282	200,000	200,000	200,000	128	199,872
0%		AGED HOUSING PROJECT	J08411	665,400	169,400	169,400	171	169,229
27%		RECREATION & EVENTS CENTRE - INDOOR COURT ANTI GLARE	11388	16,000	16,000	16,000	4,300	11,700
0%		SWIMMING POOL UPGRADE - PLANT ROOM REPAIR	11280	16,000	16,000	16,000	0	16,000
12%		Sub Total - Buildings		1,120,400	616,529	616,529	134,771	481,758
Plant & Equipment								
83%		EDRHS VEHICLE (4CR)	07481	40,000	33,184	33,184	33,184	(0)
88%		DCEO VEHICLE (2CR)	14583	30,000	26,504	26,504	26,504	(0)
67%		LOADER - CR2	12395	370,000	370,000	370,000	248,000	122,000
75%		UTILITY VEHICLE - CR17	14288	45,000	33,699	33,699	33,699	(0)
0%		UTILITY VEHICLE - CR22	12403	45,000	31,719	31,719	31,719	(0)
0%		MOWER	12401	53,000	39,090	39,090	39,090	0
56%		SMALL PLANT PURCHASES	14287	20,000	20,000	20,000	11,245	8,755
0%		BULYEE HALL PUMP	13784	5,000	5,357	5,357	5,357	(0)
0%		NETBALL COURT CLEANER	11379	16,000	8,500	8,500	8,500	0
100%		GALLAGHER MOWER	12402	33,000	19,820	19,820	19,820	0
70%		Sub Total - Plant & Equipment		657,000	587,873	587,873	457,119	130,754
Furniture & Equipment								
				0	0	0	0	0
Sub Total - Furniture & Equipment				0	0	0	0	0

			Acc/Job No.	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Infrastructure - Roads								
86%		GILL ROAD	RR020	312,145	312,145	312,145	268,692	43,453
113%		RRG - CORRIGIN NAREMBEEN ROAD	RG174	160,587	160,588	160,588	181,689	(21,101)
0%		OWN RESOURCES - CORRIGIN NAREMBEEN ROAD	CR174	86,047	95,200	95,200	92,530	2,670
150%		BULARING PINGELLY ROAD	12198	131,721	131,721	131,721	197,694	(65,973)
107%		BULLARING GORGE ROCK ROAD	12175	126,460	126,460	126,460	135,556	(9,096)
105%		BILBARIN EAST ROAD	12174	57,865	57,865	57,865	60,865	(3,000)
94%		BULYEE ROAD	12192	1,111,310	1,111,310	1,111,310	1,041,450	69,860
99%		BS - QUAIRADING CORRIGIN ROAD	BS172	839,320	839,320	839,320	833,259	6,061
60%		RRG - QUAIRADING CORRIGIN ROAD	RG172	348,403	262,356	262,356	208,928	53,428
0%		BS - FENCE ROAD	BS007	290,294	290,294	290,294	282,231	8,063
95%		Sub Total - Roads		3,464,152	3,387,259	3,387,259	3,302,895	84,364
Parks, Gardens, Recreation Facilities								
150%		SWIMMING POOL UPGRADE - LIMESTONE WALL	11280	12,000	12,000	12,000	17,974	(5,974)
0%		OVAL LIGHTING UPGRADE	11390	220,000	0	0	0	0
0%		CREC CARPARKING	11396	25,000	0	0	0	0
7%		Sub Total - Parks, Gardens, Recreation Facilities		257,000	12,000	12,000	17,974	(5,974)
Other Infrastructure								
99%		FOOTPATH UPGRADE	12281	64,000	64,000	64,000	63,516	484
134%		CREC PLAYGROUND SHADE STRUCTURES	11397	20,000	32,000	32,000	26,877	5,123
0%		MAIN STREET SHADE STUCTURES	11369	10,000	0	0	0	0
126%		WATER STORAGE	13781	14,000	14,000	14,000	17,571	(3,571)
89%		NICHE WALL UPGRADE	10785	9,500	9,500	9,500	8,456	1,044
0%		RECREATION & EVENTS CENTRE - WATER DEFLECTION	11388	6,000	0	0	0	0
94%		Sub Total - Urban Infrastructure		123,500	119,500	119,500	116,419	3,081
72%		Total		5,622,052	4,723,161	4,723,161	4,029,177	693,984

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

FINANCING ACTIVITIES ACTIVITIES
NOTE 8 NOTE 8
BORROWINGS BORROWINGS

Information on Borrowings		New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	2018/19	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture													
Loan 102 - Corrigin Recreation Centre	1,656,925	0	0	0	78,572	78,572	78,572	1,578,353	1,578,353	1,578,353	74,034	87,227	78,980
	1,656,925	0	0	0	78,572	78,572	78,572	1,578,353	1,578,353	1,578,353	74,034	87,227	78,980
Total	1,656,925	0	0	0	78,572	78,572	78,572	1,578,353	1,578,353	1,578,353	74,034	87,227	78,980

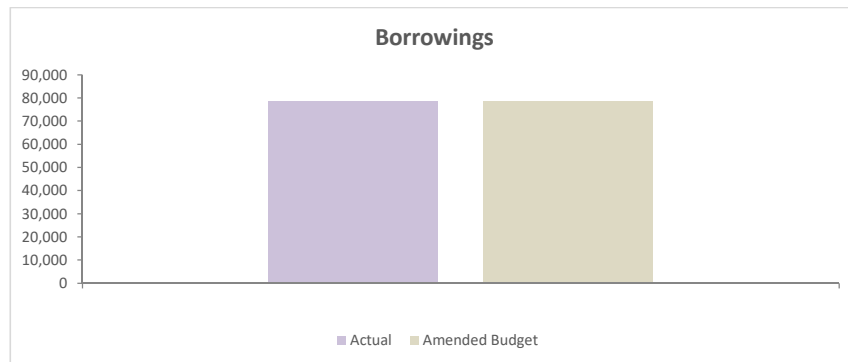
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	
\$78,572	
Interest Earned	Interest Expense
\$78,539	\$74,034
Reserves Bal	Loans Due
\$3.52 M	\$1.58 M

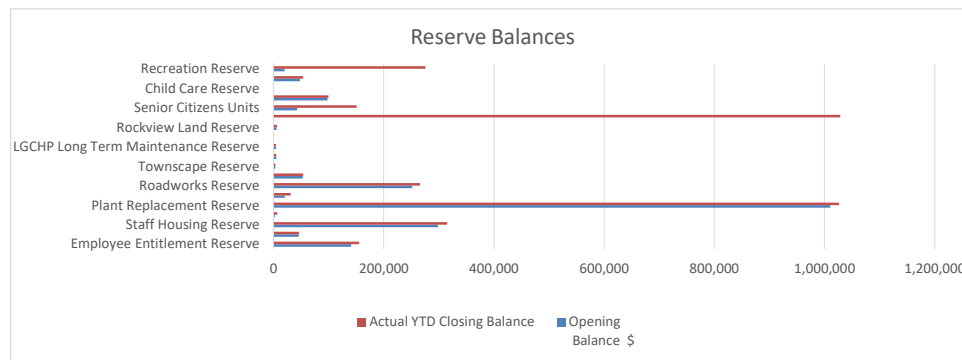
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	140,748	2,727	2,190	12,000	12,000	0	0	155,475	154,938
Community Bus Reserve	45,063	873	701	0	0	0	0	45,936	45,764
Staff Housing Reserve	298,280	5,780	4,642	12,000	12,000	0	0	316,060	314,922
Office Equipment Reserve	1,536	30	24	5,000	5,000	0	0	6,566	6,560
Plant Replacement Reserve	1,010,153	19,573	15,720	0	0	0	0	1,029,726	1,025,873
Swimming Pool Reserve	20,562	398	320	10,000	10,000	0	0	30,960	30,882
Roadworks Reserve	251,650	4,876	3,916	10,000	10,000	0	0	266,526	265,566
Land Subdivision Reserve	52,602	1,020	819	0	0	0	0	53,622	53,421
Townscape Reserve	2,676	52	42	5,000	0	0	0	7,728	2,718
Medical Reserve	4,760	92	74	0	0	0	0	4,852	4,834
LGCHP Long Term Maintenance Reserve	3,946	76	61	0	0	0	0	4,022	4,007
Community Development Reserve	179	0	0	0	0	(179)	(179)	0	0
Rockview Land Reserve	4,895	95	76	0	909	0	0	4,990	5,880
Financial Assistance Grants	0	0	0	0	1,028,266	0	0	0	1,028,266
Senior Citizens Units	42,424	822	660	0	107,245	0	0	43,246	150,330
Town Hall Reserve	97,568	1,891	1,518	0	0	0	0	99,459	99,086
Child Care Reserve	41	0	0	0	0	(41)	(41)	0	0
Bendering Tip	47,649	923	745	5,006	5,226	0	0	53,578	53,620
Recreation Reserve	20,000	388	311	255,000	255,000	0	0	275,388	275,311
	2,044,732	39,616	31,820	314,006	1,445,647	(220)	(220)	2,398,134	3,521,978

