



# Agenda Attachments

---

May 2023

- ATTACHMENT 7.1.1 - MINUTES – ORDINARY COUNCIL MEETING – 18 APRIL 2023**
- ATTACHMENT 7.1.2 - MINUTES – SPECIAL COUNCIL MEETING – 26 APRIL 2023**
- ATTACHMENT 7.2.1 - MINUTES – AUDIT COMMITTEE – 13 APRIL 2023**
- ATTACHMENT 7.2.2 - MINUTES – LEMC – 8 MAY 2023**
- ATTACHMENT 7.2.3 - MINUTES – CEO PERFORMANCE REVIEW – 2 MAY 2023**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – APRIL 2023**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS**
- ATTACHMENT 8.1.3 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDED 30 APRIL 2023**
- ATTACHMENT 8.2.1 - CEO PERFORMANCE REVIEW SUMMARY REPORT**
- ATTACHMENT 8.2.2 - LOT 101 WOGLIN STREET PLANNING APPLICATION**
- ATTACHMENT 8.2.3 - COMMUNITY ASSISTANCE PROGRAM APPLICATIONS**



# MINUTES

ORDINARY COUNCIL MEETING

18 April 2023



## Contents

1	DECLARATION OF OPENING.....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3	PUBLIC QUESTION TIME .....	3
4	MEMORIALS .....	3
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	3
6	DECLARATIONS OF INTEREST .....	4
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES.....	4
7.1.1	ORDINARY COUNCIL MEETING.....	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES.....	4
8	MATTERS REQUIRING A COUNCIL DECISION .....	5
8.2.5	DEVELOPMENT APPLICATION – PROPOSED NEW FAMILY DAY CARE FACILITY .....	5
8.1	CORPORATE AND COMMUNITY SERVICES REPORT .....	12
8.1.1	ACCOUNTS FOR PAYMENT .....	12
8.1.2	ACCOUNTS FOR PAYMENT – CREDIT CARDS.....	15
8.1.3	MONTHLY FINANCIAL REPORTS .....	17
8.2	GOVERNANCE AND COMPLIANCE.....	19
8.2.1	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – REPORT OF AUDIT FINDINGS.....	19
8.2.2	ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2022.....	22
8.2.3	2022/2023 BUDGET REVIEW .....	25
8.2.4	DEVELOPMENT APPLICATION – PROPOSED NEW DOMESTIC OUTBUILDING, LEAN-TO STRUCTURE, WATER TANK & RETAINING WALL.....	25
8.2.6	PROPERTY SEIZURE AND SALE – A1004.....	31
8.3	WORKS AND SERVICES .....	36
8.3.1	PURCHASE OF COMMUNITY BUS.....	36
8.3.2	TENDER PURCHASE AND DISPOSAL OF ONE NEW WHEEL LOADER .....	37
9	CHIEF EXECUTIVE OFFICER REPORT.....	38
10	PRESIDENT’S REPORT .....	38
11	COUNCILLORS’ QUESTIONS, REPORTS, AND INFORMATION ITEMS .....	38
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL .....	38
13	INFORMATION BULLETIN .....	39
14	WALGA AND CENTRAL ZONE MOTIONS .....	39
15	NEXT MEETING.....	39
16	MEETING CLOSURE .....	39



## 1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3:03pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated and paid his respect to Elders past, present and emerging.

### COUNCIL RESOLUTION

**29/2023 Moved: Cr. Jacobs**

**Seconded: Cr. Fare**

*That Cr Dickinson be authorised to participate in the meeting electronically from his alternative residence in Perth.*

**Carried 4/0**

Cr Dickinson joined the meeting via Microsoft Teams at 3:05pm

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

Members of the Public

Cr. D L Hickey

Cr. S C Coppen

Cr. S L Jacobs

Cr. M B Dickinson (via MS Teams)

Cr. B Fare

N A Manton

K A Caley

J M Filinski

M Breene

### APOLOGIES

Cr. M Weguelin

### LEAVE OF ABSENCE

### COUNCIL RESOLUTION

**30/2023 Moved: Cr. Coppen**

**Seconded: Cr. Fare**

*That Council grant Cr. Jacobs a leave of absence for the Ordinary Council Meeting to be held on 20 June 2023.*

**Carried 5/0**

## 3 PUBLIC QUESTION TIME

NIL

## 4 MEMORIALS

The Shire was advised that Allan Devlin and Peter Lohoar have passed away since the last meeting.

## 5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The President Cr Hickey invited Ms Breene to make a presentation to council regarding her proposal to start a family day care business.

Ms Breene commented that she has over 20 years of experience working in childcare including running day care facilities interstate. She wanted to come to the Council meeting to respond to any questions from Councillors regarding Agenda Item 8.2.5 – Proposed Family Day Care Facility.

## **6 DECLARATIONS OF INTEREST**

Cr Dickinson declared an indirect financial interest in item 8.3.2 as his employer has provided a quote for a new loader.

The item was subsequently deferred to a special meeting pending further information.

## **7 CONFIRMATION OF MINUTES**

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 March 2023 (Attachment 7.1.1).

#### **COUNCIL RESOLUTION**

**31/2023 Moved: Cr. Coppen                      Seconded: Cr. Jacobs**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 March 2023 (Attachment 7.1.1) be confirmed as a true and correct record.*

***Carried 5/0***

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

## 8 MATTERS REQUIRING A COUNCIL DECISION

President Des Hickey elected to bring Agenda Item 8.2.5 forward to be dealt with as first matter requiring a council decision.

### 8.2.5 DEVELOPMENT APPLICATION – PROPOSED NEW FAMILY DAY CARE FACILITY

Applicant:	Ms Maria Breene
Landowner:	Mr Jeffrey George
Location:	Lot 277 (No.35) Murphy Street, Corrigin
Date:	12/04/2023
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	Nil
File Ref:	PA06-2023 - A964
Attachment Ref:	Attachment 8.2.5 - Family Day Care

#### SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Ms Maria Breene under authority from Mr Jeffrey George (Landowner) to establish and operate a 'family day care' facility on Lot 277 (No.35) Murphy Street, Corrigin.

#### BACKGROUND

Ms Maria Breene has prepared and submitted a development application requesting Council's approval to establish and operate a 'family day care' facility within an existing single house on Lot 277 (No.35) Murphy Street, Corrigin including advertising signage.

Under the terms of the application received a total of up to seven (7) children up to 13 years of age will be accommodated in the premises at varying times throughout each week depending upon demand, all of whom will be cared for by Ms Breene in her capacity as a suitably qualified and accredited service provider (i.e. no other people will be employed).

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 1.

Lot 277 is located in the north-western part of the Corrigin townsite in a designated low density residential precinct and comprises a total area of approximately 1,037m<sup>2</sup>.

The subject land has direct frontage and access to Murphy Street along its southern boundary which is a sealed and drained local road under the care, control and management of the Shire of Corrigin. It also has direct frontage and access to an unsealed public right-of-way along its rear boundary to the north.

The property contains an older-style single story dwelling in habitable condition which comprises a total floor area of approximately 110m<sup>2</sup>. It also contains two (2) separate carports and driveways with direct access to Murphy Street, including a 6 metre wide compacted gravel verge area.

The subject land does not contain any buildings or places of European or Aboriginal cultural heritage significance and has not been designated by the Department of Water and Environmental Regulation as being flood prone. It has however been designated by the Fire and Emergency Services Commissioner as being bushfire prone.

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

- North: Low density residential development (i.e. single houses) and undeveloped vacant Crown land beyond;
- South: A public recreation reserve and low density residential development (i.e. single houses) beyond;
- East: Low density residential development (i.e. single houses); and
- West: Low density residential development (i.e. one single house) with the Walton Street road reserve, undeveloped vacant Crown land and a Crown reserve for railway purposes beyond.



Location & Lot Configuration Plan (Source: Landgate 2023)

**COMMENT**

Lot 277 is classified 'Residential' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density coding of R20.

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

- i) That the zone be predominantly residential in use;
- ii) That any non-residential uses permitted under the provisions of the Scheme shall be of service to, compatible in character with and of a scale and operation which is not detrimental to the predominant residential use;
- iii) That any non-residential use which the local government may at its discretion permit in the Residential zone, shall not detract from the amenity of the area or adversely affect the lifestyle

*expected in a predominantly residential environment; and*

- iv) *That all residential development within the zone shall be of a standard that does not adversely affect the overall amenity of other residential development in the zone.*

The proposed development falls within the use class 'family day care' which is defined in Part 6 of LPS2 as '*premises where a family day care service as defined in the Education and Care Services National Law (Western Australia) Act 2012 is provided*'.

Despite the use class 'family day care' being defined in LPS2, it is not expressly listed in the Zoning Table and must therefore be considered and determined in accordance with clause 18(4) of LPS2. As such, Council must determine whether the proposed use of Lot 277 for 'family day care' purposes:

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

Having regard for:

- i) the small scale of the proposed use, including the limited amount of people proposed to be accommodated at any one time, and the fact no works are required to accommodate it within the existing dwelling on the land which is in good habitable condition;
- ii) the general compatibility of the proposed use with other existing uses in the immediate locality, all of which are mostly residential in nature;
- iii) the significant social benefits the proposed use is likely to have for the local community; and
- iv) the ability to accommodate all vehicle and pedestrian movements likely to be generated in safe and convenient manner both on and off site,

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

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

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

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

The application has subsequently been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment

has confirmed the proposal is compliant, or capable of compliance, with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified 'Residential' zone;
- Land use compatibility;
- Amenity of the locality including potential visual and social impacts;
- Vehicle and pedestrian access, including parking;
- Waste management and disposal;
- Advertising signage; and
- Bushfire risk management.

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

#### 1. Advertising Signage

A small advertising sign comprising a total area of approximately 0.54m<sup>2</sup> is proposed to be manufactured and installed at the front of the property to promote the business and help customers locate the facility.

Under the terms of Schedule 1 of LPS2 entitled 'Signage and advertisements for which development approval not required' all new advertising signage on any 'Residential' zoned land used for commercial purposes is limited to a maximum area of 0.2m<sup>2</sup> unless otherwise approved by Council.

Whilst the proposed new advertising sign appears to be generally acceptable, no specific details regarding the exact wording and colours to be used have been provided with the application as is typically required. In order to ensure the proposed new sign is acceptable and won't be discriminatory, offensive or visually obtrusive, it is recommended Council impose a condition on any approval that may ultimately be granted requiring the applicant to submit a final plan for the proposed sign for consideration and determination by the Shire's Chief Executive Officer prior to installation.

#### 2. Bushfire Risk

The application is supported by a Bushfire Attack Level (BAL) assessment prepared by a suitably qualified consultant that provides an analysis of the potential bushfire risk given the land's location in a designated bushfire prone area.

It is significant to note the bushfire risk rating has been determined by the BAL assessment to be moderate (i.e. BAL-19) where there is a risk of ember attack and burning debris ignited by wind-borne embers and a likelihood of exposure to radiant heat including a heat flux not greater than 19kW/m<sup>2</sup>.

Guidance published by the Western Australian Planning Commission recommends that all development applications for properties with a bushfire risk rating above BAL-Low should be supported by a Bushfire Management Plan demonstrating how the bushfire risk will be mitigated. In this case however the applicant was not required to prepare and submit a Bushfire Management Plan for the following reasons:

- i) The proposed use will be undertaken in an existing approved dwelling in a well-established part of the Corrigin townsite where there is ready access to fire hydrants and local emergency service providers;

- ii) The cost to prepare a Bushfire Management Plan ranges from \$4,000 to \$6,000 excluding GST which is a major impost on and disincentive for the establishment of a small business of the type proposed;
- iii) The applicant has prepared and submitted a Risk Management and Emergency Evacuation Plan in accordance with guidance published by the Australian Children’s Education & Care Quality Authority which provide details of the potential fire risk and emergency evacuation procedures in the event of a major bushfire; and
- iv) All of the bushfire protection criteria contained Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas as they apply specifically to location, siting and design, vehicular access and water supply can or will be achieved through the imposition of suitable conditions on any development approval that may ultimately be granted by Council.

In light of the above findings it is concluded the proposal for Lot 277 is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

### **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005 (as amended)*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Shire of Corrigin Local Planning Scheme No.2*

### **POLICY IMPLICATIONS**

*State Planning Policy 3.7 – Planning in Bushfire Prone Areas*

### **PUBLIC CONSULTATION**

As previously mentioned above, the application was advertised for public comment in accordance with the specific requirements of Clauses 64(1) and 64(6) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days with no submissions received. This process included publication of notices on the Shire’s website and monthly newsletter, public display of the application at the Shire Administration Centre and correspondence to all immediately adjoining and other nearby landowners inviting their feedback / comment. Referral of the application to State government agencies and essential service providers was not considered necessary. The application was also the subject of discussion with the applicant and the Shire’s Environmental Health Officer.

### **FINANCIAL IMPLICATIONS**

All administrative costs associated with processing the application are provided for in Council’s annual budget and have been offset in part by the \$295.00 development application fee paid by the applicant.

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

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



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire.	2.1.5	Support local business development initiatives where possible.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**32/2023 Moved: Cr. Fare**

**Seconded: Cr. Coppen**

1. That Council resolve, pursuant to clause 18(4)b) of the Shire of Corrigin Local Planning Scheme No.2, that the proposed establishment and operation of a ‘family day care’ facility on Lot 277 (No.35) Murphy Street, Corrigin is consistent with the objectives of the land’s current ‘Residential’ zoning classification and may therefore be permitted; and
2. APPROVE the development application submitted by Ms Maria Breene under authority from Mr Jeffrey George (Landowner) to establish and operate a ‘family day care’ facility on Lot 277 (No.35) Murphy Street, Corrigin subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application, including all emergency evacuation measures and procedures, subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of the local government having first being sought and obtained.
4. An asset protection zone shall be created and maintained around the existing dwelling on the land for the life of the proposed development in accordance with Schedule 1 in Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas (as amended) to help mitigate any future potential bushfire risk, a copy of which can be obtained from the following website link... [State Planning Policy 3.7 - Planning in bushfire prone areas \(www.wa.gov.au\)](http://www.wa.gov.au). A plan for the proposed new advertising signage shall be prepared and submitted to the local government for review, assessment and final determination by the local government’s Chief Executive Officer prior to installation. The plan required by this condition must provide details of the sign’s exact dimensions, colours and wording.



Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements as applicable:*
  - i) *Education and Care Services National Law (WA) Act 2012;*
  - ii) *Education and Care Services National Regulations 2012;*
  - iii) *Health (Public Buildings) Regulations 1992;*
  - iv) *Shire of Corrigin Health Local Law 2016; and*
  - v) *Shire of Corrigin Animals, Environment and Nuisance Local Law 2016.*
4. *The noise generated by any activities on-site shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
5. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
6. *If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the local government's determination.*

**Carried 5/0**

Maria Breene left the meeting at 3:15pm

## 8.1 CORPORATE AND COMMUNITY SERVICES REPORT

### 8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/04/2023
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – March 2023

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of December 2022 are provided as Attachment 8.1.1 – Accounts for Payment – March 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$454,593.38.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	18559 - 18669, 18672	\$1,184,425.96	
	Cheque	020911 - 020922	\$32,033.57	
	Direct Debit	March 2023	\$34,872.56	
	Payroll	March 2023	\$181,550.10	<b>\$1,432,882.19</b>
Trust	EFT	18670 - 18671,	\$103.50	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$103.50</b>
Licensing Trust	EFT	March 2023	\$2,059.10	
	Direct Debit	March 2023	\$101,428.65	<b>\$103,487.75</b>
Edna Stevenson	EFT	March 2023	\$5,000.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$5,00.00</b>
<b>Total Payments for the Month of March 2023</b>				<b>\$1,541,473.44</b>

**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.1 – Accounts for Payment – March 2023, the following information is provided on the last cheque or EFT number used.