KEY INFORMATION



Grants and Contributions

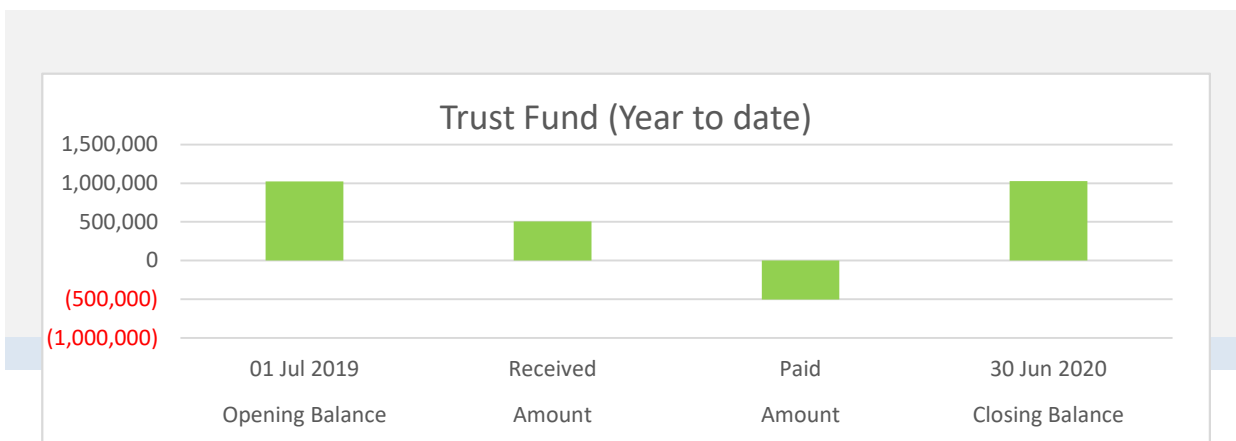
	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Legal Fees Income	10,000	10,000	10,000	0	(10,000)
Grants Commission Grant Received - General Purpose	565,090	606,505	606,505	1,241,996	635,491
Grants Commission Grant Received- Roads	365,027	316,720	316,720	709,495	392,775
Governance					
Thank a Volunteer Day Funding Income	854	855	855	855	0
Miscellaneous Income	0	0	0	0	0
Health					
Scheme Income	189,481	189,481	189,481	186,803	(2,678)
ADMIN & INSPECTION MISC INCOME	0	0	0	107	107
Other Health Reimbursements Income	1,000	0	0	0	0
Education & Welfare					
CRC Funding Income	104,052	104,052	104,052	94,630	(9,422)
Resource Centre Grant Funding	33,000	3,000	3,000	2,284	(716)
Recreation & Culture					
Swimming Pool Subsidy	0	0	0	657	657
Bikeweek Grant Income	500	500	500	0	(500)
Other Cultural Income	5,700	5,300	5,300	5,505	205
Community Donations	100	100	100	0	(100)
Transport					
Main Roads Direct Grant	165,646	165,646	165,646	165,646	0
Miscellaneous Income	0	0	0	4,085	4,085
Other Property & Services					
Diesel Fuel Rebate	0	0	0	0	0
Reimbursements					
Reimbursements	0	0	0	1,757	1,757
Law & Order					
DFES Grant	43,159	43,159	43,159	45,900	2,741
Economic Services					
Caravan and Camping Income - Defibrillator Grant	0	0	0	1,000	1,000
Operating grants, subsidies and contributions Total	1,483,609	1,445,318	1,445,318	2,460,719	1,015,402
Non-operating grants, subsidies and contributions					
Education and Welfare					
Aged Housing Project	496,000	0	0	0	0
CRC Funding Income	0	0	0	0	0
Transport					
Regional Road Group	339,327	339,327	339,327	322,098	(17,229)
Roads to Recovery	435,275	435,275	435,275	435,275	0
WANDRAA	329,676	329,676	329,676	329,648	(28)
Federal Blackspot	839,320	839,320	839,320	1,021,148	181,828
MRWA Blackspot	193,529	193,529	193,529	0	(193,529)
Commodity Route	997,825	997,825	997,825	997,825	0
Regional Bicycle Network Funding	32,000	32,000	32,000	30,045	(1,955)
Non-operating grants, subsidies and contributions Total	3,662,952	3,166,952	3,166,952	3,136,039	(30,913)
Grand Total	5,146,561		4,612,270	5,596,759	984,489

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

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Jun 2020
	\$	\$	\$	\$
Bus Ticketing	0	1,656	(1,616)	40
Police Licensing	4,392	486,967	(484,676)	6,683
Corrigin Community Development Fund	50,235	0	(1,924)	48,311
Friends of the Cemetery	2,510	0	0	2,510
Edna Stevenson Educational Trust	940,251	2,615	(16,789)	926,076
Corrigin Disaster Fund	10,929	0	0	10,929
Bendering Tip	16,707	16,954	0	33,661
	1,025,023	508,192	(505,004)	1,028,211



Community Emergency Services Manager Business Plan

This business plan between the Shires of Brookton, Pingelly and Corrigin and the Department of Fire and Emergency Services outlines key outcomes and deliverables for the Community Emergency Services Manager (CESM) position. The business plan is to be reported on half yearly and reviewed annually.

Strategic Intention 1: PREVENTION To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Bushfire Risk Management Plan (BRMP) developed and endorsed for Shires as per Westplan Fire	Participate in, contribute and provide key local input into the development of BRMP for Shires	Shires, CESM and BRMO with input of DO	To be agreed	Plan developed and endorsed by OBRM and approved by the Shires
Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land & Unmanaged Reserves within town boundaries for the Shires.	Develop & implement mitigation plans for all UCL/UMR reserves within gazetted town site boundaries in the Shires – incorporated into Shires BRMP.	CESM with assistance BRMO and DO.	30 Sept Annually	Plans and mitigation program in place/endorsed.
	Maintain UCL data base and report on achievements. Engage BFBs/DFES, DPaW staff & others to assist with hazard reduction burns/other treatment options.		1 July Annually	Mitigation activities completed as per annual schedule of works. Annual reporting requirements met.
	Invoice DFES for costs incurred where agreed		Quarterly as required	Invoicing DFES for works completed (quarterly)

Strategic Intention 1: PREVENTION (cont.)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Practices for bushfire management on local government lands in the Shires developed.	Develop & coordinate implementation of mitigation activities as identified in Shires BRMP for all LG reserves. Annual schedule of works based upon risk assessments and BRMP treatment schedule confirmed for budget estimates. Engage BFBs/DFES, DPaW staff & others to assist with HR Burns/other treatment options.	CESM	1 October 15 February As required	Overall plan for LG lands in place/endorsed. Annual plan of mitigation works for LG lands including hazard reduction burns/other treatment options developed/approved for estimates. Scheduled works for season completed to prescribed standard
Administration of relevant Statutes, Regulations, Policies and Local Laws	Ensure observance with relevant Acts, SEMC Policies and Local Laws is maintained. - Monitor and implement required seasonal variations to the restricted and prohibited burning times (RBT & PBT). - Monitor and implement Harvest and Vehicle Movement Bans (HVMB) in accordance with <i>Bush Fires Act 1954</i>. - Coordinate Local Emergency Management Committee (LEMC) meetings, annual reporting and exercises in accordance with SEMP policy. - Annual review of Firebreak Notice and Bush Fire Information Booklet.	CESM CBFCO Shires President LEMC	Ongoing	- Number of seasonal variations to the RBT & PBT - Number of HVMB implemented - Number of TFB applications processed - LEMC quarterly meetings and annual exercise completed - LEMC Annual Reporting completed - Firebreak Notice and Bush Fire Information Booklet reviewed

Strategic Intention 1: PREVENTION (cont.)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Support Community Engagement and awareness programs as identified in Shires BRMP or as developed for the Shires	Support establishment and maintenance of community engagement and awareness programs across the Shires e.g. Bush Fire Ready, JAFFA, Home Fire Safety, Bushfire action week and Storm season awareness programs. Coordinate the provision of public information & develop media contacts.	CESM (in collaboration with Shires and DFES)	Ongoing 30 June annually	Proactive Community Engagement/Education/Awareness programs in place across Shires. Community engagement programs and campaigns reported
Land Use Planning	Provide advice on Bushfire Management Plans (BMP). - Assess BMP's for compliance with legislation. - Provide feedback on BMP's to Shires Planners DFES Land Use Planning Officer and stakeholders as required.	CESM	Ongoing	All submitted BMP's reviewed and comments provided to Shires Planners in regard to Bushfire Risk Management Planning requirements
Emergency Services Strategic Planning	Ensure effective strategic planning for Emergency Services. - Develop and review relevant Emergency Services management documents. - Develop Policy and Procedures for Emergency Services. - Prepare and maintain Shires Bushfire Management Arrangements (Response Plan). - Development of Brigade Response plans in conjunction with local captains/FCOs using DFES template – with guidance of DFES DO - Provide input to annual review of Gazetted Fire Districts within Shires	CESM CESM/DO	Ongoing Dec annually	- Emergency Services management documents developed and reviewed - Policy and Procedures for Emergency Services develop and reviewed - Shires Bushfire Management Arrangements reviewed and maintained - Brigade response plans in place and communicated - Gazetted Fire District proposed changes reviewed by LG

Strategic Intention 2: PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies.
To support the community in its own preparations for emergencies.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Volunteer Bush Fire Brigade Training Coordination	Training calendar established for BFBs to meet the operational requirements of brigade members and Shires Staff Develop and support network of local trainers and assessors Coordinate with the DFES Regional Training Coordinator to maintain a record of courses and attendees on Train data base. Ensure BFBs have the appropriate level of training to be operationally effective.	CESM	30 Dec Annually	Shires training calendar developed/promoted Shires Training needs analysis developed and incorporated into local and regional training schedules. Network of local trainers and assessors developed and maintained to support Shires training requirements Training records for Shires entered/maintained
LGGS Operation and Capital grants managed for SES (where required) and BFS	Develop and submit annual LGGS operations and capital grants on behalf of Shires. Administer annual ESL Operational and Capital Grants	CESM/Shires	As per LGGS manual	Operational and Capital grants submitted, administered and acquitted as per LGGS manual
Administration of State Emergency Service (SES).	Liaison between Shires, DFES DO and local SES Unit Leader to assist / provide operational & administrative support to unit	CESM	Ongoing	Admin support provided to SES
Relocation/Welfare Centres in the Shires maintained to support the community in times of need.	Annual audit of current relocation/welfare centres as identified in Shires LEMA's to ensure readiness for activation	CESM (with assistance DCPFS and Shires	30 June Annually	Centres in place and audited for readiness for activation as per Local Emergency Management Arrangements

Strategic Intention 2: PREPAREDNESS (cont.)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Emergency Coordination Centres/ICC's within Shires in a state of readiness.	Audit and ensure readiness of Emergency Coordination Centres/ICC's within Shires as per Standard Operating Procedures	CESM (with assistance DO)	30 Oct Annually	Centres operable as per SOPs & Local Emergency Management Arrangements
Support key Bushfire meetings & Committees (BFAC, DOAC & brigade meetings).	Provide CESM reports to meetings on business plan deliverables where applicable - eg bushfire mitigation, training, LGGS, fleet and community engagement activities. Attend individual brigade meetings where applicable. Provide advice to council on BFAC matters when required.	CESM	Ongoing Quarterly BFAC	BFAC meetings coordinated quarterly with reporting requirements to council met. CESM reports to BFAC provided on works programs, LGGS, mitigation programs, training, BFS fleet and other administrative matters
Emergency water supplies owned by Shires maintained. Hydrants outside GFDs inspected annually – faults reported.	Liaise with Shires to ensure Shires Inspects & maintains water supplies pre and post –fire season Ensure hydrants outside of gazetted fire districts inspected/faults reported.	CESM Shires	November annually 30 June	Shires emergency water supply data base maintained. Hydrants outside of gazetted fire districts inspected annually, faults reported.
Emergency Services exercised annually as per LEMA's.	Liaise with LEMC on exercise & provide support.	CESM	Annually	Exercise conducted annually including testing ECC/ICC.