<b>Bank Account</b>	<b>Payment Type</b>	<b>Last Number</b>	<b>First Number in Report</b>
Municipal, Trust, ES Trust and Licensing	EFT	EFT18557	EFT18558
Municipal	Cheque	020910	020911
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Policy 2.7 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2022 / 2023 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**33/2023 Moved: Cr. Jacobs**

**Seconded: Cr. Fare**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,541,473.44 have been made during the month of March 2023.*

**Carried 5/0**

### 8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	30/03/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards

#### SUMMARY

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

#### BACKGROUND

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

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

#### COMMENT

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

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

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

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

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy  
Policy 2.15 - Corporate Credit Cards

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**34/2023 Moved: Cr. Dickinson**

**Seconded: Cr. Jacobs**

*That Council endorse credit card payments for the period 28 January 2023 – 28 February 2023 for \$3,696.69 in accordance with Attachment 8.1.2.*

**Carried 5/0**

### 8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	12/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 March 2023

#### SUMMARY

This report provides Council with the monthly financial reports for the months ending 31 March 2023.

#### BACKGROUND

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

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

#### COMMENT

February closed with \$245,325 in the Municipal bank account and \$734,274 in short term investment.

Rate collection is at 97.3% compared to 93.8% at the same time last year. Payments are still slowly filtering in with only \$82,027 outstanding. This outstanding amount is made up of the following:

Long outstanding debtor	34,550
(Includes current charges. Receiving regular payments)	
2 x Properties with a Property Seize and Sale Order	15,592
Debt Collection Agent (current debts)	11,640
Current Instalments Remaining	10,529
Current Pensioners (not due until 30 June 2023)	4,356
Deferred Pensioners	18,198
Special Payment Arrangements	4,949
LESS Excess Rates (Rates Payment in Advance)	<u>-17,787</u>
TOTAL OUTSTANDING	<u><u>82,027</u></u>

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

#### STATUTORY ENVIRONMENT

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

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

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**35/2023 Moved: Cr. Dickinson**

**Seconded: Cr. Coppen**

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

**Carried 5/0**



## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	12 April 2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0302
Attachment Ref:	NIL

#### SUMMARY

The Audit and Risk Management Committee is asked to consider the Audit Management letter for the year 30 June 2022 together with the comments provided by the Chief Executive Officer and Deputy Chief Executive Officer in response to significant findings.

#### BACKGROUND

AMD conducted an offsite interim audit back in March 2022 on behalf of the Office of the Auditor General followed up by an onsite final audit in September 2022.

The outcome of the interim audit resulted in findings in one area that required management and/or Council to take necessary steps to ensure processes were in place prior to the final audit.

The management report concluded that the interim findings have been resolved and four findings were identified during the final audit.

#### COMMENT

The Audit and Risk Management Committee is required to examine the report of the Auditor and prepare a report responding to the findings and the actions the Shire of Corrigin have taken or intend to undertake in relation to the matters raised.

Management included comment on the actions taken in relation to the interim audit findings at the audit committee meeting held in June 2022 and the final audit findings below:

#### Final Audit

##### 1. Fair Value Assessment

##### Finding - Significant

The Shire has not performed a full assessment to determine whether its land and buildings, and footpath infrastructure assets represent fair value as at 30 June 2022. The Shire is required under *AASB 13 Fair Value Measurement* and Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations) to perform an assessment to determine if there are any trigger events requiring a more robust analysis of fair value in financial years where a formal valuation has not been undertaken.

##### Management Comment

Management review the assets annually as part of the Budget Process and End of Financial Year process to determine whether the assets owned by the Shire are representing a fair value and the expected useful life of the assets are realistic.

The Shire will research a more suitable approach to comply with the AASB 13 and implement a comprehensive process and assessment for the 30 June 2023 financial year and future years.

## **2. 2022 Financial Reports**

### **Finding - Moderate**

The 2022 financial report provided for audit and relating year-end accounting supporting documentation included deficiencies as follows:

- The original financial report provided prior to the statutory due date of 30 September did not include the required entries relating to recording of the revaluation. As a result, the draft financial statements provided were not complete with all year-end adjustments entered as required and were of not adequate quality;
- The asset register was not reconciled.
- Land in the asset register for the Seimons Street and Jose Street properties had not been adjusted to remove other party's interests.
- Glass crusher had not been apportioned to recognise other Shires' interests; and
- Subsequent financials provided had various errors and imbalances.

### **Management Comment**

The financial report was delayed due to difficulties engaging a contractor to complete the revaluations of Roads and Other Infrastructure. The initial request was sent to nine suppliers in April 2022 with no responses received. A direct approach was made to a contractor who was not able to complete the work until November 2022.

Due to the events of the past year, the Shire have had a heavier than usual workload and a finance contractor was engaged to complete the processing, document preparation and asset revaluations. The revaluation reconciliation contained incorrect entries which required correction and delayed the final financial statements.

The asset register is reconciled monthly, at the end of each financial year and after any subsequent year end changes.

The Shire accepts the recommendation and will aim to prepare accurate financial statements in a timely in future.

## **3. Works Costing Policy**

### **Finding - Minor**

During our review of private works we were advised the Shire of Corrigin is not recovering all costs for private works completed due to administration, plant recovery and plant depreciation costs being excluded from the calculation. In addition, the Shire does not have a Works Costing Policy.

### **Management Comment**

The Shire accepts the recommendation and will aim to review the private works costings annually to ensure costs are recovered.

## **4. Bank Reconciliation Cut-off**

### **Finding - Moderate**

From our review of the June 2022 municipal bank reconciliation, we identified the following:

- Transactions were entered after the completion of the bank reconciliation; and
- The Business Activity Statement (BAS) refund due was entered as an unrepresented item rather than as an Australian Taxation Office (ATO) receivable.

### **Management Comment**

The Shire accepts the recommendation and as at 1 July 2022 had already corrected the process by entering any refunds as a sundry debtor.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995, s7.12A* – Duties of a Local Government in respect to the Audit.

**POLICY IMPLICATIONS**

3.1 Risk Management Policy

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**36/2023 Moved: Cr. Jacobs**

**Seconded: Cr. Fare**

*That Council:*

1. *Receives the report on Audit Management Letter for the year ended 30 June 2022, and*
2. *Forward a copy of the report on the significant findings from the audit to the Minister for Local Government, Sport, and Cultural Industries.*

**Carried 5/0**

## 8.2.2 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2022

Applicant:	Shire of Corrigin
Date:	12/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0302
Attachment Ref:	Attachment 8.2.2 Annual Report and Financial Statements for year ending 30 June 2022 – Under separate cover.

### SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Thursday 13 April 2023 and accept the 2021/2022 Annual Report and Financial Statements for the period ending 30 June 2022.

### BACKGROUND

Representatives from AMD on behalf of the Office of the Auditor General, conducted an interim audit onsite in March 2022 and conducted the final audit also onsite in September 2022.

The CEO received the auditor's report and draft management letter regarding the 2021/2022 Annual Financial Report from AMD on 18 April 2023. The CEO has responded to issues raised in the management report.

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

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

### COMMENT

The Shire of Corrigin auditor, appointed Office of the Auditor General, completed the final audit of the Shire of Corrigin finances and operations in April 2022. A copy of the Auditor's Report and Financial Statements for the 2021/2022 financial year is included as an attachment to this item.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2021/22, is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. To comply with this requirement an annual meeting of electors would need to be held prior to 13 June 2023. It is proposed that the Electors Meeting be held on Tuesday 16 May 2023 commencing at 6.00pm.

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

Maria Cavallo Director AMD and Ms Caitlyn McGowan, on behalf of Steven Hoar Director from Office of the Auditor General, in their capacity as the Shire of Corrigin Auditors will meet with Audit and Risk Management Committee on 13 April 2023 to provide an overview of the 2021/22 annual financial report and address issues raised in the audit and management reports.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Audit Regulations) 1996*

*Local Government (Administration Regulations) 1996*

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

5.27. *Electors' general meetings*

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

5.54. *Acceptance of annual reports*

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

7.12A. *Duties of local government with respect to audits*

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

## **POLICY IMPLICATIONS**

8.11 – Audit and Risk Management Committee

8.12 – Appointment of an Auditor

## **FINANCIAL IMPLICATIONS**

The costs associated with providing the 2021/2022 audit were provided in the 2021/2022 and 2022/23 budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**37/2023 Moved: Cr. Dickinson**

**Seconded: Cr. Jacobs**

*That Council:*

1. *Accept the Annual Report and Audited Financial Statement, auditors report, and management report for the 2021/22 financial year as presented in the attachment.*
  
2. *Hold a General Meeting of Electors on Tuesday 16 May 2023 commencing at 6.00pm at the Council Chambers.*

**Carried 5/0**

### 8.2.3 2022/2023 BUDGET REVIEW

Item held over to special meeting to allow Councillors more time to review financial statements.

### 8.2.4 DEVELOPMENT APPLICATION – PROPOSED NEW DOMESTIC OUTBUILDING, LEAN-TO STRUCTURE, WATER TANK & RETAINING WALL

Applicants:	GC & PD Newton
Landowners:	As above
Location:	Lot 21 on Plan 21009 Kunjin Street, Corrigin
Date:	12/04/2023
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	Nil
File Ref:	PA04-2023 - A10037 NEWTON
Attachment Ref:	Attachment 8.2.4 - 21 Kunjin Street Lean-To

#### SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Graeme and Patricia Newton (Landowners) to construct a new outbuilding, lean-to structure, water tank and retaining wall on Lot 21 Kunjin Street, Corrigin.

#### BACKGROUND

The applicants/landowners have submitted a development application seeking Council's approval for the construction of a new outbuilding, lean-to structure, water tank and retaining wall on Lot 21 Kunjin Street, Corrigin to support the continued use of the property for rural living purposes.

Under the terms of the application received the following is proposed:

- i) Construction of a new 200m<sup>2</sup> steel framed outbuilding (i.e. domestic storage shed) in the south-western portion of the subject land with Colorbond wall cladding/trims and zincalume roof sheeting, including a new compacted gravel driveway extension to provide direct access to the proposed structure;
- ii) Construction of a new 120m<sup>2</sup> steel framed lean-to structure with Colorbond roof sheeting on the south side of an existing 160m<sup>2</sup> outbuilding located immediately west of the existing single house on the property;
- iii) Installation of a new 88,860 litre Colorbond clad rainwater tank between the new outbuilding and lean-to structure referred to in points i) and ii) above for stormwater drainage management purposes; and
- iv) Construction of a new limestone block retaining wall around the sides and rear of the existing single house with a maximum height of up to 1.1 metres above the land's natural ground level to allow the area around the dwelling to be levelled for general landscaping purposes (i.e. new lawn and gardens).

A full copy of the development application received, including various supporting documentation and plans, is provided in Attachment 1 to assist Council's consideration and determination of the proposal.

Lot 21 is located in the south-eastern part of the Corrigin townsite in a designated rural living precinct, comprises a total area of approximately 1.31 hectares and is gently sloping from north to south with the natural ground level ranging from approximately 294 to 291.5 metres AHD.

The subject land has been extensively cleared throughout with the exception of a number of large, isolated trees that have been retained throughout as well as various areas that have been subject to revegetation works for general amenity and land management purposes.





Location & Lot Configuration Plan (Source: Landgate 2023)

Lot 21 has direct frontage and access to Kunjin Street along its northern boundary which is a sealed and drained regional distributor road under the care, control and management of Main Roads WA.

It is significant to note Lot 21 does not contain any buildings or places of European or Aboriginal cultural heritage significance and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone. A small area at the rear of the property has however been designated by the Department of Water and Environmental Regulation as being flood prone due to its proximity to an existing creek line immediately south within Crown Reserve 44392 which has been set aside for drainage purposes. Notwithstanding this fact, the proposed development the subject of this application is located outside the designated flood prone portion of the land and is unlikely to be impacted by any future potential flooding.

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

- North – Kunjin Street road reserve with low density residential zoned lots beyond (i.e. Granite Rise Estate);
- South – A drainage reserve managed and controlled by the Shire of Corrigin with rural living-type development beyond;
- East - Rural living-type development with the Corrigin-Kondinin Road reserve beyond; and
- West - Rural living-type development.



**COMMENT**

Lot 21 is classified 'Rural Residential' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Under the terms of Schedule A in LPS2 the erection or extension of an outbuilding (i.e. shed) on the same lot as a single house where the Residential Design Codes do not apply does not require Council's development approval where the objectives and development standards set out in LPS2 for that particular zone (including boundary setbacks) are satisfied and the land is not:

- a) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
- b) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
- c) included on a heritage list prepared in accordance with this Scheme; or
- d) within an area designated under the Scheme as a heritage area; or
- e) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29; or
- f) abutting an unconstructed road or a lot or location which does not have frontage to a constructed road.

Assessment of the application for Lot 21 in the context of the relevant objectives and standards contained in LPS2 and Council's local planning policy entitled 'Outbuilding Size' has confirmed it does not satisfy the following requirements which therefore triggers the need for Council's development approval prior to commencement of the building permit application process:

i) Maximum permitted floor area of a single outbuilding on any one lot

Under the terms of Council's 'Outbuildings Size' policy the maximum permitted floor area of any proposed new outbuilding on any land classified 'Rural Residential' zone is 144m<sup>2</sup>.

Under the terms of the application received the total proposed floor area of the proposed new outbuilding on Lot 21 will be 200m<sup>2</sup>. Furthermore, the proposed lean-to addition to the existing 160m<sup>2</sup> outbuilding located immediately west of the existing single house on the property will result in the total floor area of this structure being increased to 280m<sup>2</sup>.

ii) Maximum permitted floor area of all outbuildings on any one lot

Under the terms of Council's 'Outbuildings Size' policy the maximum permitted floor area of all existing and any proposed new outbuilding on any land classified 'Rural Residential' zone is 200m<sup>2</sup>. Under the terms of the application received the total proposed floor area of all outbuildings on Lot 21 will be 480m<sup>2</sup>.

In considering whether or not to approve these proposed variations to the abovementioned policy requirements, Council must decide whether they are likely to have a detrimental impact on the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded, following detailed consideration and assessment of the application by the reporting officer, that the proposed variations outlined above may be supported and approved by Council for the following reasons:

- i) Council has previously granted approvals for the construction of outbuildings appurtenant to single houses in the Corrigin townsite with individual and combined floor areas greater than that permitted by its 'Outbuildings Size' policy where it was satisfied the proposed structures will have no negative impacts;

- ii) Lot 21 is particularly long with a total average depth of approximately 190 metres from its Kunjin Street frontage. The proposed outbuilding and lean-to structure will be sited in the rear half of the property behind the existing dwelling and outbuilding and constructed using new, non-reflective external cladding to complement the existing buildings on the land. They will also have a substantial separation distance to the existing dwellings on all immediately adjoining and other nearby properties which are orientated towards their own street frontages with limited direct views to the proposed new structures on Lot 21 which will also be screened by existing vegetation. As such, the proposed structures will be suitably screened from public view as well as all adjoining and other nearby properties, will not be highly prominent in their local setting from a visual perspective and are therefore considered unlikely to have any negative visual impacts on the local streetscape or any immediately adjoining and other nearby properties in terms of their bulk, scale or external finish;
- iii) The proposed outbuilding and lean-to structure will not compromise opportunities for access to direct sunlight and ventilation to the existing dwelling and open spaces on Lot 21 or any immediately adjoining property;
- iv) The proposed outbuilding and lean-to structure will not give rise to any overlooking and resultant loss of privacy on any immediately adjoining property;
- v) All stormwater drainage from the proposed structures will be managed and disposed of on-site through the use of stormwater piping and a suitable capacity rainwater tank; and
- vi) The proposed outbuilding and lean-to structure will allow for the efficient and effective use of the land to provide for domestic storage and personal hobby purposes.