Strategic Intention 2: PREPAREDNESS (cont.)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Local Emergency Management Committee attendance and representation as CESM	Attend LEMC meetings and provide advice and assistance to the committee as required. Involvement in reviews and updates of LEMA's as per SEMC policy requirements. Provide advice to Shires for the development & / updates to the Shires Recovery Plan. Assistance to LEMC with review, update and administration of LEMC business plan as required Provide advice to Shires on the establishment of relocation plans capable of removing people at risk where identified.	CESM	quarterly TBC 30 July annually	LEMC compliance with SEMC policy. 4 meetings conducted annually including report to council. Local Emergency Management Arrangements developed, approved and maintained. LEMC annual business plan reviewed, updated and submitted
Local Government Incident Management Capacity/Capability	Identify and coordinate Local Govt IMT qualification and training requirements commensurate with LG responsibility for fire on rural lands (with assistance of DO) Develop Shires IMT capacity and capability	CESM (with assistance CBFCO, DO and Training Support Officer)	Nov annually and ongoing	Matrix developed identifying current IMT capability and future Shires IMT requirements for bushfire on rural lands. Training and development requirements incorporated into local/regional training schedule.
Emergency Services Forums	Participate in Local Emergency Services forums. - Facilitate pre/post season forums. Participate in Regional Emergency Services forums. - Attend regional forums as required.	CESM	November/ May	- Local Forums conducted - Regional Forums attended

Strategic Intention 3: RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards and to perform rescues.
To support the community in its own response to emergencies.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Respond to emergency incidents that impact on communities, infrastructure and assets in the Shires. Local Govt representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC	Maintain & review mobilisation procedures for BFBs to ensure their effectiveness including zone response arrangements where applicable. All mobilisations to be monitored in line with SOP and zone response arrangements where applicable. Provide IMT/ISG support as required.	CESM (in liaison with CBFCO and DO)	1 Oct annually As ISG established	Mobilisation procedures for LGA and BFBs established and maintained. Zone response arrangements reviewed updated and endorsed where applicable Effective involvement in Shire incidents, and Incident Support Groups when established. Report on incidents attended, roles and hours as per Shires Corporate Plan reporting requirements
Respond to incidents in neighbouring Shires when requested by Regional Duty Coordinator	Respond to incidents when requested by DFES (in consultation with Shires) Provide IMT support as required at incidents. Monitor incidents & support with resources as required. Support DFES and other Local Governments as per the Mutual Aid Agreement.	CESM	Ongoing	Effective involvement in adjoining Shires incidents and support provided where necessary. Active role on DFES Duty Rosters as on-call officer where applicable Support to RDC provided as required
Suspicious & deliberately lit fires	Encourage brigades to report suspicious & deliberately lit fires. - Brigades to complete FIRS. - DFES & WAPOL reporting as required.	CESM BFB's DFES WAPOL	Ongoing	- Suspicious & deliberate fires reported - Suitable investigation undertaken

Strategic Intention 4: RECOVERY

To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Appropriate support and counselling available to Shire volunteers and staff as required following incidents.	Maintain familiarity and awareness with counselling and support services (local and state). Encourage, promote and facilitate BFB/ SES and Shire Staff utilisation of services. All major incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to DFES Coordinate and facilitate timely incident investigation of safety incidents involving Shire volunteers	CESM	Ongoing	Adequate counselling and support services available to volunteers and staff post incidents. All safety incidents involving Shire volunteers reported and investigated as per Shires and DFES SOPs
Provide support to the Shires Recovery coordinator or recovery team when established.	Provide advice on the activation and implementation of the Shires recovery plan. Recovery arrangements exercised through establishment of recovery coordinator/team and facilitated discussion exercise. Monitor & review recovery plan with LEMC & Shires.	CESM CESM/Shires	Ongoing bi-annually	Recovery plan reviewed and endorsed in line with LEMA review. Recovery arrangements exercised

Strategic Intention 5: SPECIAL PROJECTS

To assist local government and DFES with special projects that may impact on the community.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Special Projects	Ensure effective coordination of special projects. - As directed coordinate & manage special projects for DFES &/or the Shires. - Where available seek appropriate grant funding for special projects.	CESM Shires DO	Ongoing	- Completion of special projects according to agreed timelines - Project reports/hours spent - Appropriate grant funding sourced

6: ADMINISTRATION DUTIES

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
DFES Emergency Service Directory & contacts lists incorporates up to date Shires details	Develop & maintain a directory for emergency service contacts in liaison with DFES Region.	CESM	Sept annually	Annual directory completed by due date.
Maintain BFB Membership List. Coordinate registration of new members	Audit and update existing BFB m/ships Register new memberships	CESM	July annually	BFB list accurate and up to date. Report provided on number of Shires vols as per Shires Corporate Plan
Local Government Grant Scheme (LGGS) - administration of Capital and Operational grant processes as per LGGS manual.	Coordinate annual LGGS submission for BFB & SES on behalf of the Shires Resources to Risk (R2R) Model established for Shires to support LGGS applications and business plans Ensure BFB/SES comply with LGGS administration requirements for capital and operational grants. LGGS budget acquittal complete.	CESM Shires	March annually Jan/Feb Annually Sept annually	LGGS operational and capital budgets developed/submitted annually. Shires R2R reviewed annually to support LGGS application. LGGS accounts within budget & compliant/acquitted.
Bush Fire Brigade fleet maintenance program managed.	Liaise with Shires and assist Shires with the co-ordination of maintenance of vehicles & equipment including communication systems.	CESM Shires	Oct annually	Vehicle servicing records maintained in conjunction with the Shires Fleet Manager.
Personal Protective Equipment management - monitoring & replacement system established	Develop & coordinate the maintenance of a data base system for the Shires BFBs to manage all PPE/Equipment.	CESM	Nov annually	PPE Database established and maintained.

6: ADMINISTRATION DUTIES (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Council informed on bushfire management strategies and expenditure	Report to council as required on bushfire management strategies and expenditure	CESM	As required	Reports provided to council as required
Assistance provided to DFES Region in provision of Regional Training Courses	Provision of assistance to DFES Region in delivery of Regional training courses in line with Shires requirements and training resource kit allocation – skills maintenance	CESM	As required	Assistance provided to DFES Region in provision of Regional Training Courses
Attend DFES Region staff meetings	Attend DFES Region staff meetings as required. Provide CESM activity report	CESM	As required	Shires representation at DFES Regional staff meetings – CESM activity report
Attend DFES and other Emergency Management Forums for personal and Shires development opportunities	Attendance at DFES and other Emergency Management Forums for personal and Shires development opportunities	CESM	Annually and as required	Report on attendance at DFES and other Emergency Management Forums for personal and Shires development Opportunities
CESM Business Plan reporting	Complete 6 monthly report on CESM Business Plan performance indicators	CESM	December/June annually	CESM business plan report completed and reviewed with DO

Strategic Intention 6: PERSONAL DEVELOPMENT

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Individual Training and Development Plan for CESM in line with CESM Pathway	- Individual Training and Development Plan to be developed and approved by Shires and DFES Region. - Plan to detail T and D requirements for CESM to achieve: - CESM position administration/financial management and reporting, training delivery and coordination requirements - Identified AIIMS roles - Emergency Management Training - Opportunities provided for CESM to act in AO Rural positions where appropriate	CESM with DO, Shires and RTC	Sept annually	- Individual Training and Development Plan developed, approved and implemented by Shire/City and DFES Region. - T and D plan reviewed annually
Individual annual review (appraisal)	CESM/DO/Shires rep to complete annual review	CESM/DO	Sept annually	Annual review completed and provided to Shires/DFES

Strategic Intention 7: SUCCESSION PLANNING

Develop future leaders for the Shires/DFES to fulfil the role of CESM during leave periods, acting opportunities and vacancy periods.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Succession Planning for CESM role	Where possible provide opportunities for Shires staff development through acting opportunities in CESM role during periods of extended leave.	CESM Shires	Ongoing	Opportunities provided for Shire staff development through acting opportunities in CESM position.

Community Emergency Services Manager Business Plan

**BUSINESS PLAN BETWEEN DFES AND THE SHIRE OF BROOKTON, SHIRE OF PINGELLY
SHIRE OF CORRIGIN**

Date of effect _____ to _____

SUPERINTENDENT DFES GREAT SOUTHERN REGION		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF BROOKTON		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF PINGELLY		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF CORRIGIN		
	Signature	Date



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

AND

THE SHIRE OF BROOKTON

AND

THE SHIRE OF PINGELLY

AND

THE SHIRE OF CORRIGIN

FOR

**THE PROVISION OF A COMMUNITY EMERGENCY
SERVICES MANAGER**

1. PURPOSE

- 1.1 This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Shires of Brookton, Pingelly and Corrigin and the Department of Fire and Emergency Services (**DFES**) as considered necessary to manage the position of a Community Emergency Services Manager (**CESM**) for the Shires.
- 1.2 This MOU outlines the responsibilities and undertakings of the City/Shire and DFES (the Parties) to this arrangement, for the delivery of fire and emergency services to the City/Shire in accordance with DFES' best practices.
- 1.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

2. DEFINITIONS

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires of Brookton, Pingelly and Corrigin.

Shire: means the Shires of Brookton, Pingelly and Corrigin

3. MOU OBJECTIVES

- 3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:
 - deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community
 - operate to a consistent set of protocols and equipment standards
 - provide efficient systems of communication between organisations at all levels to improve service delivery outcomes
 - promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members
 - provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond
 - develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire and DFES
 - enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 DFES will deliver the following services:

- **Prevention:** The development and supply of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Home Fire Safety, Storm and cyclone season awareness, Fire Ready Schools and Fire Inside Out.
- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be managed, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Region. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the Shires and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the City/Shire concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Local Governments Grant Scheme (LGGS) budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shires.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

5.1 The City/Shire will deliver the following services:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the *Bush Fires Act 1954*. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will, through their staff and

infrastructure, support the emergency services preparedness programs developed and implemented by DFES.

- **Response:** The Shires will respond to day to day incidents through the turnout of their Bush Fire Brigades. Shires support will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
- **Management and Administration:** The Shires will provide leadership and support to the development and management of their community emergency risk management arrangements. The Shires will appoint the officer as a Fire Control Officer in accordance with section 38 of the *Bush Fires Act 1954*.

5.2 The Shires will have input into developing their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shires will make provision within their annual budget of those agreed funds to match the DFES provided funds associated with the position of the CESM.

5.3 The Shires will issue the CESM with a corporate credit card (with a maximum credit limit of \$5000), the sole purpose of which is to manage catering and welfare for the CESM whilst enroute to DFES approved taskforce deployments.

5.4 The Shires will maintain their existing emergency services buildings, appliances and operational infrastructure as agreed by the Shires, in line with the LGGS funding provided for in accordance with clause 5.2 and provide access to DFES through normal mobilising arrangements.

5.5 The Shires will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

6.1 The CESM will be employed under the terms and conditions of the Shire of Brookton as a contract employee. The CESM will be employed at the Salary as outlined in Attachment 1.

6.2. The hours of duty will be in accordance with their contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.

- 6.3 The CESM will operate under the supervision of a designated DFES District Officer and the Shire of Brookton CEO and will liaise with the CEOs from the Shires of Pingelly and Corrigin. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in this MOU and will be settled as quickly as practicable.
- 6.4 The CESM uniform will be blue with the DFES arm patch and the appropriate epaulettes representative of a Local Government CESM.
- 6.5 Overtime for attendance at DFES controlled operational incidents, on-call allowance and for any other authorised DFES matters will be approved by the DFES Regional Duty Coordinator and paid by DFES upon invoicing from the host Shire. Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire Officer and paid by the Shires. All overtime will be paid in accordance with relevant Local Government Award or Enterprise Agreement overtime clause.
- 6.6 The CESM will be provided with availability allowance for meeting conditions of being available for recall when off duty. Availability allowance will be fully funded by DFES being 4 hours full pay per week at rate of Station Officer L1.
- 6.7 A CESM who is authorised by the DFES Regional Duty Coordinator to meet the conditions required of being "on call" during periods off duty, will be paid an allowance equivalent to 9 hours full pay per week at his/her classification. On call allowance for DFES authorised requirements will be fully funded by DFES.
- 6.8 Any performance-based issue or grievance will be addressed by the use of the appropriate Shires internal policies. It is desirable for a joint DFES/Shires annual performance review. CESM personal training and development programs will be consistent with DFES Pathway for CESMs.
- 6.9 The vehicle used by the CESM will be by agreement between the Shires and DFES, within specifications of Attachment 2. The CESM will have commuting access, home garaging rights as well as private use within the DFES Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above standard specifications will be funded by the Shires.
- 6.10 The CESM will be required to perform operational duties as required, including provision of support to DFES Regional Duty Coordinator and the duty roster. The CESM must be appointed as a Fire Control Officer by the Shires.

7. FINANCIAL PROVISIONS

- 7.1 DFES (60%) and the Shires (40%) will be responsible for sharing of costs associated with the CESM position except where indicated otherwise in the appended document 'Indicative CESM Cost Sharing Arrangement between DFES and the Local Government'. The initial apportionment of costs between the Shires shall be on the basis of a 13.33% 13.33 % 13.33 % split for the Shire of Brookton, Pingelly and Corrigin respectively. The subject cost apportionment between the Shires shall be subject to an annual review between Shires.
- 7.2 The Shire of Brookton agrees to be the "host" Shire on an "in-kind" basis (i.e. it will not attract any administration or management fee), for the purpose of administering the financial implications of this arrangement.
- 7.3 DFES 60% and the three Shires 40% jointly, will be responsible for all costs associated with the CESM position.
- 7.4 DFES and the Shire of Pingelly and Shire of Corrigin will pay invoices the CESM position to the Shire of Brookton on a quarterly basis.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shires, with DFES support and involvement in the selection process.
- 8.2 The CESM will be required to work to an agreed business plan which will be developed by DFES and the Shires and reviewed annually. Refer to appended document 'Business Plan'.
- 8.3 The Shires will provide office facilities for the CESM at each of the Shire offices.
- 8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest opportunities, or as required, to provide development opportunities for the CESM. Release duration not to exceed 6 weeks per annum.

9. REPORTING

- 9.1 The CESM will provide a written report to the DFES manager and each of the Shire's twice per annum with outcomes on performance indicators from the agreed business plan. Refer to appended document 'Business Plan'.

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature on page 9 and will remain in force for a period of three (3) years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shires CEO or their nominated delegate.

12. TERMINATION

- 12.1 This MOU may be terminated by:
- a) mutual agreement of all parties in writing at any time; or
 - b) either party by giving three months' notice in writing to the other party at any time.

13. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES

FES Commissioner
Department of Fire and Emergency Services
Emergency Services Complex
20 Stockton Bend
Cockburn Central WA 6164

Chief Executive Officer
Shire of Brookton
14 White St
Brookton WA 6306

Chief Executive Officer
Shire of Pingelly
17 Queen St
Pingelly WA 6308

Chief Executive Officer
Shire of Corrigin
9 Lynch St
Corrigin WA 6375

14. ASCENDANCY OF LEGISLATION

- 14.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

AND THE

Shire of Brookton
14 White Street
BROOKTON WA 6306

Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Shire of Corrigin
9 Lynch Street
CORRIGIN WA 6375

and will take effect from the date of the last signature

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

DARREN KLEMM AFSM
FES COMMISSIONER

Signature

Date

SIGNED for and on behalf of the Shire of Brookton:

IAN D'ARCY
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Pingelly:

JULIE BURTON
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Corrigin

NATALIE MANTON
CHIEF EXECUTIVE OFFICER

Signature

Date

INDICATIVE CESM COST SHARING BETWEEN DFES AND THE LOCAL GOVERNMENT. As at 1 July 2020
60/40 sharing arrangement (or as indicated in table below)

ITEM	COSTS	DFES	CITY/SHIRE	RECOUP	FREQUENCY	COMMENTS
SALARY						
Salary as negotiated with LG based on LG award/EBA	\$85 000	\$51 000	\$34 000	DFES to pay on invoice from Shire of Brookton	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	\$25 500	\$15 300	\$10 200	DFES to pay on invoice from Shire of Brookton	Quarterly	
Availability Allowance	\$10 330	\$10 330	0	DFES to pay on invoice from Shire of Brookton	Quarterly	Avail Allowance as per SO Level 1
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	As per clause 8. Conditions of employment
ICT COST						
Laptop Computer, accessories & datacard	\$3000	\$3000	0	DFES to provide		DFES to provide
Mobile phone & usage	\$1800	\$1080	\$720	DFES to pay on invoice from Shire of Brookton	Quarterly	Shires to provide
VEHICLE COSTS						
Lease/fuel/servicing	\$20 000	\$12 000	\$8000	DFES to pay on invoice from Shire of Brookton	Quarterly	Shires to provide vehicle
OFFICE EQUIPMENT	0	0	0	N/A	N/A	Shires to provide
UNIFORMS/PPE						
Purchase/Maintenance	\$800	\$800	0	DFES to provide – order through DFES Region	As required	As per DFES Directive 1.3
TRAINING						
Courses/Attendance	\$5000	\$3000	\$2000	DFES to pay on invoice from Shire of Brookton as required.	Quarterly	All parties to share costs
ADMINISTRATION						
All administration overheads, HR etc				Shire of Brookton and DFES to provide admin support in kind		Shires to provide

Deployment Costs (% negotiated between DFES & LG)	As agreed			DFES to pay on invoice from Shire of Brookton for DFES approved incidents.	Quarterly	Shires to provide purchasing card
Total						

CESM Vehicle Specifications

- 4 x 4 Dual Cab Utility
- Rear canopy (lockable)
- Air Conditioning
- Window tinting
- Roobar
- Spotlights
- Towbar
- WAERN Radio
- AVL
- Mobile phone car kit with high gain antennae
- Emergency beacons to DFES standards
- Emergency striping to DFES standards
- DFES and Local Government logos

DRAFT COMMUNITY ENGAGEMENT POLICY of CORRIGIN SHIRE COUNCIL JULY 2020

1/3

The basic principles of all governments in Australia are **democracy**, the rule of law the separation of powers, federalism, nationhood and rights balanced by responsibilities.

All Australians, councillors and shire administrations should hold these as their basic tenants.

Councillors represent the views and requirements of the people who elected them and the administration implement their decisions. This does not appear to be the case in Corrigin Shire Council.

The function of local government is to **deliver** a range of services and infrastructure **required by their individual communities**, not decided and designed by the administration..

The daily processes within the institutions of government should always be in the public interest.

Is this a genuine attempt to engage ratepayers, residents and electors in the government of this shire or a concocted document to meet WALGA regulations ? The core values are poorly worded and two are almost identical.

I shall try to be constructive on how the core values can be achieved. I hope to see a change for more inclusive and democratic government in Corrigin Shire.

SHIRE OF CORRIGIN	
ATTENTION	N M
31 JUL 2020	
ACTION	
FILE	

CORE VALUES:

People who are affected by a decision have a right to be involved in the decision-making process.

When and how has this been implemented ? We are a small community so it is easy and inexpensive to email or send a flyer to affected parties.

You cannot be involved if you have to sign a vow of silence at any meeting.

Councillors and staff should be permitted to answer questions and discuss developments.

Examples: Where is the water pumping into a dam coming from? What is the quality ? Why ?

The recycling survey was an afterthought after complaints on where to put it. There was no information before or with it on the various options for recycling systems, their ongoing COSTS and RISKS. " Council business" or " I cannot say " answers warn me that the principles of democratic society are threatened..

An email would suffice to affected landowners on Changes of zoning and approvals for change of business/operations on a block. Hearing on the street was not inspiring.

Removal of community seats DONATED by pioneers.

It has been my belief that families create and manage their own gravesides. But no, not in Corrigin. Where is the respect for our pioneers ? **Clear-felling of the cemetery, destroying pioneers heirloom garden or bushland plants.** Was there a request from the community ? Further comments and advice on this matter on page 3.

Community engagement seeks out and facilitates the involvement of those potentially affected by or interested in a decision. This is a repeat of the first one.

Administration needs to be receptive to questions and advice backed by research, knowledge and experience. Advice sought and given freely over many years has been totally ignored and ratepayers continue to pay high costs for maintenance of trees under power-lines, leaf-raking, blocked drains, irrigation of gardens and repeated replacement of coastal and foreign plants.

The public's contribution will influence the decision.

This is not what I hear in the street. One councillor advised that he does not take my concerns to council, another that my concerns were only "views" so do not matter. I research what I say and ask.

Who actually makes the decision's ? Provide ratepayers with the decision making process

Ideas presented at a recent advisory group, were negated out of hand without any discussion.

We have excellent local people who can run OPEN discussion groups or get someone from a neighbouring shire. Such meetings should not be controlled by Administration or a Councillor. Administration may be present to advise on legalities or costs or risks or other concerns.

The public comment is of no value if a project is already in train.

The public should be advised of new plans, given RESEARCHED options, not Googled, on practicalities, risks, costs and on-goings and actual value of the outcomes. Decisions should be made considering local expertise on local conditions and professional advice – Hydrogeologists come to mind on a current project.

2020 is a new world: 2020 communication systems, 2020 travel planning, 2020 RV travel, 2020 people want to escape to the country with their kids running free for a week, not locked into more concrete and 10001 laws.

These actualities are being totally ignored because councillors want tourism signs to feature businesses. No tourist is coming here to shop. If they need something their phone will tell them where to get it.

Sustainable decisions recognise and communicate the needs and interests of all participants,

including decision-makers. This is a strange statement but I presume the gist is that new projects must be viable long-term, at low implementation cost to ratepayers and not cause harm or on-going costs to the community. A structure paid for with "funds" is not FREE. They come from taxpayers. The "free funds" rarely cover on-going maintenance and this should be at the core of any new development. Australians are in for a tough time over the next decade and beyond so we should be using funds carefully, not frittering them away on frivolities. I find it totally unethical to spend Drought Recovery Funds on gardens designed against all water-wise principles with no consideration of our climatic conditions. They are not sustainable and plants with weed potential can only add to the burden of our highest ratepayers, our farmers.