In light of the above findings, it is concluded the proposals for Lot 21 are acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

#### **STATUTORY ENVIRONMENT**

*Planning and Development Act 2005 (as amended)*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Shire of Corrigin Local Planning Scheme No.2*

#### **POLICY IMPLICATIONS**

*Shire of Corrigin 'Outbuilding Size' Policy*

#### **PUBLIC CONSULTATION**

Public advertising and referral of the application to State government agencies and essential services providers for review and comment was not required or deemed necessary. The proposal was however the subject of ongoing discussions between Shire staff and the applicants/landowners during the initial design phase and planning assessment process.

**FINANCIAL IMPLICATIONS**

All administrative costs associated with processing the application is provided for in Council’s annual budget and have been offset in part by the \$147.00 development application fee paid by the applicants/landowners.

All costs associated with the proposed development will be met by the applicants/landowners.

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	N/A	No actions listed.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**38/2023 Moved: Cr. Coppen**

**Seconded: Cr. Jacobs**

*That Council **APPROVE** the development application submitted by Graeme and Patricia Newton (Landowners) to construct a new outbuilding, lean-to structure, water tank and retaining wall on Lot 21 on Plan 21009 Kunjin Street, Corrigin to support the continued use of the property for rural living purposes subject to the following conditions and advice notes:*

Conditions

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

materials only.

5. *All external surfaces of the proposed outbuilding, lean-to structure and water tank shall be clad using non-reflective materials only (i.e. Colorbond cladding).*
6. *All storm water shall be directed away from the proposed outbuilding and lean-to structure and disposed of using the water tank the subject of this approval.*
7. *The water tank the subject of this approval must be installed prior to occupation and use of the proposed outbuilding and lean-to structure.*
8. *The proposed outbuilding and lean-to structure shall be used for domestic purposes only (i.e. the parking of light vehicles, personal hobbies and general household storage) unless otherwise approved by the local government.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any construction or earthworks on the land.*
4. *All proposed structures the subject of this approval are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application/s.*
5. *No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted on Sundays or Public Holidays.*
6. *The applicants/landowners are reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district's designated townsites.*
7. *The applicants/landowners are responsible for ensuring the correct siting of all structures on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of structures may be requested by the local government to ensure compliance with this determination notice and all applicable provisions.*
8. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
9. *If the applicants/landowners are aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

**Carried 5/0**

### 8.2.6 PROPERTY SEIZURE AND SALE – A1004

Applicant:	Shire of Corrigin
Date:	16/03/2023
Reporting Officer:	Karen Wilkinson, Senior Finance Officer
Disclosure of Interest:	NIL
File Ref:	A1004
Attachment Ref:	NIL

#### SUMMARY

Council is requested to approve a revised resolution for the sale of 33 Seimons Avenue that has rates outstanding by three or more years for which it has not been possible to enter acceptable and successful arrangements for the payment of the balance owing.

#### BACKGROUND

Assessment	A1004	
Type / Zoning	Residential	
Period Outstanding	2008/09 – 2019/20 – Deferred rates and charges 2020/21 – 2022/23 – Rates and charges not deferred	
Amount Outstanding	\$15,863.12	
Payment	1 May 2020 – \$5,320.12 payment by Keystart of the outstanding rates and charges.	
Recovery Action	12 February 2020	Notification from Keystart. advising the property now 'Mortgagee in Possession' as at 9 January 2020.
	1 May 2020	Keystart paid outstanding rates and charges but not deferred as they advised it may not be recoverable from the sale of the property.
	7 May 2020	Notification of passing of ratepayer from their relative
	19 November 2020	Keystart abandoned the property, no longer responsible
	19 November 2020	Contact to the Public Trustee to take on administration of the property. As it has been less than a year since the owner has deceased, they won't take on the administration as a family member may come forward.
	24 June 2021	Family will commence the process to sell the property
	8 October 2021	Son of deceased advises he is the executor of the estate and will have the debt paid
	15 November 2021	AMPAC competed probate searches and showed there is no will lodged and no executors of the estate. AMPAC will conduct a skip trace to locate any other family members
	2 December 2021	Results of skip trace located other children's details but noted of in fighting between the siblings
2 February 2022	AMPAC to proceed to General Purpose Claim (GPC). Issued to property address	

	16 February 2022	AMPAC advised to proceed to Judgment. Issued to property address
	2 March 2022	Letter of Demand sent to address of the son of deceased
	22 March 2022	AMPAC had contact from the son of the deceased to say they were applying for probate to enable them to take legal procession of the property
	17 June 2022	No update on probate. GPC reissued to the address of the son
	28 July 2022	Judgment issued to the address of the son
	24 August 2022	Proceed to Property Seizure and Sale (PSSO) on goods
	21 October 2022	Bailiff attended the address, found the property appears vacant (no assets/property)
	26 October 2022	Proceed to PSSO on land
	20 December 2022	Council moved to proceed to sell the property at 33 Seimons Avenue (PSSO)
	15 March 2023	Probate searches conducted in November 2021 and March 2023. Nil probate for both deceased.
Response	No response from owners as both are deceased. No recent response or action from the family. No one is administering the Estates of the deceased parties.	

**COMMENT**

This item was presented to Ordinary Meeting of Council held 20 December 2022 where the following was resolved

**COUNCIL RESOLUTION (158/2022)**

*That Council pursuant to Section 6.64 (1)(b) of the Local Government Act 1995, proceed to sell the property at 65 Lynch Street and 33 Seimons Avenue which has rates in arrears for three or more years, and recover from the proceeds of sale the outstanding balance which currently totals \$17,300.08.*

On submitting the property to legal for the three-year sale process the following comment was received:

*The Shire’s Council Minutes dated 20 December 2022 reference the Shire’s reasonable efforts and unsuccessful attempts to locate the owner of the Property, but do not specifically reference section 6.68(2)(b) of the Local Government Act 1995 as being satisfied as a result of those reasonable efforts and proceeding to sale on that basis.*

Given this advice a revised resolution is required to acknowledge the above sale process.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

#### *Section 6.56. Rates or service charges recoverable in court*

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

#### *Section 6.64 Actions to be taken*

- (1) If any rates or services charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and-
  - a. From time to time lease the land; or*
  - b. Sell the land; or*
  - c. Cause the land to be transferred to the Crown; or*
  - d. Cause the land to be transferred to itself.**
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*
- (3) Where payment of rates or services charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.*

#### *Section 6.68. Exercise of power to sell land*

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.*
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government
  - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or*
  - (b) having made reasonable efforts to locate the owner of the property is unable to do so.**
- (3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.*
- (3) Schedule 6.3 has effect in relation to the exercise of the power of sale.*

#### *Section 6.69. Right to pay rates, service charges and costs, and stay proceedings*

- (1) Up to 7 days prior to the time of the actual sale of any land for non-payment of rates or service charges a person having an estate or interest in the land may pay the rates or service charges and the costs and expenses incurred to that time in proceedings relating to the proposed sale.*
- (2) At any time after the 7 days referred to in subsection (1) but prior to the time of the actual sale of any land the local government may, upon such terms and conditions as are agreed between the parties, accept payment of the outstanding rates or service charges.*
- (3) On payment being made under subsection (1) or (2) the proceedings relating to the proposed sale are stayed and the local government is required to make such notifications and take such measures as are prescribed in relation to the payment and*

*the cancellation of the proposed sale.*

*Section 6.74. Power to have land revested in Crown if rates in arrears 3 years*

- (1) If land is
  - (a) rateable land; and*
  - (b) vacant land; and*
  - (c) land in respect of which any rates or service charges have been unpaid for a period of at least 3 years,  
the local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.**
- (2) The Minister is to consider the application and the circumstances surrounding the application and may grant or refuse the application.*
- (3) If the application is granted the Minister is to execute a transfer or conveyance of the land to the Crown and is to deliver the transfer or conveyance to the Registrar of Titles or the Registrar of Deeds and Transfers, as the case requires, for registration.*
- (4) Upon the delivery of the transfer or conveyance Schedule 6.3 clause 8 has effect in relation to the exercise of the power referred to in subsection (1).*

*Section 6.75. Land to be vested in local government*

- (1) Where, at the expiration of 12 years from the taking of possession of any rateable land by a local government under section 6.64
  - (a) all rates and service charges due and payable in respect of the land have not been paid; and*
  - (b) the land has not, under the provisions of this Subdivision, been
    - (i) sold by the local government; or*
    - (ii) transferred to the local government; or*
    - (iii) transferred to the Crown,*by operation of this section the fee simple in the land is to be transferred to the local government subject to*
  - (c) easements in favour of the public which affect the land; and*
  - (d) the rights of the Crown in right of the State or Commonwealth or a department, agency, or instrumentality of the Crown in right of the State or Commonwealth; and*
  - (e) rates and taxes (other than local government rates and service charges) due on the land, but free from other encumbrances.**
- (2) Schedule 6.3 has effect in relation to a transfer under this section.*

**POLICY IMPLICATIONS**

Policy 2.1 – Rates – Procedures for unpaid rates

**FINANCIAL IMPLICATIONS**

Cost associated with debt recovery, including public notices, advertising, and cost of selling or transferring of the property.

Income from sale of property reducing rates outstanding.



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**39/2023 Moved: Cr. Coppen**

**Seconded: Cr. Jacobs**

*That Council, pursuant to:*

1. *Section 6.64(1)(b) of the Local Government Act 1995, proceeds to sell 33 Seimons Avenue, Corrigin which has rates in arrears for three or more years, and recover from the proceeds of sale the outstanding balances; and*
2. *Notes section 6.68(2)(b) of the Local Government Act acknowledges the Shire is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the Shire having made reasonable efforts to locate the owner of the property is unable to do so.*

**Carried 5/0**

## 8.3 WORKS AND SERVICES

### 8.3.1 PURCHASE OF COMMUNITY BUS

Applicant:	Shire of Corrigin
Date:	13/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0329
Attachment Ref:	Attachment 8.3.1 - Confidential E-Quote Documents

#### SUMMARY

This item seeks to advise Council of the submissions received in relation to the E-Quote for purchase and disposal of one new community bus and recommends the best value for money quote for the purpose of awarding a contract.

#### BACKGROUND

Council made provision in the 2022/2023 annual budget to replace the 2012 Fuso Rosa Standard 25-seater bus.

As the cost of purchasing the new bus wasn't expected to exceed \$250,000 tenders weren't required as outlined in regulation 11 of the *Local Government (Functions and General) Regulations 1996*.

The Request for Quote (RFQ02/2023) was advertised on the WA Local Government Association (WALGA) Vendor Panel platform on 14 March 2023 and closed on 6 April 2023. Detailed specifications were provided to four suppliers on the WALGA Preferred Supplier Panel and only one response was received from Fuso Truck and Bus.

The tender responses were evaluated by a panel comprising Natalie Manton, Chief Executive Officer, Terry Barron, Manager of Works and Kylie Caley, Deputy Chief Executive Officer against the following predetermined selection criteria.

Criteria	Weighting
Quoted price	75%
Availability/Timeliness	20%
Regional Price Preference	5%

Supplier	Description	Price Inc GST
Fuso Truck and Bus	Rosa Standard LWB 25 seat Duonic AMT Bus	\$175,561.24

#### COMMENT

The Shire of Corrigin Purchasing Policy sets out the requirements for using the WALGA Preferred Supplier E-Quote process. This provided the most efficient and effective method of mitigating risk, determining value for money, and ensuring openness, fairness, transparency, and equity among suppliers of buses.

A attachment outlining the specifications is contained under a separate cover.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services  
Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

**POLICY IMPLICATIONS**

Policy 2.9 Purchasing Policy

**FINANCIAL IMPLICATIONS**

The cost of purchasing a new bus was included in the 2022/23 annual budget of \$110,000 exc GST with the funds to purchase the bus being sourced from the Plant Reserve (\$60,000) and sale proceeds from the trade of the existing bus of \$50,000.

The shortfall of \$89,601 between the budget and the quoted price will be included in the 2022/2023 budget review.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Leadership  
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**40/2023 Moved: Cr. Jacobs**

**Seconded: Cr. Fare**

*That Council:*

- 1. Accepts the e-quote submitted by Fuso Truck and Bus as the best value for money.*
- 2. Authorises the Chief Executive Officer to accept the e-quote and proceed to purchase the 2023 Rosa Standard LWB 25 seater bus for \$175,561.24 inclusive of GST.*

**Carried 5/0**

**8.3.2 TENDER PURCHASE AND DISPOSAL OF ONE NEW WHEEL LOADER**

Item held over to special meeting to allow Councillors more time to review quotes .

## 9 CHIEF EXECUTIVE OFFICER REPORT

The CEO report was presented to councillors as part of the discussion forum

N Manton welcomed Jarrad Filinski to his first council meeting since starting as the Executive Support Officer.

## 10 PRESIDENT'S REPORT

Cr Hickey welcomed Jarrad Filinski to his first council meeting in his new role.

Cr Hickey reminded Councillors of the upcoming ANZAC Day dawn service.

During the past month Cr Hickey reported that he attended the WALGA Central Country Zone meeting at Dryandra with Cr Jacobs

The Thank a Volunteer event held earlier in the morning was an excellent opportunity to than volunteers and hopefully the continues as community enjoys the event.

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

Cr Jacobs reported on the topics of discussion at the WALGA Central Country Zone meeting and was impressed by the presentation by CBH outlining their 10 year plan which included infrastructure and accommodation upgrades and investment in courses and sponsorship.

The presentation from Western Power on the increase in pole top fires was very interesting along with a presentation from Hon Shelly Payne MLC on plans to phase out the live sheep trade. There was a general feeling at the meeting that the government was not supportive of the industry and did not understand the flow on impacts.

Cr Jacobs suggested that the Shire of Corrigin write a letter in support of the continuation of the live sheep trade to Hon Jackie Jarvis MLC, Minister of Agriculture and Food, Forestry, and Small Business as well as the Hon Mark McGowan Premier of Western Australia.

### COUNCIL RESOLUTION

**41/2023 Moved: Cr. Jacobs**

**Seconded: Cr. Fare**

*That the Shire of Corrigin write a letter to the Hon Jackie Jarvis MLC, Minister of Agriculture and Food, Forestry, and Small Business as well as the Hon Mark McGowan Premier of Western Australia in support of the continuation of the live sheep trade.*

**Carried: 5/0**

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

NIL

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

**COUNCIL RESOLUTION**

**42/2023 Moved Cr. Coppen**

**Seconded: Cr. Jacobs**

*That a special meeting be held on Wednesday 26 April 2023 at 4:30pm via MS Teams to discuss Agenda Item 8.2.3 – Budget Review and Agenda Item 8.3.2 – Purchase of a new loader*

**Carried: 5/0**

Next Ordinary Council Meeting on 16 May 2023.

**16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 3:55pm.

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



# MINUTES

SPECIAL COUNCIL MEETING

26 April 2023

This document can be made available (on request) in other formats for people with a disability.

**UNCONFIRMED**

Contents

1	DECLARATION OF OPENING.....	3
2	ATTENDANCE/APOLOGIES .....	3
3	DECLARATIONS OF INTEREST .....	3
4	MATTERS REQUIRING A COUNCIL DECISION .....	4
4.1	2022/2023 BUDGET REVIEW.....	4
4.2	TENDER PURCHASE AND DISPOSAL OF ONE NEW WHEEL LOADER .....	7
5	MEETING CLOSURE .....	9

**UNCONFIRMED**

**1 DECLARATION OF OPENING**

The Chairperson, Shire President Cr. D Hickey opened the meeting at 4:31pm and acknowledged that this meeting is being held on the traditional lands of the Noongar people and paid his respects to their elders past, present, and emerging.

**2 ATTENDANCE**

Shire President  
Deputy Shire President

Cr. D L Hickey  
Cr. S C Coppen  
Cr. S L Jacobs  
Cr. M B Dickinson  
Cr. B Fare (Via Teams)  
N A Maston  
K A Caley  
T D Barron  
J M Filinski

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager Works and Services  
Executive Support Officer

**APOLOGIES**

Cr. M Weguelin

**3 DECLATIONS OF INTEREST**

Cr. Dickinson declared an Impartial Financial interest in item 4.3 Tender Purchase and Disposal of New Wheel Loader as a quote was supplied by his employer.

UNCONFIRMED



## 4 MATTERS REQUIRING A COUNCIL DECISION

### 4.1 2022/2023 BUDGET REVIEW

Applicant:	Shire of Corrigin
Date:	13/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0306
Attachment Ref:	Attachment 4.1– 2022/2023 Budget Review

#### SUMMARY

The purpose of this report is to consider the Shire's financial position as at 31 March 2023 and performance for the period 1 July 2022 to 31 March 2023 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

#### BACKGROUND

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2022 to 31 March 2023 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2023 and is presented for council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels which have been reported for the budget review, are based on a materiality level of 10% and a \$10,000 minimum as adopted by Council and are based upon management judgement where explanations are considered appropriate.

#### COMMENT

The budget review report includes a note 4 a summary of predicted variances by nature and type/program activities contained within the rate setting statement, including whether variances are considered to be permanent where a difference is likely between the current budget and the expected outcome to 30 June, or due to timing (e.g., where a project is likely to be delayed).

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2023, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments have been included in Note 5 of the attached budget review document for information, and presented as a separate recommendation to the budget review for council consideration. An updated report will be provided to Council prior to the Council meeting.

#### STATUTORY ENVIRONMENT

*Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:*

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) (a) *Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.*
- (b) *Consideration and review is to be given to the local government's financial position as at the review date.*

- (c) *Review of the outcomes for the end of the financial year that are forecast in the budget is to be undertaken.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

*Section 6.8(1) (b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the body of this report.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**(43/2023) Moved: Cr. Dickinson**

**Seconded: Cr. Jacobs**

*That Council*

1. *adopt the 2022/2023 Budget Review in accordance with Regulation 33a of the Local Government (Financial Management) Regulations 1996 (Attachment 7.3).*
2. *adopt the following budget amendments to the 2022/2023 adopted annual budget:*

<i>Operating Revenue</i>	<i>Operating grants, subsidies and contributions</i>	<i>Decrease by</i>	<i>(4,9,549)</i>
	<i>Fees and charges</i>	<i>Increase by</i>	<i>3,761</i>
	<i>Interest earnings</i>	<i>Increase by</i>	<i>39,000</i>
	<i>Other revenue</i>	<i>Increase by</i>	<i>474,873</i>
	<i>Profit on asset disposals</i>	<i>Increase by</i>	<i>8,454</i>
	<i>Non-operating grants, subsidies and contributions</i>	<i>Decrease by</i>	<i>(194,981)</i>
<i>Operating Expenditure</i>	<i>Employee costs</i>	<i>Increase by</i>	<i>(142,909)</i>
	<i>Materials and contracts</i>	<i>Increase by</i>	<i>(482,935)</i>
	<i>Utility charges</i>	<i>Increase by</i>	<i>(6,665)</i>
	<i>Insurance expenses</i>	<i>Increase by</i>	<i>(5,922)</i>
	<i>Other expenditure</i>	<i>Increase by</i>	<i>(66,729)</i>
	<i>Loss on asset disposals</i>	<i>Decrease by</i>	<i>16,822</i>
<i>Capital Expense</i>	<i>Purchase land and buildings</i>	<i>Increase by</i>	<i>(81,134)</i>
	<i>Purchase plant and equipment</i>	<i>Increase by</i>	<i>(214,201)</i>
	<i>Purchase furniture and equipment</i>	<i>Increase by</i>	<i>(1,114)</i>
	<i>Purchase and construction of infrastructure-roads</i>	<i>Decrease by</i>	<i>177,352</i>
	<i>Purchase and construction of infrastructure-other</i>	<i>Increase by</i>	<i>(47,500)</i>
	<i>Transfers to cash backed reserves (restricted assets)</i>	<i>Increase by</i>	<i>(696,873)</i>
<i>Capital Revenue</i>	<i>Proceeds from disposal of assets</i>	<i>Decrease by</i>	<i>(16,911)</i>
	<i>Transfers from cash backed reserves (restricted assets)</i>	<i>Increase by</i>	<i>2,064,372</i>
<i>Non Cash Items</i>	<i>Non-cash amounts excluded from operating activities</i>	<i>Decrease by</i>	<i>(33,679)</i>
<i>Opening Surplus (Deficit)</i>	<i>Net current assets at start of financial year surplus/(deficit)</i>	<i>Decrease by</i>	<i>(333,532)</i>

3. *forward the adopted 2022/2023 Budget Review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.*

**Carried: 5/0**

#### 4.2 TENDER PURCHASE AND DISPOSAL OF ONE NEW WHEEL LOADER

Applicant:	Shire of Corrigin
Date:	13/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0329
Attachment Ref:	Attachment 4.2 – E-Quote Documents and Evaluation Matrix

#### SUMMARY

Council is requested to consider the recommended successful quote to supply and deliver one new wheel loader.

#### BACKGROUND

Council has made provision in the 2022/23 annual budget to replace the 2014 Volvo L90 wheel loader.

The cost of purchasing heavy plant is expected to exceed \$150,000 requiring tenders to be called. Under Council's Purchasing policy 2.9, section 4.5, the tender was deemed to be a regulatory exemption and could be submitted to WALGA's preferred suppliers through the E-Quote process.

This provided the most efficient and effective method of mitigating risk, determining value for money, and ensuring openness, fairness, transparency and equity among suppliers of heavy construction machinery.

E-Quotes were sought from WALGA's preferred supplier panel on 14 March 2023 and closed on 6 April 2023. Detailed specifications were provided to 11 suppliers on the WALGA Preferred Supplier Panel, and 6 responses were received.

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

Criteria	Weighting
Quoted price	75%
Availability/Timeliness	20%
Regional Price Preference	5%

UNCONFIRMED

E-Quotes were received as follows:

Supplier	Description	New Machine Price (Ex GST)	Trade Offer (Ex GST)	Change over
AFGRI Equipment	John Deere 624-II	\$328,500	No Trade	
ASV Sales & Service	XCMG XC948	\$231,100	\$175,000	56,100
CJD Equipment (No Trade Discount)	Volvo L90F	\$371,700	No Trade	
CJD Equipment	Volvo L90F	\$381,700	\$118,000	263,700
Hitachi Construction Equipment	Hitachi ZW180-5	\$289,780	\$100,000	189,780
Komatsu Australia	Komatsu WA320_8	\$368,130	\$131,000	237,130
WesTrac	Caterpillar 938K IT	\$403,000	\$140,000	263,000

**COMMENT**

The Shire of Corrigin Purchasing Policy sets out the requirements for using the WALGA Preferred Supplier E-Quote process. This provided the most efficient and effective method of mitigating risk, determining value for money, and ensuring openness, fairness, transparency, and equity among suppliers of heavy construction machinery.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*  
*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for providing Goods and Services.*

**POLICY IMPLICATIONS**

Policy 2.9 Purchasing Policy

**FINANCIAL IMPLICATIONS**

The cost of purchasing a new wheel loader was included in the 2022/23 annual budget of \$250,000 ex GST with the funds to purchase the loader being sourced from the Municipal funds (\$130,000) and sale proceeds from the trade of the existing Volvo L90F Loader of \$120,000.

UNCONFIRMED

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Leadership  
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

**VOTING REQUIREMENT**

Absolute Majority

Cr. Dickinson declared an Indirect Financial Interest and left the room at 4:46pm

**COUNCIL RESOLUTION**

**(44/2023) Moved: Cr. Coppen**

**Seconded: Cr. Jacobs**

*That Council:*

1. *Accepts the e-quote submitted by CJD as the best option to purchase for our Shire.*
2. *Authorises the Chief Executive Officer to accept the E-quote and proceed to purchase the Volvo L90F for \$371,700 inclusive of GST subject to minor ammendment.*
3. *Authorises the Chief Executive Officer to reject the offer of trade for the 2014 Volvo L90F Loader and proceed to purchase the existing machine.*

**Carried: 4/0**

Cr. Dickinson re-entered the room at 5:02pm

**5 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 5:03pm.

UNCONFIRMED



# MINUTES

## AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

**Thursday 13 April 2023**

This document can be made available (on request) in other formats for people with a disability

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

## **TERMS OF REFERENCE**

### **Regulation 16 of the *Local Government (Audit) Regulations 1996* states that:**

An audit committee —

- a) is to provide guidance and assistance to the local government —
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to —
  - i. matters to be audited; and
  - ii. the scope of audits; and
  - iii. its functions under Part 6 of the Act; and
  - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - i. report to the council the results of that review; and
  - ii. give a copy of the CEO's report to the council.

### **1.0 INTRODUCTION**

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the *Local Government Act 1995*, *Local Government Amendment Act 2004* and *Audit Regulations*, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee"). The Council appoints to the Committee those persons whose names appear in Section 4.0 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. The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, the *Local Government Amendment Act 2004* and the *Local Government (Audit) Amendment Regulations 2005*, local laws and policies of the Shire of Corrigin and this Instrument.

### **2.0 NAME**

The name of the Committee shall be the Audit and Risk Management Committee.

### **3.0 ROLE**

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.



#### **4.0 OBJECTIVES OF THE COMMITTEE**

- 4.1 To provide guidance and assistance to the Council in:
- a) carrying out its audit functions under Part 7 of the *Local Government Act 1995*;
  - b) the development of a process to be used to select and appoint an auditor;
  - c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
  - d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
  - e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;
  - f) receiving and verifying the annual Local Government Statutory Compliance Return;
  - g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
    - i. risk management;
    - ii. internal control; and
    - iii. legislative compliance;
  - h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).
- 4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:
- a) the community;
  - b) the workforce;
  - c) vehicles and plant;
  - d) buildings and similar property;
  - e) revenue streams;
  - f) legal liability;
  - g) electronically stored information;
  - h) environmental impact;
  - i) fraud; and
  - j) reputation.

#### **5.0 MEMBERSHIP**

The Committee shall consist of all Councillors. Additionally up to two independent consultants with expertise in financial or legal matters will be called upon as required to provide additional independent external advice to the Committee. The external independent persons will have senior business, legal or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements.

Appointments of external consultants shall be made by the CEO following a decision of Council and the allocation of sufficient funds to provide consultation fees using relevant professional fee schedules. No member of staff including the CEO is to be a member of the Committee, but the CEO may participate as Council's principal advisor, unless expressly excluded by resolution of the Committee.

## **6.0 PRESIDING MEMBER**

The President will take the role of Presiding Member and Deputy President the role of Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law). The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if different from the President is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

## **7.0 CONDUCT OF MEETINGS**

The Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in February to discuss the Statutory Compliance Return, in July to discuss the year's financial performance and to discuss the annual audit program and in November to discuss the Annual Financial Report. Additional meetings shall be convened at the discretion of the Presiding Member.

Any three members of the Committee collectively or the internal or external auditor themselves may request the Presiding Member to convene a meeting. From a time management point of view, urgent matters which may arise should be referred directly to Council through the bi-monthly meetings or to a Special Council meeting.

- 7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.
- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.
- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

## **8.0 QUORUM**

Quorum for a meeting shall be at least 50% of the number of officers, whether vacant or not. A decision of the Committee does not have effect unless a simple majority has made it.

## **9.0 DELEGATED POWERS**

The Committee has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only. The Audit and Risk Management Committee is a formally appointed committee of Council and is responsible to that body. The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The following guidelines are to provide further direction from Council for the operation of the Committee:

### **9.1 The External Audit**

The Committee shall:

- Develop the process of appointment of the external auditor and recommend a suitable Auditor for appointment by Council. Prior to appointment, discuss the scope of the audit and any additional procedures required from the external auditor. Invite the external auditor to attend audit committee meetings to discuss the audit results and consider the implications of the external audit findings.
- Inquire of the auditor if there have been any significant disagreements with management and whether they have been resolved.
- Monitor management responses to the auditor's findings and recommendations.
- Review the progress by management in implementing audit recommendations and provide assistance on matters of conflict.
- Provide a report and recommendations to Council on the outcome of the external audit.

### **9.2 Co-ordination of Auditors**

The Committee shall:

- Oversee the work of the internal audit function to facilitate co-ordination with the external auditor.
- Meet periodically with the Chief Executive Officer, senior management staff and internal and external auditors to understand the organisation's control environment and processes.

### **9.3 Duties and Responsibilities**

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
  - internal controls over significant areas of risk, including non-financial management control systems;
  - internal controls over revenue, expenditure, assets and liability processes;
  - the efficiency, effectiveness and economy of significant Council programs; and
  - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- iii. Review the level of resources allocated to internal audit and the scope of its authority.
- iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
- v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
- vii. Review management's response to, and actions taken as a result of the issues raised.
- viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- x. Review Council's draft annual financial report, focusing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;

- the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
- xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- xiv. Review tendering arrangements and advise Council.
- xv. Review the annual performance statement and recommend its adoption to Council.
- xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
- xviii. Monitor the progress of any major lawsuits facing the Council.
- xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
- xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
- The Community;
  - The Workforce;
  - Vehicles and Plant;
  - Buildings and Similar Property;
  - Revenue Streams;
  - Legal Liability;
  - Electronically Stored Information;
  - Environmental Impact;
  - Fraud; and
  - Reputation.
- xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
- Risk management;
  - Internal control; and
  - Legislative compliance and report to Council.

#### **9.4 Reporting Powers**

The Committee:

- Shall report to Council and provide recommendations on matters pertaining to its terms of reference by assisting elected members in the discharge of their responsibilities for oversight and corporate governance of the local government.
- Does not have executive powers or authority to implement actions in areas that management has responsibility.
- Is independent of the roles of the Chief Executive Officer and his senior staff as it does not have any management functions.
- Does not have any role pertaining to matters normally addressed by the Local Emergency Management Committee and Council in relation to financial management responsibilities in relation to budgets, financial decisions and expenditure priorities.
- Is a separate activity and does not have any role in relation to day-to-day financial management issues or any executive role or power.
- Shall after every meeting forward the minutes of that meeting to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- Shall report annually to the Council summarising the activities of the Committee during the previous financial year.

#### **10.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- a) in accordance with the *Local Government Act 1995*; or
- b) at the direction of the Council.

#### **11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

This document may be altered at any time by the Council.

#### **12.0 COMMITTEE DECISIONS**

The Committee recommendations are advisory only and shall not be binding on Council

## **1 DECLARATION OF OPENING**

The President, Cr Des Hickey opened the meeting at 6:00pm

## **2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

Shire President	Cr. D Hickey Cr. M Weguelin Cr. M Dickinson Cr. S Jacobs Cr. B Fare
Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	K A Caley
Director of AMD	M Cavallo
Director of Office of the Auditor General	S Hoar

### **APOLOGIES**

Shire Deputy President	Cr. S C Coppen
------------------------	----------------

## **3 DECLARATIONS OF INTEREST**

NIL

## **4 CONFIRMATION AND RECEIPT OF MINUTES**

### **4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 21 March 2023 (Attachment 4.1).

#### **COMMITTEE'S RESOLUTION**

**Moved: Cr. Weguelin                      Seconded: Cr Dickinson**

*That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 21 March 2023 (Attachment 4.1) be confirmed as a true and correct record.*

***Carried 5/0***

## **5 MATTERS ARISING FROM MINUTES**

### **6 REPORTS**

Steven Hoar advised that the audit was finalised with a couple minor disclosure matters that are expected to be resolved and do not have any impact on the financial statements. He advised that there are no qualifications to audit opinion.