There is no evidence of **consideration of sustainability** in recent innovations in the main street, the gardens or the water supply plans. Underground water is not infinite. Water over-use has known and dire repercussions.

Councillors should make the decisions based on the needs and wishes of the community after a wide range of advice from relevant people with relevant expertise, knowledge, qualifications and experience. The Shire administration then implements the project to Australian standards in a cost-efficient program.

How does the council plan to inspire people to participate ?

I suggest a seasonal BBQ where people of all ages book a 10 minute oration on a tucker-box with small or major ideas for development. An original song or a poem can be performed. From that a casual all comments welcome public committee is formed to go forward with some of the ideas. I shall work on this idea more.

My suggestions for real core values are

RESPECT FOR PIONEERS

RESPECT for RATEPAYERS & RESIDENTS

RESEARCH based planning

RISK ASSESSMENT

LIVE WITHIN OUR MEANS

This is a highly productive agricultural shire, with wonderful people and a stunning environment. I give my time to do all that I can to protect and promote it but too little time with those here

A summation of my experience on Corrigin advisory groups is attached.

Yours sincerely Robin Campbell

robin.campbell@westnet.com.au

0499 624 038



Tourism & Economic Development Advisory Group 2020

My recent experience does not auger well for the implementation of any of Corrigin Shire's core values.

Some years ago I participated in a TEDA Group: It consisted of an expensive consultant who provided a report mainly based on data available on line. A wide range of community members and maybe one shire councillor. All ideas were heard, discussed and refined to some extent. Nothing eventuated beyond a long and flawed report: eg 7000 people shop in Corrigin ! Apparently every surrounding town has no shops!

In 2020 a similar group was formed: 3 community members none of whom are farmers, the mainstays of our shire, 4 shire councillors and 3 admin staff. This was an immediate red flag that democracy was to be denied. [I hear you cry – a farmer was there! Yes, a brand new councillor, of 1 or 2 weeks, attended the last meeting]

We had to sign that we could not even discuss any of the proposals outside the meeting time. This made me feel extremely uneasy. I was soon made aware that we **were not an advisory group but a farcical approval group created at the last minute to meet WALGA community involvement regulations** The "plans" were already made by administration and some infrastructure was already on order or on the way perhaps. No proof as no-one can speak but work began within a week or so.

A councillor was the presiding officer. Most of the time was taken by administration "proposals" for developments. Lack of risk assessment and high on-going maintenance costs were obvious. Time for other ideas was limited and community member proposals were negated and not discussed and I realized no one was listening, the purpose had been served.

The CEO presented a range of new proposals for the main street and tourist sites. There were photos of all the signage and proposals. Some had obviously been designed on a computer and not checked on-ground. No information was given on risks or future maintenance costs. My comment that 25 million Australians and all tourists had mobile phones was dismissed as untrue and that people need a hard sign to show them where the shops are!! I had wasted my time researching with Canberra Communications, Border-Force and WA car-van hire firms.

An arrowed sign: Swimming Pool alarmed me as there is no swimming and there is a high risk of infection. Basic knowledge that children are out of the car and in the water before you have opened your door not considered.

At meeting #1: suspicion grew: these councillors are only interested in the main street and the shire staff has created all the proposals already without reference to ratepayers.

At meeting #2: suspicions confirmed. By this time I knew that some materials were already in the shire depot. Only councillors clapped a staff presentation. Not one question was asked by them. Au fait complet!

Corrigin ratepayers were not consulted at any stage. Corrigin pioneer families have been totally disrespected.

CORRIGIN CEMETERY continuation from page 1

Clear-felling of the cemetery, destroying pioneers heirloom garden or their bushland plants.

Was there a request from the community to clear-fell the cemetery ?

It is usually done, at no cost, by the Tidy Towns group and senior students from the High School. Who issued the order ? What were the instructions ? Was there a supervisor?

Native grasses preventing erosion were chipped out. Every farmer knows the costs and risks. Did not, even one worker, query why he/she was clearing something obviously planted at a grave? Erosion is a problem at the cemetery and the best solutions are the local species, suitable for yellow sand - no cost, no leaf raking, no watering and no pruning if low ones are selected and direct seeded. This area is surrounded by some striking trees, hundreds of orchids in spring and intriguing shrubs throughout the year. Tourists, bird, wildflower and orchid specialists are amazed at the variety.

Thank you Robin Campbell

31 July 2020

The following form was filled out on the Shire of Corrigin website.

Shared Enquiry Form

Enquiry Addressed to	The Shire of Corrigin
Name	Ruth Owen
Email	bizincorrigin@gmail.com
Organisation	
Phone	0432765906
Message	Response to the Draft of the Corrigin Community Engagement Plan. The Shire is to be applauded for having the commitment to encourage community engagement and involvement in decision making. To enable community members to respond to any or all of the proposed decisions, all the information surrounding the proposed action needs to be available and a response format that elicits an answer or acknowledgement must be triggered. Currently this is falling very short of ideal for the residents and a large paradigm shift is required. As an example, the 'Sustainable Water Supplies' project seems to have appeared without any engagement with knowledgeable locals or hydrologists, no supporting data can be sourced from the website. The term Sustainable means 'the quality of not being harmful to the environment or depleting natural resources and thereby supporting long-term ecological balance', (Dictionary.com. 2020) or to use natural resources in a manner that allows future generations access to the resource. With regard to the underground water supplies in Corrigin there is no mention of hydrological data to advise on water consumption, no Shire 'Natural Resource Management Policy', no account for current and future use of the water for food supplies in the form of market gardening. Globally, clean water is regarded as the first priority for human survival, it is also the major cause of tensions between countries, it is going saline and contaminated at an alarming rate, underground water sources are vital and must be understood and monitored to avoid problems and to remain sustainable. Our late knowledgeable citizen Gordon Larke informed me in an interview on Corrigin's resilience that if the underground water is over used it will become salty and will never be able to be brought back to fresh, this worried him greatly. Unfortunately instead of using good and wise information on the use of the water we are falling into the trap of 'The tragedy of the Commons', which translates into the simple logic that because it is a common resource we can all take what we want resulting in the abuse of the Commons through ignorance and greed. I am defending Gordon Larke and refuse to allow this to happen on my watch and yours to honor his legacy and care for the resource. Where do I report all of this, what avenues will

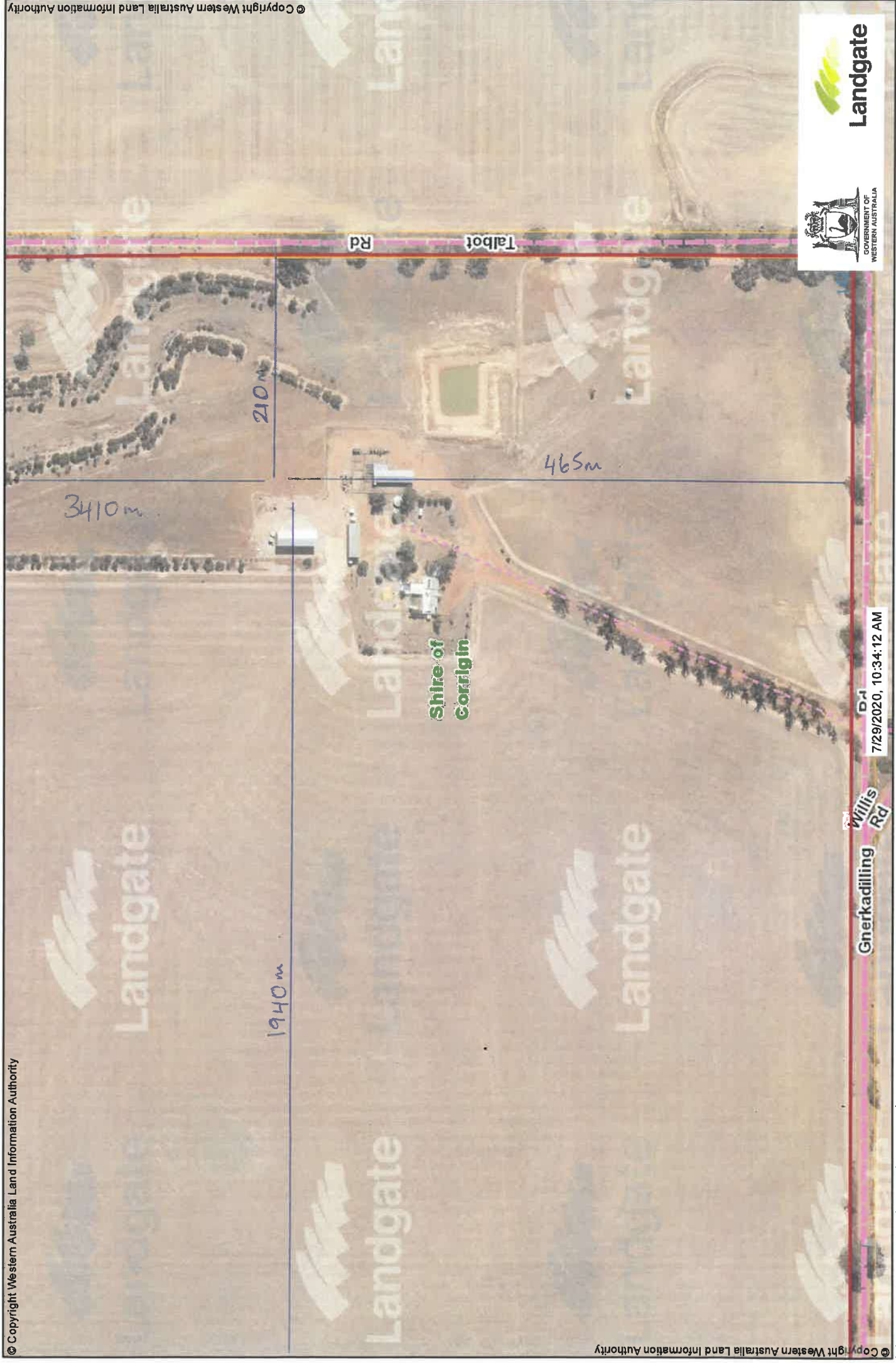
you allow me to justify my position, will you prepare a proper channel for complaint? The answer to your issue with Community Engagement is to simply engage with the public, hold public meetings on a very regular basis and ask the public what their ideas are, they know what good looks like and they are all stakeholders, property owners, investors, parents and children. The councilor's role is to discuss and formulate the road to community aspirations and the Shire's role is to facilitate the people's wish. Your document 'Local Government responsibilities' outlines your roles and if this is followed then the proper course of action regarding community engagement will occur naturally it is all written in Local Government (Rules of Conduct) Regulations 2007 .