Maria Cavallo provided an overview of the audit approach and noted the variation in timing due to the delays in engaging a contractor to complete the valuations.

The Audit Opinion will be issued after the Exit Meeting.

Following their presentation Maria Cavallo and Steven Hoar left the meeting at 6:17pm

## 7 MATTERS REQUIRING A COMMITTEE DECISION

### 7.1 REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	12 April 2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0332
Attachment Ref:	NIL

#### SUMMARY

The Audit and Risk Management Committee is asked to consider the Audit Management letter for the year 30 June 2022 together with the comments provided by the Chief Executive Officer and Deputy Chief Executive Officer in response to significant findings.

#### BACKGROUND

AMD conducted an offsite interim audit back in March 2022 on behalf of the Office of the Auditor General followed up by an onsite final audit in September 2022.

The outcome of the interim audit resulted in findings in one area that required management to take necessary steps to ensure processes were in place prior to the final audit.

The management report has concluded that the interim findings have been resolved and four findings were identified during the final audit.

#### COMMENT

The Audit and Risk Management Committee is required to examine the report of the Auditor and prepare a report responding to the findings and the actions the Shire of Corrigin have taken or intend to undertake in relation to the matters raised.

Management included comment on the actions taken in relation to the interim audit findings at the audit committee meeting held in June 2022 and the final audit findings below:

#### Final Audit

##### 1. Fair Value Assessment Finding - Significant

The Shire has not performed a full assessment to determine whether its land and buildings, and footpath infrastructure assets represent fair value as at 30 June 2022. The Shire is required under AASB 13 Fair Value Measurement and Regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996 (the Regulations) to perform an assessment to determine if there are any trigger events requiring a more robust analysis of fair value in financial years where a formal valuation has not been undertaken.

##### Recommendation

The Shire should consider implementing, as part of the preparation of financial statements each year, a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal revaluation of the Assets. Where indicators exist a robust fair value assessment should be performed capturing the requirements of AASB 13 Fair Value Measurement. This process is to

ensure that the Shire's infrastructure assets are recorded at fair value in compliance with AASB 13 Fair Value Measurement and the Regulations.

This may entail obtaining relevant input from an independent valuer as to whether or not they consider there are any prevailing market factors which may indicate that the fair value of relevant assets is likely to have been impacted to any significant / material extent from the prior year. Where a fair value assessment has been performed internally, the LG entity may consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.

### **Management comment**

Management review the assets annually as part of the Budget Process and End of Financial Year process to determine whether the assets owned by the Shire are representing a fair value and the expected useful life of the assets are realistic.

The Shire will research a more suitable approach to comply with the AASB 13 and implement a comprehensive process and assessment for the 30 June 2023 financial year and future years.

## **2. 2022 Financial Reports**

### **Finding - Moderate**

The 2022 financial report provided for audit and relating year-end accounting supporting documentation included deficiencies as follows:

- The original financial report provided prior to the statutory due date of 30 September did not include the required entries relating to recording of the revaluation. As a result, the draft financial statements provided were not complete with all year-end adjustments entered as required and were of not adequate quality;
- The asset register was not reconciled.
- Land in the asset register for the Seimons Street and Jose Street properties had not been adjusted to remove other party's interests.
- Glass crusher had not been apportioned to recognise other Shires' interests; and
- Subsequent financials provided had various errors and imbalances.

### **Recommendation**

We recommend prior to submission of the draft financial report for audit:

- Revaluations be processed into the accounting system with a reconciliation completed between the revaluation amount, fixed asset register, and amounts recorded in the general ledger.
- The asset register be reconciled to the general ledger accounts; and
- The financial report be reviewed to ensure all balances and disclosures are correctly stated.

### **Management Comment**

The financial report was delayed due to difficulties engaging a contractor to complete the revaluations of Roads and Other Infrastructure. The initial request was sent to nine suppliers in April 2022 with no responses received. A direct approach was made to a contractor who was not able to complete the work until November 2022.

Due to the events of the past year, the Shire have had a heavier than usual workload and a finance contractor was engaged to complete the processing, document preparation and asset revaluations. The revaluation reconciliation contained incorrect entries which required correction and delayed the final financial statements.



The asset register is reconciled monthly, at the end of each financial year and after any subsequent year end changes.

**Management Comment**

The Shire accepts the recommendation and will aim to prepare accurate financial statements in a timely in future.

**3. Works Costing Policy**

**Finding - Minor**

During our review of private works we were advised the Shire of Corrigin is not recovering all costs for private works completed due to administration, plant recovery and plant depreciation costs being excluded from the calculation. In addition, the Shire does not have a Works Costing Policy.

**Recommendation**

We recommend the Shire implement a Works Costing Policy, and a review of the private works calculations be completed, and signed to evidence the review to ensure all costs are being recovered.

**Management Comment**

The Shire accepts the recommendation and will aim to review the private works costings annually to ensure costs are recovered.

**4. Bank Reconciliation Cut-off**

**Finding - Moderate**

From our review of the June 2022 municipal bank reconciliation, we identified the following:

- Transactions were entered after the completion of the bank reconciliation; and
- The Business Activity Statement (“BAS”) refund due was entered as an unrepresented item rather than as an Australian Taxation Office (ATO) receivable.

**Recommendation**

We recommend:

- Where it is necessary to enter transactions after the completion of the bank reconciliation, the bank reconciliation be reprinted, reviewed and signed to evidence the independent review; and
- BAS refunds or payables be recorded as an ATO Receivable or Payable rather than an unrepresented bank item.

**Management Comment**

The Shire accepts the recommendation and as at 1 July 2022 had already corrected the process by entering any refunds as a sundry debtor.

**Summary of adjusted errors**

Account balance	Original Balance \$	Reported Balance \$	Variance \$	Adjusted (Yes/No)
Municipal Bank Account	356,247	320,595	(35,652)	Yes
Sundry Debtors	314,610	350,262	35,652	
<i>ATO Receivable removed from bank reconciliation to sundry debtors</i>				
Land @ Cost	2,490,000	2,397,875	(92,125)	Yes
Asset Revaluation Reserve	(167,048,459)	(166,956,334)	92,125	
<i>Land values for Seimons Street and Jose Street adjusted to represent Shire's interest in the properties.</i>				
PPE	4,752,002	4,720,513	(31,489)	Yes
Asset Revaluation Reserve	(166,956,334)	(166,924,845)	31,489	
<i>Remove other parties' interest in glass crusher.</i>				

**Issues Relevant to Next Audit**

- Revaluation of infrastructure footpaths asset was last completed in the 2017-2018 financial year. A revaluation is due in the financial year 2022-2023.
- Changes to Local Government regulations will provide smaller local governments with streamlined financial statements.
- Updates to ASA 315 require increased scrutiny of IT controls relevant to the preparation of the financial report.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995, s7.12A – Duties of a Local Government in respect to the Audit.*

**POLICY IMPLICATIONS**

3.1 Risk Management Policy

**FINANCIAL IMPLICATIONS**

NIL

## COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

### VOTING REQUIREMENT

Simple Majority

### COMMITTEE'S RESOLUTION

**Moved: Cr Dickinson      Seconded: Cr Jacobs**

*That the Audit and Risk Management Committee recommend that Council:*

- 1. Receives the report on the Audit Management Letter for the year ended 30 June 2022.*
- 2. Forward a copy of the report on the findings from the audit to the Minister for Local Government, Sport and Cultural Industries.*

**Carried 5/0**

## 7.2 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2022

Applicant:	Shire of Corrigin
Date:	11/04/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 7.2 – 2022 OAG Exit Meeting Agenda Attachment 7.2.1 – Draft Annual Financial Statements for year ending 30 June 2022

### SUMMARY

The Shire of Corrigin Audit and Risk Management Committee is requested to endorse the 2021/2022 Annual Report and Financial Statements for the period ending 30 June 2022.

### BACKGROUND

The Shire of Corrigin is required to prepare an Annual Report and Audited Financial Statement each year including the following information:

- President's Report.
- CEO Report.
- Overview of the plan for the future including major initiatives that are proposed to commence or to continue in the next financial year.
- Financial report for the financial year.
- Information in relation to the payments made to employees.
- Auditor's report for the financial year.
- Report on the *Disability Services Act 1993*.
- Details of complaints made during the year.

The *Local Government (Audit) Regulations 1996* sets out the requirements for the preparation of a report by Council's auditor. An auditor's report is to be forwarded to the President, CEO and the Minister within 30 days of completing the audit. The report is to give the auditor's opinion on:

- the financial position of the local government, and
- the results of the operations of the local government.

The report is to include:

- any material matters that indicate significant adverse trends in the financial position of the local government;
- any matters indicating non-compliance with Part 6 of *the Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls in any other written law;
- details of whether information and explanations were obtained by the auditor;
- a report on the conduct of the report;
- the opinion of the auditor as to whether or not certain financial ratios are supported by verifiable information and reasonable assumptions.

Where it is considered by the auditor appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the President, CEO and Minister.

Representatives from AMD on behalf of the Office of the Auditor General, conducted an interim audit onsite in March 2022 and conducted the final audit also onsite in September 2022.

The CEO received the auditor's report and management letter regarding the 2021/2022 Annual Financial Report from AMD on 12 April 2023. The CEO has responded to issues raised in the management report.

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

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

## **COMMENT**

The Shire of Corrigin auditor, appointed Office of the Auditor General, completed the final audit of the Shire of Corrigin finances and operations in April 2022. A copy of the Auditor's Report and Financial Statements for the 2021/2022 financial year is included as an attachment to this item.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2021/22, is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. To comply with this requirement an annual meeting of electors would need to be held prior to 13 June 2023. It is proposed that the Electors Meeting be held on Tuesday 16 May 2023 commencing at 6.00pm.

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

Maria Cavallo Director AMD and Mr Steven Hoar Director from Office of the Auditor General, in their capacity as the Shire of Corrigin Auditors will meet with Audit and Risk Management Committee on 13 April 2023 to provide an overview of the 2021/22 annual financial report and address issues raised in the audit and management reports.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Audit Regulations) 1996*

*Local Government (Administration Regulations) 1996*

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

5.27. *Electors' general meetings*

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

5.54. *Acceptance of annual reports*

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

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

7.12A. *Duties of local government with respect to audits*

(1) *A local government is to do everything in its power to —*

(a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*

(b) *ensure that audits are conducted successfully and expeditiously.*

(2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

(3) *A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —*

(a) *determine if any matters raised by the report, or reports, require action to be taken by the local government; and*

(b) *ensure that appropriate action is taken in respect of those*

*matters.*

(4) *A local government is to —*

(a) *prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and*

(b) *forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.*

**POLICY IMPLICATIONS**

8.11 – Audit and Risk Management Committee

8.12 – Appointment of an Auditor

**FINANCIAL IMPLICATIONS**

The costs associated with providing the 2021/2022 audit were provided in the 2021/2022 and 2022/23 budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

## VOTING REQUIREMENT

Absolute Majority

## COMMITTEE'S RESOLUTION

**Moved: Cr Weguelin      Seconded: Cr Fare**

*That the Audit and Risk Management Committee recommend to Council to:*

- 1) Accept the draft Annual Report and Audited Financial Statement; auditors report and management report for the 2021/22 financial year as presented in the attachment.*
- 2) Hold a General Meeting of Electors on Tuesday 16 May 2023 commencing at 6.00pm at the Council Chambers.*

**Carried 5/0**

**8 NEXT MEETING**

The next Audit and Risk Management Committee meeting is to be held on 12 September 2023 at 6.00pm

**9 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 6:40pm





# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**8 May 2023**

Venue: Council Chambers,  
9 Lynch Street, Corrigin



## Terms of Reference

### 1.0 NAME

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

### 2.0 ROLE OF THE COMMITTEE

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

### 3.0 OBJECTIVES OF THE COMMITTEE

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

### 4.0 MEMBERSHIP

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

Membership of the Committee shall be:

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

### 5.0 PRESIDING MEMBER

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

### **Every meeting:**

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

### **First quarter:**

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

### **Second quarter:**

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

### **Third quarter:**

- Identify emergency management projects for possible grant funding.

### **Fourth quarter:**

- National and State funding nominations.

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

## **7.0 DELEGATED POWERS**

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

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

## 1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey opened the meeting at 1:01pm.

## 2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	J Filinski
Community Emergency Services Manager	J Carrall
Corrigin Police, Sergeant	C Taylor
Deputy Recovery Officer	L Baker
Acting/Principal, Corrigin District High School	S Hardingham
Corrigin VFRS, Captain	T Di Fulvio
Corrigin St John Ambulance, Chair	G Dawson
Area Officer Narrogin West, DFES	A Whitford
Regional Road Safety Advisor, Wheatbelt South	R Thornton
District Emergency Services Officer, Department of Communities	M Duxbury

(1:22pm)

### APOLOGIES

St John Ambulance, Community Paramedic	T Dickson
Director of Nursing/HSM, Corrigin Hospital	L Pescud

## 3. MINUTES OF PREVIOUS MEETING

**Moved:** G Dawson                      **Seconded:** J Carrall

Minutes of the Local Emergency Management Committee Meeting held on 13 February 2023 (Attachment 3.1)

***Carried***

## 4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any changes to any known contact details via email to [eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au).

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

## 5. REVIEW OF INCIDENTS AND EXERCISES

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

### 5.1. INCIDENTS

T Di Fulvio raised concerns about the response to a fire on Doyle Road and will discuss the matter further with the CEO and CESM.

### 5.2. DESKTOP EXERCISE

Jason Carroll ran an evacuation exercise. (Exercise responses featured following closing of the minutes.)

## 6. DEVELOPMENT OF FUTURE EXERCISES

Initial actions completed last meeting  
Incident Support Group (November meeting, Jason is away for next meeting)  
Evacuation Centres  
Welfare Centres (Joint exercise in the future)

## 7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

NIL

## 8. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

CEO has arranged for an inspection of the airstrip lights and Pilot activated light switch which is not working.

Quote for upgrade to airstrip lights.  
Generator for CREC Evacuation Centre

## 9. FUNDING

Bush Fire Risk Mitigation Funding application submitted for the following projects:

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

## 10. OTHER MATTERS

### 11. REPORTS

Reports from LEMC members and stakeholders

#### Department of Communities

##### TC Ilsa

On 12 April 2023 the Department of Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.

- On Thursday 13 April, Department of Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and
- Supported 10 people to return to country.
- Department of Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

### **Kimberley Floods**

The Department of Communities is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Department of Communities supported commercial accommodation in Broome and Derby.
  - 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community and in the Derby Hostel.
  - Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
  - Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.
- Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
  - Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia's emergency relief and support capability.
  - Local Emergency Management Plans (LEMP's ) are always being reviewed, if you see any information that is not current, please advise [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au)
  - Training: Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au) to request training. Happy to discuss at any time.

### **DFES**

Concentrating on bushfire mitigation work.

Managing Bushfire Statement of Intent and Vision Statement has been released from government

### **Corrigin District High School**

Shannon Hardingham will finish her role as Acting Principal at the end of term and Heather Prance will resume the role.

The Chair, Cr Hickey thanked Shannon for her attendance and input to the LEMC during her time as Acting Principal.

### **Corrigin Volunteer Fire and Rescue**

Pleased to report that VFRS has plenty of volunteers at the moment.

Equipped with new level 2 PPE

Had some complaints over bushfire incident on Doyle Road and will discuss with CEO and CESM.

### **Deputy Recovery Coordinator**

Blaze Aid have finished up in Corrigin and are moving across to the Wickepin Narrogin area. A new team will be back in Corrigin next month to start tree planting. Thank you to Corrigin Farm Improvement Group for their assistance with Blaze Aid.

### **Wheatbelt South WALGA – Road Safety**

- 9 fatalities in the wheatbelt, 4 south and 5 north
- Push from great southern local governments to implement more speed restrictions, particularly unsealed roads.
- New main roads personnel in regional areas
- Increase in Blackspot funding for regional areas  
Road audit training is being offered
- Next week is National Road Safety Week
- Child restraint workshop taking place Thursday 18 May in Narrogin

### **Shire of Corrigin**

CEO attended Regional Operations Advisory Committee meeting in Narrogin with Greg Evans, Chief Bush Fire Control Officer and Jason Carroll, CESM. Topics of discussion included:

- pole top fires,
- regional collaboration,
- communication plan during a fire,
- road closure,
- burning permits cancelled during high fire danger and role of Fire Weather Officers

NBN have contacted shire and are looking for support for expansion of network to improve communications for the area.

Airstrip light quotes for inspection have been received and looking into potentially upgrading lights and rectifying pilot light switch issues

Fire book date not confirmed, looking

Application for funding to repair roads and infrastructure after 2021 floods and 2022 fires it still to be approved.

## **12. NEXT MEETING**

The next meeting will be Monday 7 August 2023 at 1:00pm

## **13. MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 2:54pm.

# Evacuation Exercise

1. An Emergency Warning has been issued for a bushfire about to impact the community. An emergency evacuation has been called for the Shire of Corrigin

## **How was the evacuation process activated?**

A request is made to initiate an evacuation and the controlling agency initiates an evacuation process, ie, Department of Fire and Emergency Services initiate the evacuation process if they are the controlling agency.

## **Who requests the evacuation?**

Anyone can request an evacuation.

## **Who is in charge of any evacuation?**

The primary/controlling agency is in charge, however local government or an area officer can be delegated to oversee an evacuation.

## **How will the decision to evacuate residents be communicated to the public? What key messages should communications include?**

- Social Media
- Radio
- Whats app Groups
- Doorknocking
- Sirens
- DFES Website

Where to go - Location of evacuation centre but depends on the nature of the emergency

## **Can people be forced to evacuate? If so how and what are the implications?**

Generally no

FCO's, however are able to enforce evacuation.

Police can, but only under specific circumstances.

Diary notes need to be recorded should people are asked to leave and refuse to do so.

There needs to be a suitable location for people to evacuate otherwise liability of what happens to them falls on whomever forced the evacuation.

Forewarning is important so the bushfire plan can be enacted early

2. Planning the Evacuation

List some types of information you will need to know to plan the evacuation

- Weather
- Nature of emergency
- Impacted roads, including future impact of roads
- Where the evac centre will be



- Process of who will be contacted, who will set up, who will open an evac centre etc.
- Do we have the recourses to accommodate an evacuation?
- Environment
- Day/Night
- Number of people that would be impacted?
- Vulnerable members of the community. Seniors, special needs, hospital, people with psychological needs.
- Expected duration of emergency

List some resources you will need to undertake the evacuation.

- Emergency Personnel
- Liaison Officer
- Emergency Kit (Contact information, Evac set up information, etc)
- Incident Support Team
- Representatives from WAPOL and St Johns

What sources will you use to obtain the information needed to plan the evacuation

- Emergency Management Arrangements
- DFES
- Maps and Weather Forecasts

List some of the challenges with the evacuation.

- People not wanting to leave
- Communication with incident controller
- Pets
- Logistics
- Distribution of people and recourses
- Fatigue management
- Getting the message out

3. Given your discussions in the evacuation phase; who do you think is responsible for evacuation planning, and what are some key components that should be considered?

The responsibility for evacuation planning falls on various entities, including individuals, vulnerable populations, and the shire. Each should have their own plans, education, and resources for conducting an evacuation.

All should consider communication, transportation, and shelter.

Following the 1 voice 1 message rule of whatever the first message sent out to the public is, to stick with it and duplicate through other avenues such as social media and the radio to project the message out further, but keeping consistent with the original message  
Other considerations include people with pets and those reluctant to leave in general.

### **Summary of Outcomes:**

Debrief considering the following:

Were there any new effective ideas or strategies discussed that you think could be actioned?

Were any significant gaps identified that you think should be actioned or noted for the future?

Did this exercise reinforce any existing procedures or strategies that you feel could be highlighted and given greater priority?

- Need to evaluate the current emergency management kit located in the Shire office and ensure it is ready to go.
- Individuals and groups of people, ie schools, senior citizens etc need to understand the process they will take in the case of an emergency to ensure as smooth a process as possible when an emergency does arise.
- Consideration for beginning a community agreement on how to identify households and locations that have already been evacuated, Eg, ribbons around a letterbox.
- Communication was a key highlight, particularly how to warn everyone that an emergency exists. Use single source of information such as DFES emergency WA website.
- Siren can be checked to see if it can be heard throughout the town. If to be used to signal an emergency strong advertising needs to take place initially before testing the siren and also to inform people that the siren means there is an emergency.



# Chief Executive Officer Performance Review Occasional Committee

---

## Minutes

Tuesday 2 May 2023

Venue: Council Chambers  
9 Lynch Street Corrigin

### **TERMS OF REFERENCE**

- Compile the consensus response for each of the key result areas detailed in the CEO's contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

## 1. DECLARATION OF OPENING

The President Cr D Hickey opened the meeting at 10.30am.

## 2. ATTENDANCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S C Coppen

Cr. S L Jacobs

Chief Executive Officer

Consultant Price Consulting Pty Ltd

N A Manton

Jane Nicolson

## APOLOGIES

Cr B Fare

Cr. M A Weguelin

Cr. M B Dickinson

## 3. DECLARATIONS OF INTEREST

The CEO Mrs Natalie Manton declared a financial interest as the agenda item includes information on the CEO salary package.

## 4. CONFIRMATION AND RECEIPT OF MINUTES

Minutes of the CEO Performance Review Committee meeting held on Tuesday 5 April 2022.

### OFFICER'S RECOMMENDATION

*Moved* Cr Jacobs                      *Seconded* Cr Coppen

*That the Minutes of the CEO Performance Review Committee meeting held on Tuesday 5 April 2022 be confirmed as a true and correct record.*

## 5. MATTERS ARISING FROM THE MINUTES

Nil

## 6. MATTERS REQUIRING A COMMITTEE DECISION

J Nicolson, Price Consulting provided an overview of the CEO Performance Review process.

N Manton left the room at 10.35am

N Manton entered the room 12.05pm

## 6.1 CHIEF EXECUTIVE OFFICER – ANNUAL REVIEW OF PERFORMANCE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	12/04/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item related to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Confidential Attachment under separate cover

### REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council.

### OFFICER'S RECOMMENDATION

**Moved:** Cr Coppen    **Seconded:** Cr Jacobs

*That the committee in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.*

**Carried**

### SUMMARY

The purpose of this report is to review the performance of the Chief Executive Officer (CEO) over the past year.

### BACKGROUND

Sections 5.38 and 5.39 (3) (b) and Regulation 18D of the Local Government Act 1995 requires that the performance of the CEO is to be reviewed at least once each year.

The Key Result Areas, associated strategies and actions will be determined by agreement between the employee and employer annually during the term of the contract as outlined in Clause 4.1 of the Contract of Employment.

#### 4.1 Performance Criteria

- (a) The Council and You must negotiate and determine the Performance Criteria.
- (b) The Performance Criteria must be reasonably achievable by You.
- (c) You must use every reasonable endeavour to comply with the Performance Criteria.
- (d) The Performance Criteria –
  - (i) must be reviewed annually by the parties; and
  - (ii) may be amended, from time to time, by agreement in writing between the parties.

#### 4.2 Performance Criteria and performance review

Your performance under this Contract, must be reviewed and determined by the Reviewer –

- (a) by reference to the Performance Criteria;
- (b) at least annually; and
- (c) more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.

#### 4.3 Selection of Reviewer

- (a) The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -
  - (i) who the Reviewer is to be; and

- (ii) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (b) For example, the Reviewer may be –
  - (i) the Council;
  - (ii) a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or
  - (iii) a person or body who has been authorised by the Council to conduct the performance review.
- (c) For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in clause 4.3(a), the Council is to make the relevant determination.

## **COMMENT**

Council appointed Mrs Natalie Manton as the Shire of Corrigin CEO for a three year period commencing 6 March 2018 and expiring on 5 March 2021.

At the Council meeting held on 20 October 2020 Council voted to renew the CEO contract for a period of five years commencing on 6 March 2021.

To assist Council in the process of review, the CEO has prepared a confidential report outlining evidence of achievements measured against the performance criteria (under separate cover).

Price Consulting Group Pty Ltd were engaged to conduct a survey of Councillors and prepare a confidential report which is included in (under separate cover).

## **STATUTORY ENVIRONMENT**

*The review of the Chief Executive Officer will be conducted in accordance with the following sections of the Local Government Act:*

*s. 5.38 Annual review of employees' performance*

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

*s. 5.39. Contracts for CEO and senior employees*

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*  
*(1a) Despite subsection (1) —*
  - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) *A contract under this section —*
  - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year; (b) in every other case, cannot be for a term exceeding 5 years.*
- (3) *A contract under this section is of no effect unless —*
  - (a) the expiry date is specified in the contract; and*
  - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
  - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.*

- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.

**5.39A. Model standards for CEO recruitment, performance and termination**

- (1) Regulations must prescribe model standards for local governments in relation to the following —
  - (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs;
  - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.

**Local Government Administration Regulations 1996**

*r. 18FA. Model standards for CEO recruitment, performance and termination (Act s.*

*5.39A(1)) Schedule 2 sets out model standards for local governments in relation to the following —*

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

**POLICY IMPLICATIONS**

Council Policy 5.21 requires that the performance of the CEO is to be reviewed by the using the performance criteria contained in the CEO's Position Description. The objectives of the review are to:

- Compile the consensus response for each of the key result areas detailed in the CEO's contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

A review of delegations and Key Performance Indicators forms part of the review process and which will reference s5.41. Functions of CEO under the *Local Government Act 1995*.

A record of proceedings will be prepared by the CEO and when confirmed by the Committee will be forwarded to the next available Council meeting on a confidential basis for consideration.

**FINANCIAL IMPLICATIONS**

CEO salary is contained in the annual budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

## VOTING REQUIREMENT

Simple Majority

## COMMITTEE'S RECOMMENDATION

**Moved:** Cr Coppen    **Seconded:** Cr Jacobs

That Council:

1. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of March 2022 – February 2023.
2. Endorses the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.
3. Approves an increase of 4% to the salary component of the CEO's Total Remuneration Package, effective 7 March 2023.
4. Approves the CEO's Performance Criteria for the 2023-2024 period, as per **Attachment 1**.

**Carried**

## 7. NEXT MEETING

Next meeting to be held in March 2024

## 8. MEETING CLOSURE

The President Cr D Hickey closed the meeting 1.05pm



### CEO Performance Criteria 2023/24

Key Result Area (KRAs) (from Position Description)	Target	Measure/s
KRA 1. Provides accurate and timely advice to Council	Council reports and briefings provide sufficient information for decision making	Deliver the agenda and reports to Council 72 hours before the OCM.
KRA 2. Works in collaboration with Council	Implements Council's decisions.	Number of Council decisions actioned in register
KRA 3. Provides innovative and visionary leadership	Proactively contributes ideas and opportunities that are aligned with the Shire's vision.	Number of ideas and opportunities proactively identified, with a clear link to the Shire's vision.
KRA 4. Establishes effective networks	Builds and maintains networks with community and external key stakeholders.	Maintain a register of meetings with strategic community and external stakeholders and provide a briefing to Council every quarter.
KRA 5. Maintains a work environment that facilitates the development of people and encourages them to perform at a high level	Performance and development reviews are conducted for all staff annually, with development actions implemented and monitored.	95% of performance reviews are completed each year. Training and development opportunities take place in accordance with development plans.
KRA 6. Ensures the effective and accountable application of financial and physical resources	Financial and asset records are maintained in accordance with policy.	Budget presented to Council in July. Number of audit findings.
KRA 7. Develops and implements good management strategies to enhance service delivery	Service levels are continually monitored and opportunities for further strengthening are actioned.	Report on complaints received about service delivery 6 months.
KRA 8. Initiates the development, implementation and review of policies where necessary	Manage a rolling program of the Shire's policies.	Review at least 3 policies this year Develop new policies as required

## KEY PERFORMANCE INDICATORS (KPIs) FROM STRATEGIC COMMUNITY PLAN

### 1 SOCIAL

SCP	Community Priority	#	Actions	Key Performance Indicator
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire	1.2.3	Renewal of Shire owned primary and allied health infrastructure in line with the Asset Management Plan and Long Term Financial Plan	Progression of upgrade of Wellness Centre
		1.2.6	Lobby stakeholders to ensure the necessary health and aged care services are accessible in Corrigin	Progression of community gym

### 2. ECONOMIC

SCP	Community Priority	#	Actions	Key Performance Indicator
2.1	Support the diverse industry across the Shire	2.1.3	Determine and respond as required to the current and future demand for industrial land	Continuation of liaison with Department Planning, Land and Heritage to make Industrial land available for development
		2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.	Progression of measures to improve mobile network stability in the case of power outage

### 3. ENVIRONMENT

SCP	Community Priority	#	Actions	Key Performance Indicator
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles	3.2.2	Redevelop Rotary Park and Hill Street open space	Completion of Rotary Park Redevelopment

### 4. GOVERNANCE AND LEADERSHIP

SCP	Community Priority	#	Actions	Key Performance Indicator
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.1	Councillor training is provided and completed	Commence councillor training following elections in October 2023