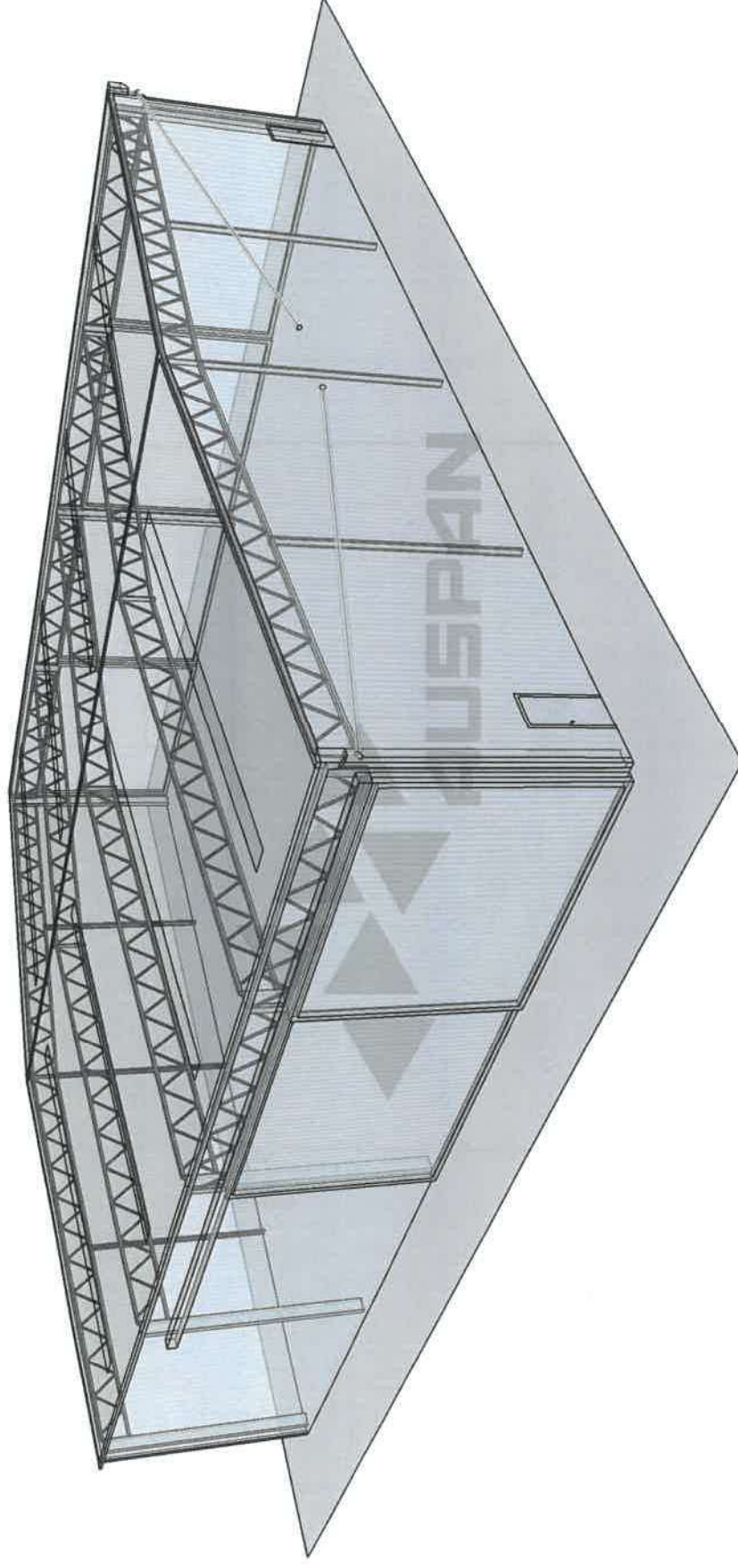
Submitted: 22/07/2020 4:24:48 PM
IP: 49.196.172.37



7/29/2020, 10:34:12 AM

Gnerkadjilling Willis Rd





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PROJECT NAME: FODDER STORAGE SHED

DATE: 15/07/2020

NUMBER: 4916v5

AREA: CORRIGIN,
WA, 6375

DRAWING NAME: OVERVIEW 1

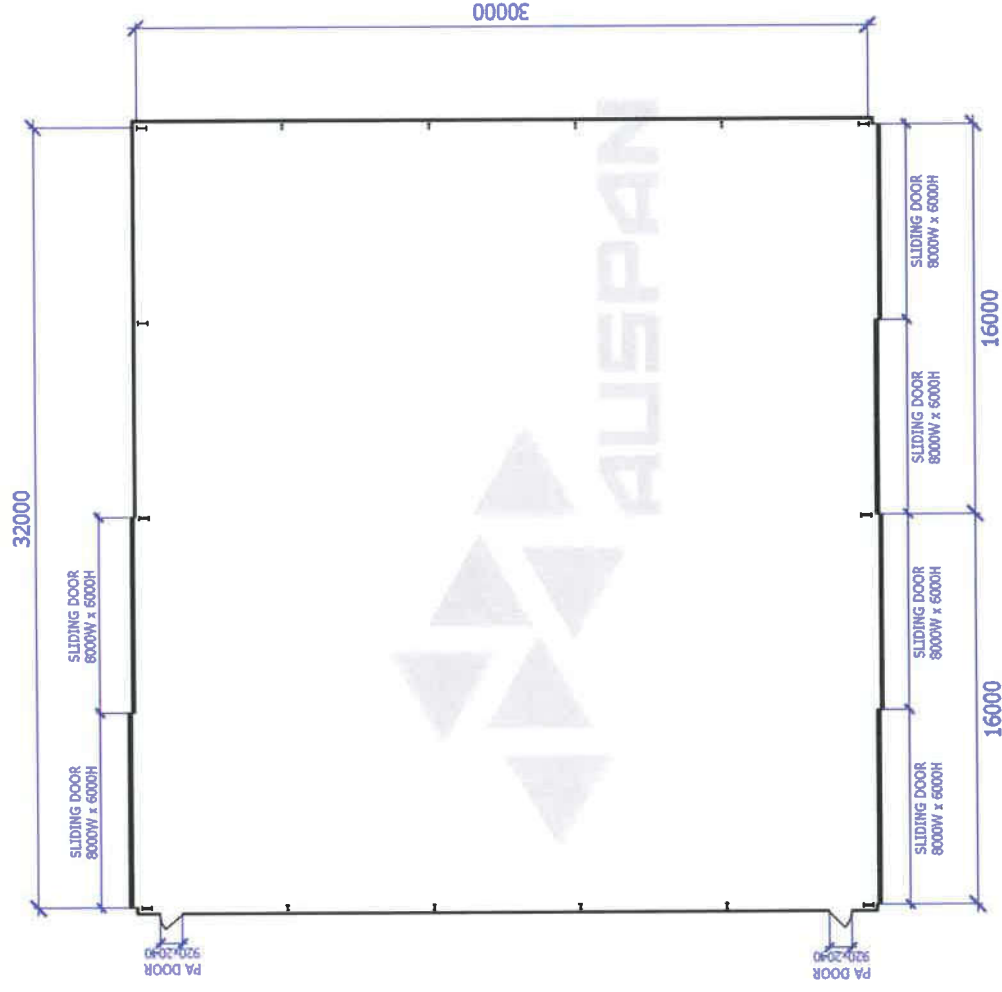
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DATE: 15/07/2020

NUMBER: 4916v5

AREA: CORRIGIN,
WA, 6375

DRAWING NAME: FLOOR PLAN

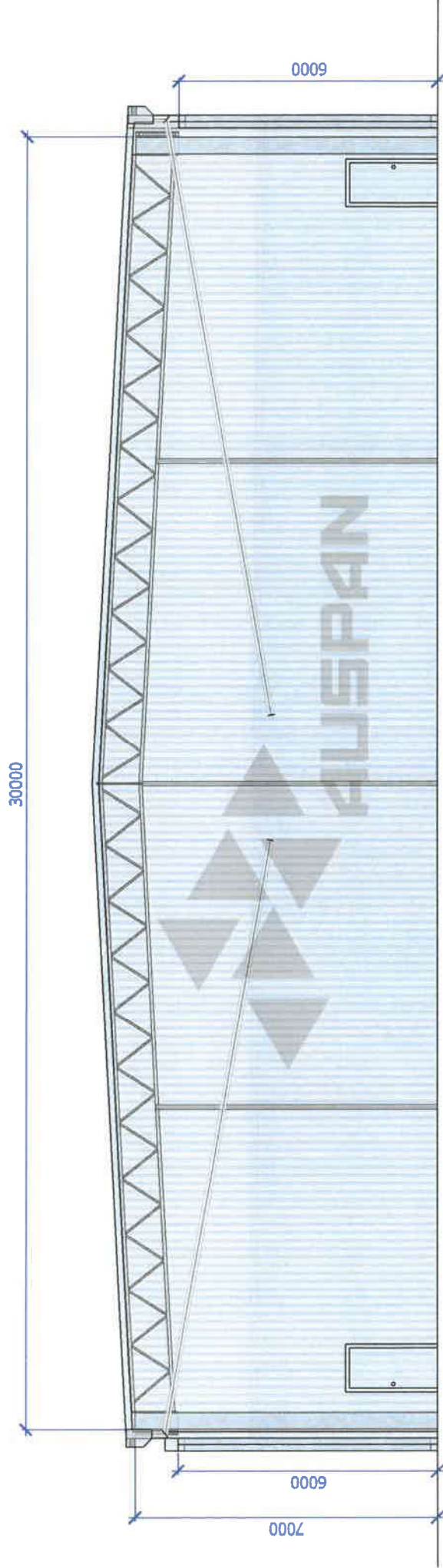
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PROJECT NAME: FODDER STORAGE SHED
DATE: 15/07/2020
NUMBER: 4916v5
AREA: CORRIGIN, WA, 6375
DRAWING NAME: END DIMENSIONS

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PROJECT NAME:

DATE:

NUMBER:

AREA:

FODDER STORAGE SHED

15/07/2020

4916v5

CORRIGIN,
WA, 6375

DRAWING NAME: SIDE DIMENSIONS

AUSPAN GROUP

P: 1300 271 220

F: 1300 271 330

W: WWW.AUSPANGROUP.COM.AU

A: P.O. BOX 21 / 23 CORBETT ST
GNOWANGERUP, W.A. 6335

07/07/2020

Shire of Corrigin,
PO Box 221,
CORRIGIN WA 6375
shire@corrigin.wa.gov.au

Dear Shire of Corrigin,

PLANNING APPLICATION - Job 2740 Euchuca Nominees Pty Ltd - 3 Walton St, Corrigin WA 6415

Please find attached documents to submit for a Planning application for the above property.