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2023**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18716	20/04/2023	CORRIGIN HISTORICAL SOCIETY (INC)	CORRIGIN COMMUNITY DEVELOPMENT FUND DONATION	\$ 5,000.00	TRUST
EFT18717	20/04/2023	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR MARCH 2023	\$ 58.30	TRUST
EFT18718	20/04/2023	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR MARCH 2023	\$ 24.40	TRUST
20923	06/04/2023	SYNERGY	ELECTRICITY CHARGES	\$ 15,536.15	MUNI
20924	06/04/2023	WATER CORPORATION OF WA	WATER CHARGES	\$ 1,928.75	MUNI
20925	06/04/2023	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 182.00	MUNI
20926	20/04/2023	SYNERGY	ELECTRICITY CHARGES	\$ 13,440.89	MUNI
20927	20/04/2023	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 182.00	MUNI
EFT18673	06/04/2023	A TEAM PRINTING PTY LTD	PRINTING SERVICES - FUNERAL BOOKLETS	\$ 841.50	MUNI
EFT18674	06/04/2023	ARM SECURITY	ALARM MONITORING SERVICES - WORKS DEPOT	\$ 164.58	MUNI
EFT18675	06/04/2023	ARROW BRONZE	NICHE WALL PLAQUE	\$ 777.05	MUNI
EFT18676	06/04/2023	AUSROAD SYSTEMS PTY LTD	BITUMEN / EMULSION REMOVER	\$ 1,332.32	MUNI
EFT18677	06/04/2023	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE	\$ 731.35	MUNI
EFT18678	06/04/2023	BRENDON JOHN GERRARD	STAFF REIMBURSEMENT	\$ 223.33	MUNI
EFT18679	06/04/2023	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 499.05	MUNI
EFT18680	06/04/2023	CARRAMAR RESOURCE INDUSTRIES	41.5 TONNES OF CONCRETE SAND	\$ 2,510.75	MUNI
EFT18681	06/04/2023	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 180.50	MUNI
EFT18682	06/04/2023	CORRIGIN TYREPOWER	PLANT REPAIRS - LOW LOADER TRAILER, PRIME MOVER, ISUZU WAGON	\$ 1,240.00	MUNI
EFT18683	06/04/2023	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVIES FOR MARCH 2023	\$ 2,391.41	MUNI
EFT18684	06/04/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	30 TONNES OF CEMENT	\$ 15,180.00	MUNI
EFT18685	06/04/2023	GERALDINE ELIZBAETH SMITH	STAFF REIMBURSEMENT	\$ 72.00	MUNI
EFT18686	06/04/2023	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIMS - FIRE AND FLOOD	\$ 4,417.88	MUNI
EFT18687	06/04/2023	HARRIS ZUGLIAN ELECTRICS	ANNUAL RCD AND SMOKE ALARM INSPECTIONS AT SHIRE PROPERTIES	\$ 4,150.61	MUNI
EFT18688	06/04/2023	HAULMORE TRAILER RENTALS	PLANT HIRE AND REPAIRS ON RETURN - TANDEM DOLLY TRAILER	\$ 1,870.40	MUNI
EFT18689	06/04/2023	HAULMORE TRAILER SALES	PLANT REPAIRS - SIDE TIPPER TRAILERS, DOLLY TRAILER, LOW LOADER	\$ 28,704.70	MUNI
EFT18690	06/04/2023	ITR PACIFIC PTY LTD	PLANT PARTS - GRADER BLADES	\$ 4,125.00	MUNI
EFT18691	06/04/2023	J.H. PIETRZAK (CORRIGIN VET)	CUSTOMER REFUND	\$ 50.00	MUNI
EFT18692	06/04/2023	JAMES TREMAIN	STAFF REIMBURSEMENT	\$ 50.00	MUNI
EFT18693	06/04/2023	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 35.39	MUNI
EFT18694	06/04/2023	LOCAL COMMUNITY INSURANCE SERVICES	2022 / 2023 PUBLIC AND PRODUCTS LIABILITY INSURANCE	\$ 698.50	MUNI
EFT18695	06/04/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - 2023 LIFT OFF PROGRAM	\$ 770.00	MUNI
EFT18696	06/04/2023	MA & BJ SZCZECINSKI	PLANT HIRE - TRACTOR WITH DEEP RIPPER	\$ 1,925.00	MUNI
EFT18697	06/04/2023	MOORE AUSTRALIA W A PTY LTD	STAFF TRAINING - WALGA GST WORKSHOP WEBINAR	\$ 770.00	MUNI
EFT18698	06/04/2023	NARROGIN BETTA HOME LIVING	GAS OVEN FOR 51 GOYDER STREET	\$ 778.00	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2023**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT18699	06/04/2023	NATURAL PARK	55 TONNES OF GRAVEL	\$ 665.50	MUNI
EFT18700	06/04/2023	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - CENTRAL FIRETRUCK, HOLDEN UTE	\$ 1,258.24	MUNI
EFT18701	06/04/2023	NUTURF - (AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD	INSECTICIDE AND FERTILISERS FOR MAIN OVAL	\$ 3,897.30	MUNI
EFT18702	06/04/2023	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 4,974.76	MUNI
EFT18703	06/04/2023	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANAGER	\$ 4,525.76	MUNI
EFT18704	06/04/2023	SOUTH REGIONAL TAFE	STAFF TRAINING - AUSCHEM AGVET CHEMICAL USERS COURSE	\$ 660.00	MUNI
EFT18705	06/04/2023	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP FOR INTER-LIBRARY LOANS - 1 JAN TO 30 JUN 2023	\$ 177.38	MUNI
EFT18706	06/04/2023	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 1,222.83	MUNI
EFT18707	06/04/2023	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 498.78	MUNI
EFT18708	06/04/2023	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 31.50	MUNI
EFT18709	06/04/2023	TREMAR CONTRACTING	LIQUID WASTE REMOVAL, GUTTER CLEANING OF SHIRE PROPERTIES	\$ 5,637.50	MUNI
EFT18710	06/04/2023	TRUCK CENTRE (WA) PTY LTD	PLANT PARTS - PRIME MOVERS	\$ 316.49	MUNI
EFT18711	06/04/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 574.75	MUNI
EFT18712	06/04/2023	WALLIS COMPUTER SOLUTIONS	SUPPLY AND INSTALL NEW COMPUTERS FOR ADMINISTRATION STAFF	\$ 17,158.15	MUNI
EFT18713	06/04/2023	WORK HEALTH PROFESSIONALS	WORKCOVER WA APPROVED ONSITE HEARING TESTS FOR STAFF	\$ 3,569.50	MUNI
EFT18714	06/04/2023	MACA INFRASTRUCTURE PTY LTD	STABILISATION - RABBIT PROOF FENCE RD & CORRIGIN-QUAIRADING RD	\$ 375,113.05	MUNI
EFT18715	06/04/2023	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT18719	20/04/2023	AC ELECTRICS WA	ELECTRICAL REPAIRS - CARAVAN PARK	\$ 183.15	MUNI
EFT18720	20/04/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 1,827.40	MUNI
EFT18721	20/04/2023	AUSTRALIA POST	POSTAGE CHARGES FOR MARCH 2023	\$ 34.20	MUNI
EFT18722	20/04/2023	AVON WASTE	4 WEEKS RUBBISH COLLECTION - MARCH 2023	\$ 21,279.32	MUNI
EFT18723	20/04/2023	B G L SOLUTIONS	VERTI-DRAIN MAIN OVAL	\$ 4,348.74	MUNI
EFT18724	20/04/2023	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.95	MUNI
EFT18725	20/04/2023	BEST OFFICE SYSTEMS	PRINTING CHARGES - WORKS DEPOT	\$ 96.16	MUNI
EFT18726	20/04/2023	BRENT RICHARD WATTS	STAFF REIMBURSEMENT	\$ 139.25	MUNI
EFT18727	20/04/2023	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - CARAVAN PARK, 25 SEIMONS AVE, 51 GOYDER ST	\$ 3,762.50	MUNI
EFT18728	20/04/2023	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 1,374.67	MUNI
EFT18729	20/04/2023	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	FREIGHT CHARGES	\$ 1,702.39	MUNI
EFT18730	20/04/2023	CHALLENGE CHEMICALS AUSTRALIA	HEAVY DUTY TRUCK CLEANING CHEMICALS AND SPRAY	\$ 529.10	MUNI
EFT18731	20/04/2023	CORRIGIN CLEANING SERVICE	CARPET CLEANING SERVICES - 36C JOSE STREET	\$ 185.94	MUNI
EFT18732	20/04/2023	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 327.86	MUNI
EFT18733	20/04/2023	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 180.50	MUNI
EFT18734	20/04/2023	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR MARCH 2023	\$ 136.90	MUNI
EFT18735	20/04/2023	CORRIGIN PHARMACY	RESTOCKING OF SHIRE FIRST AID KITS	\$ 716.86	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2023**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
EFT18736	20/04/2023	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 502.60	MUNI
EFT18737	20/04/2023	DEPT OF PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT	RECOUP OF UNSPENT FUNDS - GORGE ROCK WALK TRAIL PROJECT	\$ 564.30	MUNI
EFT18738	20/04/2023	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT	\$ 16,926.51	MUNI
EFT18739	20/04/2023	EASTERN HILLS CHAINSAWS & MOWERS	PLANT SERVICE - CHAINSAWS	\$ 3,219.00	MUNI
EFT18740	20/04/2023	EMILY MEGAN COUSINS	STAFF REIMBURSEMENT	\$ 362.91	MUNI
EFT18741	20/04/2023	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	ENVIRONMENTAL HEALTH AUSTRALIA STATE CONFERENCE REGISTRATION	\$ 1,590.00	MUNI
EFT18742	20/04/2023	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR MARCH 2023	\$ 4,008.71	MUNI
EFT18743	20/04/2023	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR APRIL 2023	\$ 13,593.66	MUNI
EFT18744	20/04/2023	G & W SURVEYS	SURVEY AND DESIGN FOOTPATH FOR SPANNEY STREET	\$ 2,684.00	MUNI
EFT18745	20/04/2023	GERALDINE ELIZBAETH SMITH	STAFF REIMBURSEMENT	\$ 137.00	MUNI
EFT18746	20/04/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR MARCH 2023	\$ 24,114.76	MUNI
EFT18747	20/04/2023	HILL-OSMASTON	20,000 CUBIC METRES OF GRAVEL	\$ 22,000.00	MUNI
EFT18748	20/04/2023	HERSEY'S SAFETY PTY LTD	100 GUIDE POSTS, ASSORTED WORKSHOP AND SAFETY ITEMS	\$ 2,709.19	MUNI
EFT18749	20/04/2023	HUTTON AND NORTHEY SALES	PLANT REPAIRS - TORO GROUNDMASTER 360	\$ 4.14	MUNI
EFT18750	20/04/2023	JA GIMBEL PAINTING	ACID BATH AND REPAINT OF FRONT CONCRETE AT CWA HALL	\$ 1,815.00	MUNI
EFT18751	20/04/2023	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 790.33	MUNI
EFT18752	20/04/2023	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 200.00	MUNI
EFT18753	20/04/2023	NARA TRAINING & ASSESSING PTY LTD (BY SKILLHIRE)	STAFF TRAINING - CONFINED SPACES AND WORKING AT HEIGHTS	\$ 450.00	MUNI
EFT18754	20/04/2023	NEU-TECH AUTO ELECTRICS	PLANT SERVICE & REPAIRS - TIPPER TRUCK, SEMI WATER TANKER	\$ 1,740.78	MUNI
EFT18755	20/04/2023	RENTCO TRANSPORT EQUIPMENT RENTALS	PLANT HIRE - PRIME MOVER	\$ 994.95	MUNI
EFT18756	20/04/2023	S & J BOZANICH EARTHMOVING PTY LTD	GRAVEL PIT REHABILITATION	\$ 10,080.00	MUNI
EFT18757	20/04/2023	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 2,153.71	MUNI
EFT18758	20/04/2023	STEVEN JOSEPH COMITO	STAFF REIMBURSEMENT	\$ 58.70	MUNI
EFT18759	20/04/2023	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 1,104.45	MUNI
EFT18760	20/04/2023	TOOL KIT DEPOT	HARDWARE SUPPLIES	\$ 345.00	MUNI
EFT18761	20/04/2023	WALLIS COMPUTER SOLUTIONS	SUPPLY AND INSTALL NEW SERVER FOR ADMINISTRATION OFFICE	\$ 62,044.43	MUNI
EFT18762	20/04/2023	WESTERN IRRIGATION	PLANT REPAIRS - TOWN DAM PUMP	\$ 2,625.82	MUNI
EFT18763	20/04/2023	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT18764	20/04/2023	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT18765	20/04/2023	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 150.00	MUNI
EFT18766	27/04/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 269.50	MUNI
EFT18767	27/04/2023	CORRIGIN CREATIVE ARTS CLUB	2022/2023 COMMUNITY GRANT FUNDING ALLOCATION	\$ 2,145.00	MUNI
EFT18768	27/04/2023	LACHLAN BUTLER	STAFF REIMBURSEMENT	\$ 250.00	MUNI
EFT18769	27/04/2023	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$ 2,106.00	MUNI

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2023**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT18770	27/04/2023	MCLEODS BARRISTERS & SOLICITORS	SURRENDER OF LEASE / PREPARATION OF NEW LEASE - CARAVAN PARK	\$ 1,372.56	MUNI
EFT18771	27/04/2023	REGAN LOUISE CHESTER	STAFF REIMBURSEMENT	\$ 126.54	MUNI
EFT18772	27/04/2023	THE MAINS GUEST HOUSE	ACCOMMODATION FOR AMD AUDITORS	\$ 470.00	MUNI
DD15086.1	3/04/2023	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 2,747.89	MUNI
DD15074.1	05/04/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 7,871.40	MUNI
DD15074.2	05/04/2023	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 115.45	MUNI
DD15074.3	05/04/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,646.11	MUNI
DD15074.4	05/04/2023	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,090.90	MUNI
DD15074.5	05/04/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 508.06	MUNI
DD15074.6	05/04/2023	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 59.08	MUNI
DD15074.7	05/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 479.45	MUNI
DD15074.8	05/04/2023	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 480.00	MUNI
DD15074.9	05/04/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 93.82	MUNI
DD15098.1	19/04/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 7,910.15	MUNI
DD15098.2	19/04/2023	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 117.71	MUNI
DD15098.3	19/04/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,646.11	MUNI
DD15098.4	19/04/2023	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,090.90	MUNI
DD15098.5	19/04/2023	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 504.98	MUNI
DD15098.6	19/04/2023	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 59.08	MUNI
DD15098.7	19/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 466.83	MUNI
DD15098.8	19/04/2023	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 702.67	MUNI
DD15098.9	19/04/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 102.95	MUNI
DD15104.1	20/04/2023	THE BOND ADMINISTRATOR	THE BOND ADMINISTRATOR DEBIT - 36C JOSE STREET	\$ 620.00	MUNI
DD15066.1	03/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,699.50	LIC
DD15068.1	04/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 636.40	LIC
DD15072.1	05/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 9,437.75	LIC
DD15080.1	06/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,000.95	LIC
DD15082.1	11/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,758.60	LIC
DD15085.1	12/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 714.90	LIC
DD15092.1	13/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 493.85	LIC
DD15094.1	19/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 7,361.50	LIC
DD15102.1	20/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,252.75	LIC
DD15106.1	21/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 598.45	LIC
DD15109.1	26/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,102.45	LIC

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2023**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>BANK</b>
DD15114.1	27/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,329.00	LIC
DD15116.1	28/04/2023	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,359.45	LIC
JNL	6/04/2023	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 05/04/2023	\$ 64,844.61	MUNI
JNL	20/04/2023	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 19/04/2023	\$ 65,215.09	MUNI
				<b><u>\$ 944,615.79</u></b>	

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$ 905,787.54</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ 5,082.70</b>
<b>LICENSING ACCOUNT PAYMENTS</b>	<b>\$ 33,745.55</b>
<b>EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b>\$ 944,615.79</b>





**SHIRE OF CORRIGIN**  
**NAB BUSINESS MASTERCARD**  
**PAYMENTS OF ACCOUNTS BY CREDIT CARD**  
**FOR THE STATEMENT PERIOD: 1 MARCH 2023 TO 28 MARCH 2023**

DATE	DETAILS	DESCRIPTION	AMOUNT
<b>CARD NUMBER 4557-XXXX-XXXX-4143</b>			
13/03/2023	Harvey Norman Armadale	Rangehood for 3 Janes Drive	\$ 499.00
16/03/2023	Busselton Advanced Driver Training	HR licence training and assessment deposit - L. Butler	\$ 200.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 699.00</b>
<b>CARD NUMBER 4557-XXXX-XXXX-0935</b>			
1/03/2023	Eventbrite for Pingelly CRC	Staying in Place Expo admission fee - E. Cousins	\$ 50.00
13/03/2023	Quay Perth Hotel	Accommodation for Budget Workshop - K. Caley	\$ 176.00
16/03/2023	Corrigin Shire Licensing	Transfer fee for dolly trailer CR15408	\$ 19.40
23/03/2023	Wattle Grove Motel	Accommodation for Confined Spaces training - J. Tremain	\$ 150.00
24/03/2023	Corrigin Shire Licensing	HR licence copy - L. Butler (processing of short-payment)	\$ 0.40
24/03/2023	Quay Perth Hotel	Parking for Budget Workshop - K. Caley	\$ 38.64
24/03/2023	Corrigin Shire Licensing	HR licence copy - L. Butler (processing of original payment)	\$ 30.50
27/03/2023	Corrigin Shire Licensing	HR licence copy - M. Dijs	\$ 30.90
27/03/2023	Canva	Canva subscription for admin office, CRC and Pool	\$ 209.90
		<b>CREDIT CARD TOTAL</b>	<b>\$ 705.74</b>
<b>CARD NUMBER 4557-XXXX-XXXX-8077</b>			
1/03/2023	Neu-tech Auto Electrics Corrigin	Trailer plug for mobile rubbish trailer CR15353	\$ 24.15
9/03/2023	Rossi Boots	Safety boots for L. Caley	\$ 109.00
10/03/2023	Clark Equipment Sales	1.8 metre Daken stick rake	\$ 1,210.00
		<b>CREDIT CARD TOTAL</b>	<b>\$ 1,343.15</b>

**BILLING ACCOUNT** \$ -  
**TOTAL CREDIT CARD PAYMENTS** \$ 2,747.89

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and card 4557-XXXX-XXXX-8077 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 K. Caley 12 / 04 / 2023

I, Natalie Manton, Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-0935 and confirm that from the descriptions on the documentation provided that ;  
 - all transactions are expenses incurred by the Shire of Corrigin;  
 - all purchases have been made in accordance with the Shire of Corrigin policy and procedures;  
 - all purchases are in accordance with the Local Government Act 1995 and associated regulations;  
 - no misuse of the any corporate credit card is evident .