Project - Structural Steel shed 16m x 21m x 6.6m Storage shed on a vacant Town lot.

336 m2 - Class 10A

Final Value \$67,870.00 inc GST.

- The site is used to store new, second hand machinery for sale and customer machinery, also bulk parts and equipment.
- The intension is to use the site for the same as it is now as stated above. With the proposed shed giving us the ability the store some under cover to give protection from sun & weather damage.
- We have included 2 parking spaces for staff on Revised Drawings
- We would like to confirm advertising to change the land zone from Commercial to Industrial, John will call to discuss the fees for this.
- Site levels have been completed and are now visable on the Revised Drawings
- We have provided a letter to show that we will not be proceeding with toilet and bathroom facilities on this application but have confirmed that we will cover the costs if we were to sell the land.
- Stormwater will be diverted by pvc pipe to edge of street kerb and into local town stormwater run-off.

If you require any further information please do not hesitate to contact me on 0896226619.

Kind Regards,

Siân Burke

Siân Burke

Accounts and Contracts Administrator



Hutton & Northey Sales

PO Box 368, Merredin WA 6415
accounts@hutnorsales.com.au
www.hutnorsales.com.au

ACN: 008 883 690
ABN: 22 286 925 560

MRB Licence No: MRB2677
RTA Licence No: AU07519

07/07/2020

To whom it concerns,

I, John Trunfio of Hutton and Northey, 5 Walton Street, Corrigin, WA 6375, confirm that I will not be placing a toilet and bathroom facilities on site in proposed shed.

As staff and visitors will only be collecting or delivering machinery or equipment to this site so minimal time will be spent on said site. As the main business is across the road on 5 Walton Street, Corrigin, WA 6375, they will access to toilet and bathroom facilities there.

If I should choose to sell the land to a third party at some point in the future, I confirm that I will be responsible for meeting all cost associated with providing a toilet and bathroom facilities.

Should you wish to discuss further or have any questions about the above statement, please do not hesitate to contact me on the below details:

John Trunfio
Group Service Manager
Hutton & Northey
5 Walton Street, Corrigin, WA 6375
08 9063 0100
0429 411 077

Regards,

John Trunfio

Merredin
East Barrack Street
Merredin WA 6415
Phone: (08) 9041 9500

Mukinbudin
6 Bent Street
Mukinbudin WA 6479
Phone: (08) 9047 2900

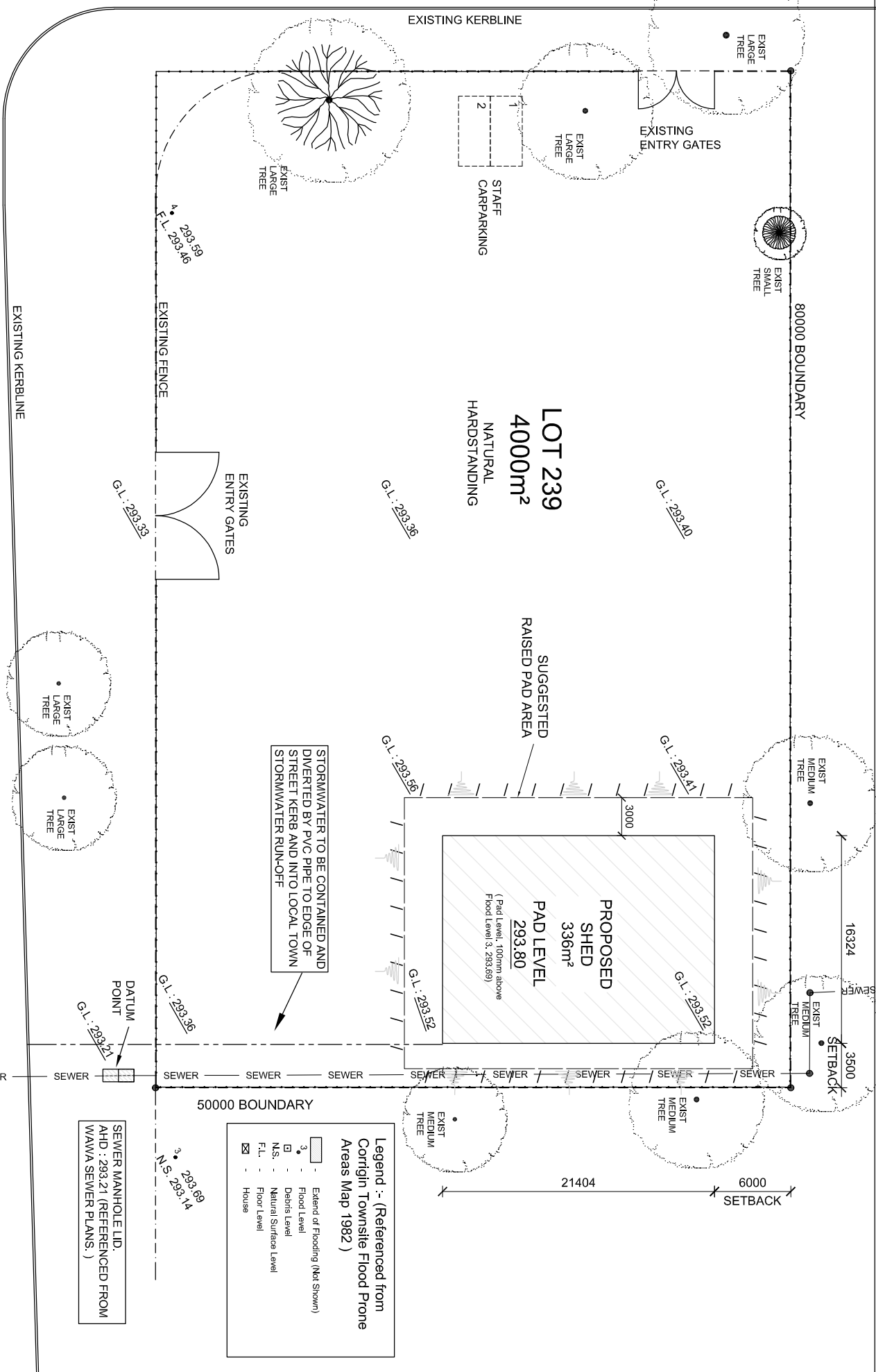
Cunderdin
81 Main Street
Cunderdin WA 6407
Phone: (08) 9690 3300

Corrigin
5 Walton Street
Corrigin WA 6375
Phone: (08) 9063 0100

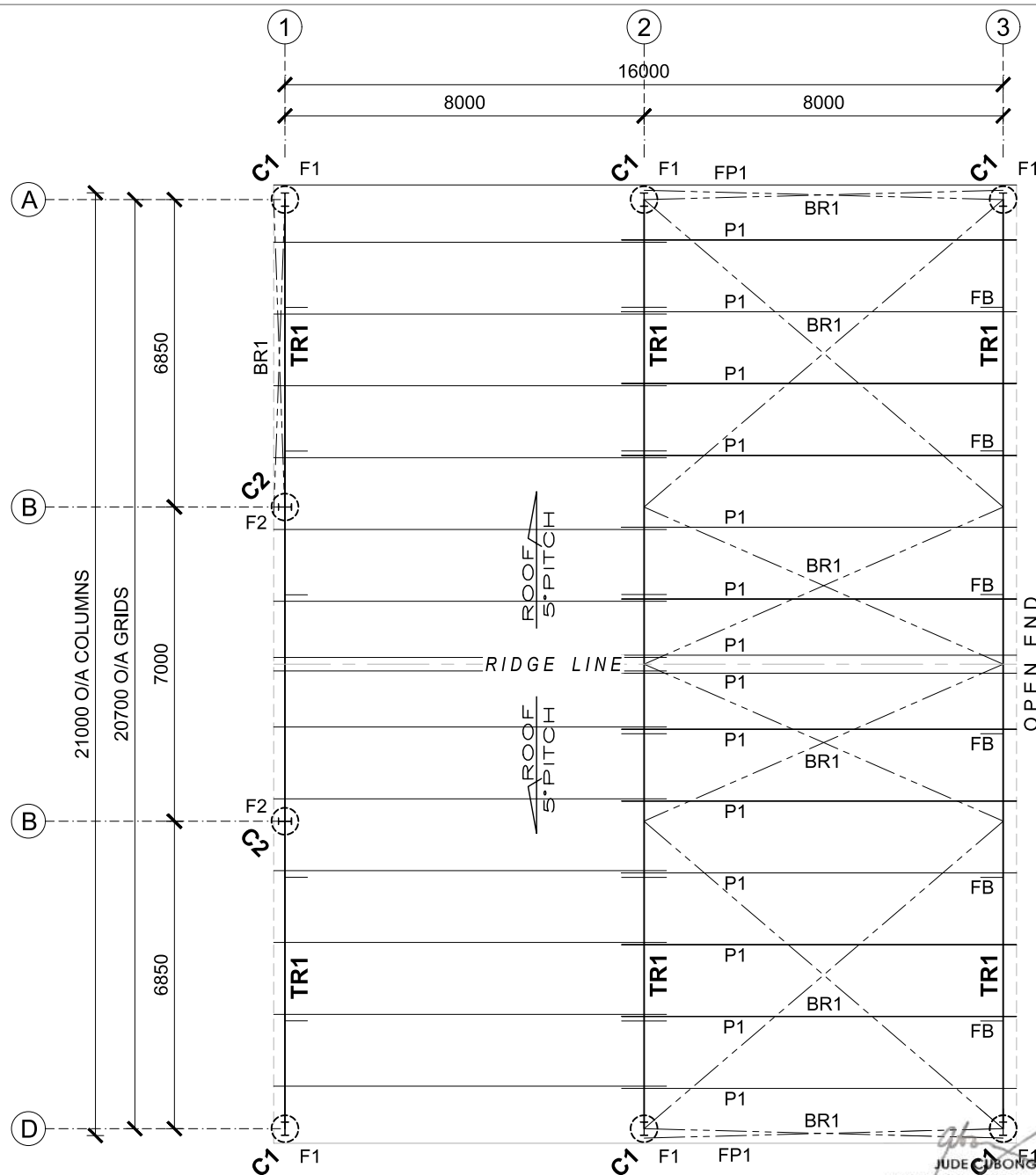




WALTON STREET



JOB DETAILS									
PROJECT NO.	2740	DATE	16/06/2020		DRAWING NO.				
CLIENT	HUTTON AND NORTHEY SALES (JOHN TRUNFO) 3 WALTON, CONRARD, WA 6375				SP - 01				
DRAWING	SITE PLAN								
REVISIONS									
03	RPR/JS	Ground levels / Flood Info shown			05/07/2020				
02	JS	SITE LEVELS / SETBACKS REV.			25/05/2020				
01	RG	STORMWATER REVISION			25/02/2020		APPRVD.		
00	RG	PLANNING APPROVAL			29/01/2020		CHKD.		
REV No.	BY	DESCRIPTION			DATE				
PRE CONSTRUCTION PROOFING									
							INITIALS	DATE	



NOTE:
LOCATION OF FLYBRACE (FB) TO
BE ADJUSTED TO CLEAR CLASH TO
TRUSS WEB MEMBERS.

Santiago Abueva, Jr.
SANTIAGO ABUEVA, JR.



ABN 46 285 693 323

JUDE C. BONG
MIE Aust. CPEng (4198579), NER, RPEQ



98 Byfield St
Northern WA 6401
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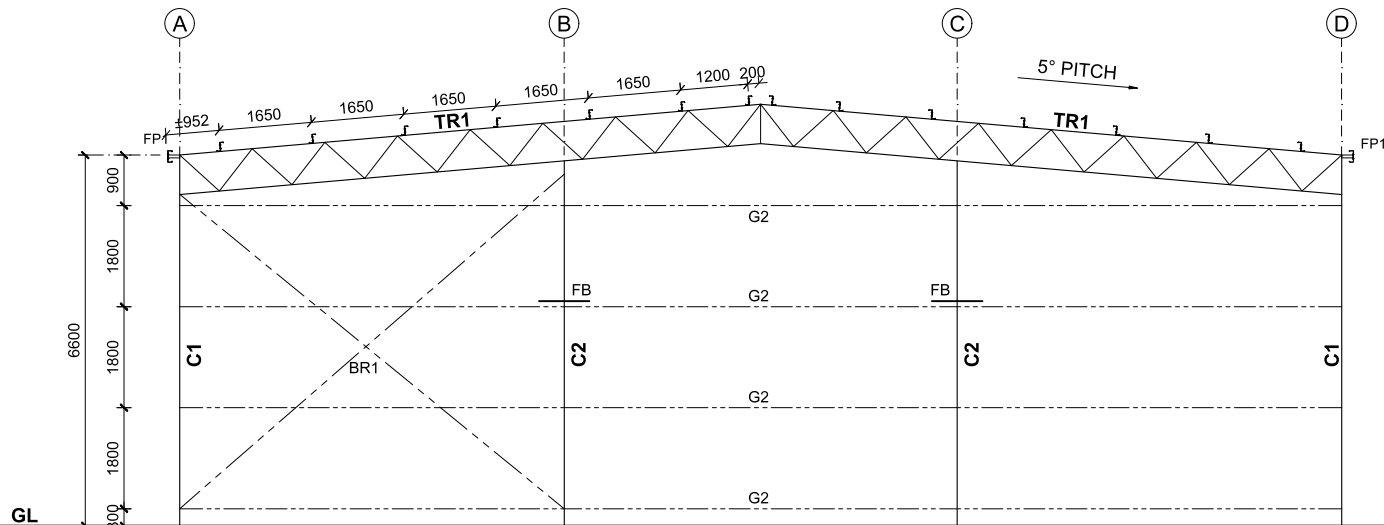
WHEATBELT
STEEL

COMMERCIAL

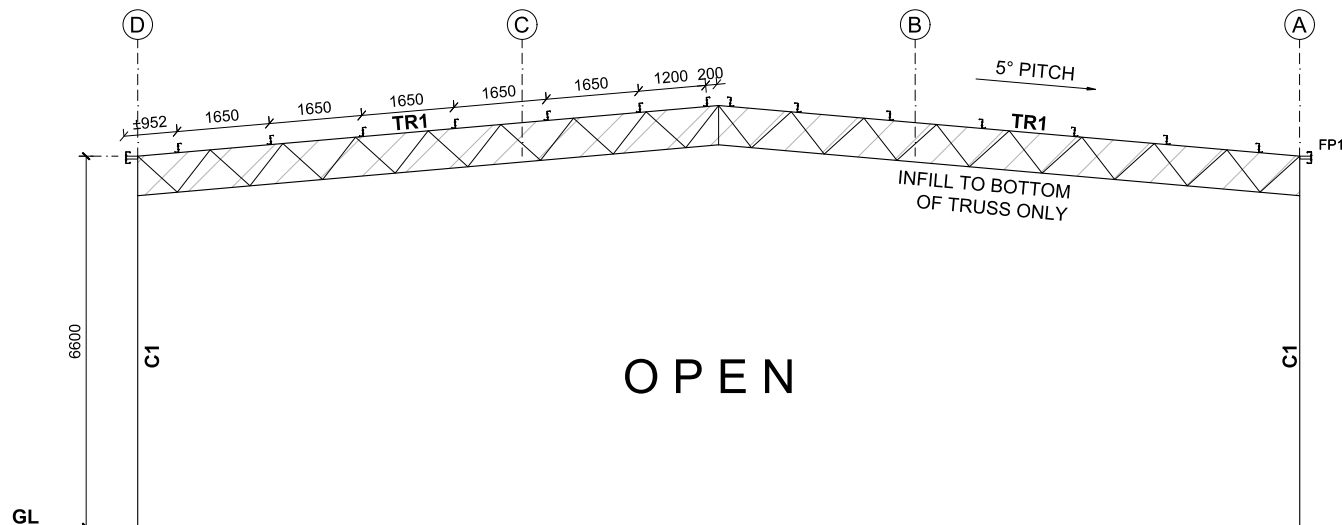
homes

JOB DETAILS	PROJECT No.	2740	DRAWING No.	REVISIONS					PRE CONSTRUCTION PROOFING		INITIALS	DATE
	CLIENT	HUTTON AND NORTHEY SALES (JOHN TRUNFIO) 3 WALTON, CORRIGIN, WA 6375	2740-02							APRVD.	JC/SA	12/02/20
	DRAWING	PLAN VIEW										
	DATE	29/01/2020			SCALE 1:110	00	RG	ENGINEERS CERTIFICATION		29/01/2020	CHKD.	JA
					REV No.	BY	DESCRIPTION	DATE				

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ELEVATION ON GRID 1



ELEVATION ON GRID 3

S. Abueva
SANTIAGO ABUEVA, JR.

Jude Cubong
JUDE CUBONG
MIEAust, CPEng (4196579), NER, RPEQ

CONSULT AUSTRALIA
Member Firm

OPTIMUM
ENGINEERING CONSULTANTS
ABN 46 285 693 323

98 Byfield St
Northam WA 6401
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WHEATBELT STEEL

COMMERCIAL homes

JOB DETAILS	PROJECT No.	2740	DRAWING No.	REVISIONS					PRE CONSTRUCTION PROOFING		INITIALS	DATE
	CLIENT	HUTTON AND NORTHEY SALES (JOHN TRUNFIO) 3 WALTON, CORRIGIN, WA 6375								APRVD.	JC/SA	12/02/20
	DRAWING	ELEVATIONS SHEET 1	2740-03		00	RG	ENGINEERS CERTIFICATION	29/01/2020		CHKD.	JA	12/02/20
	DATE	29/01/2020	SCALE 1:100		REV No.	BY	DESCRIPTION	DATE				

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10 July 2020

The Shire of Corrigin
Attention: CEO Natalie Manton
Post Office
CORRIGIN WA 6375

Dear Natalie

WSFN ROUTE REVIEW – Beverley – Corrigin & Quairading to Corrigin Routes

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. It consists of 42 LGs of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure \$87M of Federal, State and Local Government funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

In 2019 the WSFN established a Steering Committee is to provide oversight and governance to the program. Specific roles and responsibilities that the Steering Committee have been busy undertaking in 2020 are to:

- Review and recommend RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

At a recent Steering Committee Meeting on Friday 26th June 2020, a number of initial routes identified as part of the WSFN were reviewed with regard to their ongoing ability to meet the WSFN criteria. The specific route reviewed that is relevant to your Shire and the outcome of this review are outlined as follows:

2. Beverley - Corrigin Route
 - Currently consists of the following roads
 - Morbinning Road / Old Beverley Road (from Beverley townsite to Quairading – Corrigin Road)

- This road is partially sealed for some length, but remains unsealed for a significant portion.
- It is not really a Regional Distributor route, but more of a short-cut, or Local Distributor.
- What would be a more relevant Regional Freight Route in-line with WSNF ideology are the following roads:
 - Westdale Road (Westdale to Beverley)
 - Mawson Road (Beverley to Mawson)
- Joins Brookton Highway west of Brookton to Quairading-York Road west of Quairading
- This is actually more reflective of “Dale to Mawson” Route.

Recommendation

That the Steering Committee writes to the relevant LGs:

1. Requesting the removal of the Beverley - Corrigin Route, and its respective roads, from the WSNF route list, and
2. Suggesting an alternative route named “Dale to Mawson” Route consisting of the following roads be considered as part of the WSNF.
 - a. Westdale Road (Westdale to Beverley)
 - b. Mawson Road (Beverley to Mawson)

Moved Cr Cole Seconded Cr Hayward

That the Steering Committee writes to the relevant LGs:

- 1. Requesting the removal of the Beverley - Corrigin Route, and its respective roads, from the WSNF route list, and**
- 2. Suggesting an alternative route named “Dale to Mawson” Route consisting of the following roads be considered as part of the WSNF.**
 - a. Westdale Road (Westdale to Beverley)**
 - b. Mawson Road (Beverley to Mawson)**

CARRIED 4-0

3. Quairading – Corrigin Route
 - Joins Brookton Highway west of Corrigin to Quairading-York Road at Quairading
 - Consists of:
 - Quairading – Corrigin Road.
 - This connects directly to the Corrigin - Dumbleyung Route to the south.
 - This connects directly to the Cunderdin – Quairading Route to the north.
 - Has been requested to be included by Shire of Quairading who were of the belief that it was included in the original list of routes.
 - Review against other routes in the area:
 - Quairading to Bulyee
 - Tincurrin to Bulyee
 - Provide sufficient data:
 - Traffic counts
 - Width assessment
 - KSI.

Recommendation

That the Steering Committee writes to the relevant LGs requesting they provide an official written request inclusive of traffic data and detailed road condition assessment to articulate why the Quairading – Corrigin Route be considered for inclusion in WSNF.

Moved Cr Gibson Seconded Cr Cole

That the Steering Committee writes to the relevant LGs requesting they provide an official written request inclusive of traffic data and detailed road condition assessment to articulate why the Quairading – Corrigin Route be considered for inclusion in WSNF.

CARRIED 4-0

The WSNF Steering Committee wishes to meet with representatives from your Shire to further discuss the review of these specific routes and the recommendations from WSNF Steering Committee. Nominally we would like to meet with your Shire President, RRG Delegate, CEO and Works Manager.

Can you please contact WSNF Chairperson Katrina Crute to arrange this meeting and discuss the specific details outlined in this correspondence.

Yours sincerely

Katrina Crute
Chairperson WSNF Steering Committee