Natalie Manton N. Manton 12 / 4 / 2023



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: 1 March 2023 to 28 March 2023

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
13 Mar 2023	\$499.00 ✓	HARVEY NORMAN AV/IT ARMADALE	Forgethead Dr 3 James Drive				74564453070
16 Mar 2023	\$200.00 ✓	BUSSELTON ADV DRIVER BUSSELTON	HR Training deposit for Lachlan Butler				01304064790
<b>Total for this period</b>	<b>\$699.00</b>		<b>Totals</b>				

**Employee declaration**

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

*NAB*

Cardholder signature:

Date: 12/4/23



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MS KYLIE ANN CALEY  
Account No:  
Statement Period: 1 March 2023 to 28 March 2023  
Cardholder Limit: \$5,000

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Mar 2023	\$50.00 ✓	EB *Staying in Place E 801-413-7200	CRC Coordinator Expo Administration Fee - Staying in Place (Seniors)				01344043245
13 Mar 2023	\$176.00 ✓	QUAY PERTH	DCED Workshop accommodation				74940523068
16 Mar 2023	\$19.40 ✓	CGN SHIRE LIC	Dolly Trailer Transfer Fee CR15408				01510567919
23 Mar 2023	\$150.00 ✓	WATTLE GROVE MOTEL WATTLE GROVE	Building Officer accommodation for training				74564723081
24 Mar 2023	\$0.40 ✓	CGN SHIRE LIC	HR Licence Copy - Lochlan Butler (held payment)			\$ 30.90	01433059068
24 Mar 2023	\$38.64 ✓	QUAY PERTH	DCED Workshop Parking				74940523081
24 Mar 2023	\$30.50 ✓	CGN SHIRE LIC	HR Licence Copy - Lochlan Butler (held payment)			\$ 30.90	01431366352
27 Mar 2023	\$30.90 ✓	CGN SHIRE LIC	HR Licence Copy - Malcolm Dajs				00933560189
27 Mar 2023	\$209.90 ✓	Canva* 03735-5618348 Sydney	Canva Subscription for Shire, CRC + Pool				74071913084
<b>Total for this period</b>	<b>\$705.74</b>		<b>Totals</b>				

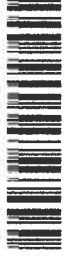
**Employee declaration**

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

*KACALEY*

Cardholder signature:

Date: 11-4-23



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

**Cardholder Details**

Cardholder Name: MR PHILIP JAMES BURGESS  
 Account No:  
 Statement Period: 1 March 2023 to 28 March 2023  
 Cardholder Limit: \$5,000

**Transaction record for: MR PHILIP JAMES BURGESS**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Mar 2023	\$24.15 ✓	NEU TECH AUTO ELECTRIC CORRIGIN	Trailer Plug for CE15353				74229853059
9 Mar 2023	\$109.00 ✓	Rossi Boots 1300 727 355	Safety Boots for Leading Hand Parks, Gardens & Town Maintenance				01654244185
10 Mar 2023	\$1,210.00 ✓	Clark Equipment Sales PtyASQUITH	1.8m Daken Stick Rake				01133313923
<b>Total for this period</b>	<b>\$1,343.15</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: N.A. for Phil Burgess Date: 12/4/23

Declaration signed by CEO due to the cardholder ceasing employment prior to the shire receiving the account. Card has been cancelled with the NAB and destroyed by the DCEO.



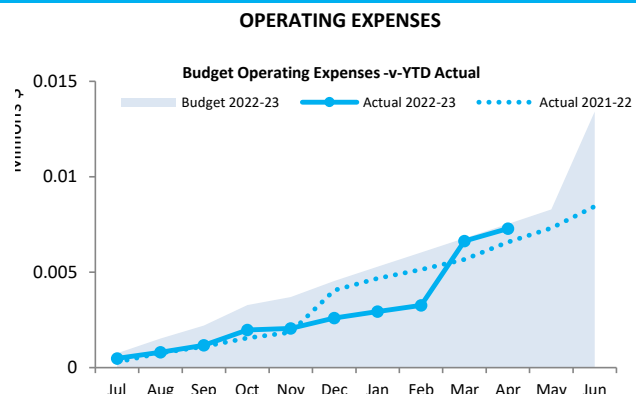
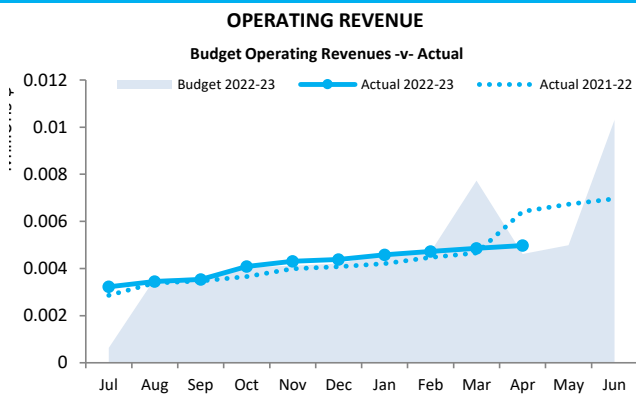
**SHIRE OF CORRIGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 April 2023**

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

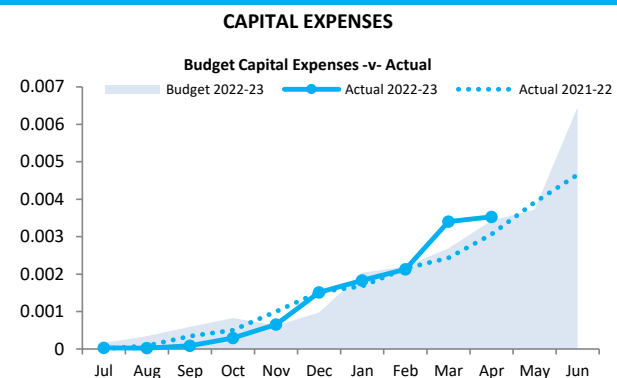
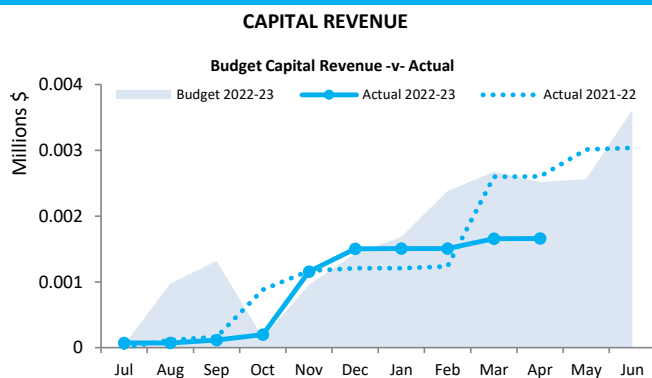
**TABLE OF CONTENTS**

Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 10 Reserve Accounts	16
Note 11 Other Current Liabilities	17
Note 12 Operating grants and contributions	18
Note 13 Non operating grants and contributions	19
Note 14 Trust Fund	20
Note 16 Explanation of Material Variances	21

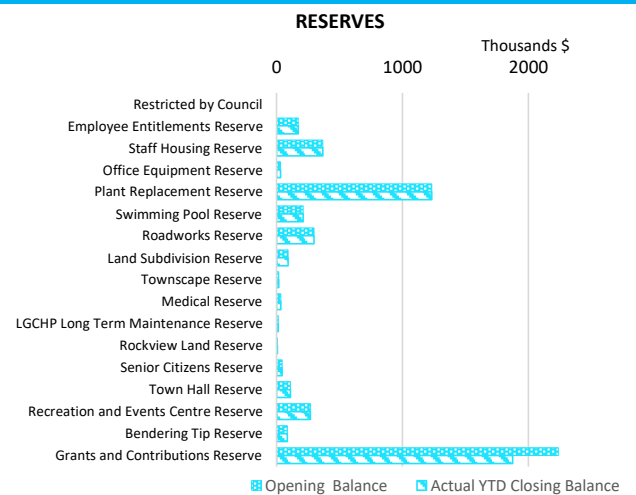
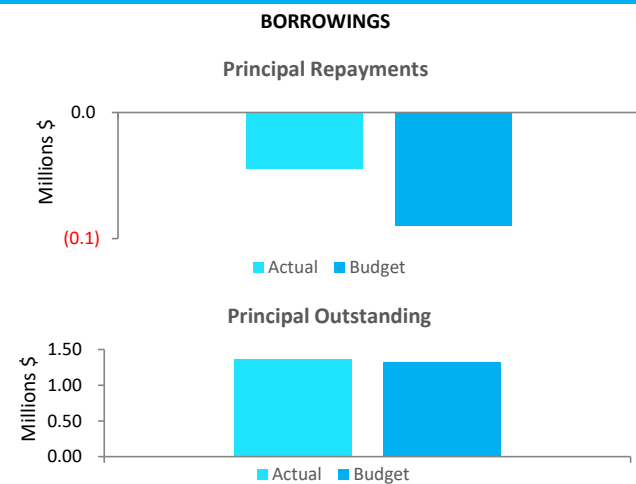
**OPERATING ACTIVITIES**



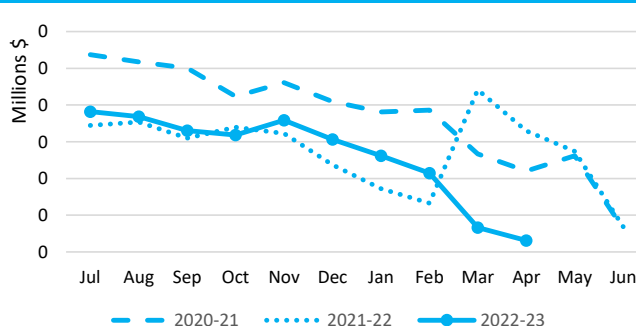
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.98 M	\$0.65 M	\$1.00 M	\$0.35 M
Closing	\$0.00 M	(\$0.13 M)	\$0.34 M	\$0.46 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.41 M	7.7%
Restricted Cash	\$4.89 M	92.3%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		(1318.7%)
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.08 M	97.4%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		45.0%
Over 90 Days		28.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.78 M	\$0.33 M	\$0.89 M	\$0.56 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.88 M	
YTD Budget	\$2.88 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.77 M	
YTD Budget	\$0.79 M	(2.4%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.53 M	
YTD Budget	\$0.61 M	(13.9%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.05 M)	(\$1.42 M)	(\$1.87 M)	(\$0.45 M)

Refer to Statement of Financial Activity

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

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$3.53 M	
Adopted Budget	\$6.30 M	(43.9%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$1.66 M	
Adopted Budget	\$3.81 M	(56.5%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.29 M	\$0.32 M	\$0.32 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	\$0.03 M
Principal due	\$1.37 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$4.86 M
Interest earned	\$0.01 M

Refer to Note 9 - Cash Reserves

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



## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 APRIL 2023

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Amended Budget	Amended YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(d)	(b)	(c)	(c) - (b)		
		\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	980,910	647,378	647,378	996,364	348,986	53.91%	▲
<b>Revenue from operating activities</b>								
Rates		2,839,634	2,839,634	2,839,634	2,839,550	(84)	(0.00%)	
Rates (excluding general rate)		42,773	0	42,773	42,773	0	0.00%	
Operating grants, subsidies and contributions	11	1,424,913	955,364	791,452	772,618	(18,834)	(2.38%)	
Fees and charges		727,129	783,663	609,987	525,284	(84,703)	(13.89%)	▼
Interest earnings		106,231	145,231	93,411	86,367	(7,044)	(7.54%)	
Other revenue		4,985,477	5,460,350	713,940	708,825	(5,115)	(0.72%)	
Profit on disposal of assets	6	112,282	120,737	0	0	0	0.00%	
		<b>10,238,439</b>	<b>10,304,979</b>	<b>5,091,197</b>	<b>4,975,417</b>	(115,780)	(2.27%)	
<b>Expenditure from operating activities</b>								
Employee costs		(2,502,157)	(2,645,066)	(2,203,640)	(2,057,971)	145,669	6.61%	
Materials and contracts		(6,126,557)	(6,609,492)	(1,905,220)	(1,337,111)	568,109	29.82%	▲
Utility charges		(265,020)	(271,685)	(235,110)	(209,268)	25,842	10.99%	▲
Depreciation on non-current assets		(3,624,516)	(3,624,516)	(2,736,540)	(3,209,866)	(473,326)	(17.30%)	▼
Interest expenses		(64,389)	(64,389)	(32,711)	(32,711)	0	0.00%	
Insurance expenses		(259,216)	(265,138)	(220,670)	(268,064)	(47,394)	(21.48%)	▼
Other expenditure		(170,109)	(236,839)	(181,948)	(169,788)	12,160	6.68%	
Loss on disposal of assets	6	(54,941)	(38,119)	0	0	0	0.00%	
		<b>(13,066,905)</b>	<b>(13,755,244)</b>	<b>(7,515,839)</b>	<b>(7,284,779)</b>	231,060	(3.07%)	
Non-cash amounts excluded from operating activities	1(a)	3,611,912	3,578,233	2,754,860	3,203,016	448,156	16.27%	▲
<b>Amount attributable to operating activities</b>		<b>783,446</b>	<b>127,968</b>	<b>330,218</b>	<b>893,654</b>	563,436	170.63%	
<b>Investing activities</b>								
Proceeds from non-operating grants, subsidies and contributions	12	3,814,138	3,619,157	2,463,069	1,658,790	(804,279)	(32.65%)	▼
Proceeds from disposal of assets	6	428,501	411,590	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(6,295,523)	(6,462,120)	(3,882,497)	(3,528,694)	353,803	9.11%	
<b>Amount attributable to investing activities</b>		<b>(2,052,884)</b>	<b>(2,431,373)</b>	<b>(1,419,428)</b>	<b>(1,869,903)</b>	(450,475)	31.74%	
<b>Financing Activities</b>								
Transfer from reserves	9	467,475	2,531,847	371,316	371,316	0	0.00%	
Repayment of debentures	8	(90,164)	(90,164)	(44,565)	(44,565)	0	0.00%	
Transfer to reserves	9	(88,781)	(785,654)	(10,232)	(10,232)	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>288,530</b>	<b>1,656,029</b>	<b>316,519</b>	<b>316,519</b>	0	0.00%	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>(125,313)</b>	<b>336,634</b>	461,947	368.63%	

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

### **BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

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

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

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

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

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

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

### **SIGNIFICANT ACCOUNTING POLICES**

#### **CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

#### **GOODS AND SERVICES TAX**

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

#### **ROUNDING OFF FIGURES**

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

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 10 May 2023

(a) Non-cash items excluded from operating activities

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

	Notes	Original Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>					
		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	6	(112,282)	(120,737)	0	0
Movement in pensioner deferred rates (non-current)					(6,850)
Movement in employee benefit provisions (non-current)		44,737	44,737	0	0
Add: Loss on asset disposals	6	54,941	38,119	18,320	0
Add: Depreciation on assets		3,624,516	3,624,516	2,736,540	3,209,866
<b>Total non-cash items excluded from operating activities</b>		<b>3,611,912</b>	<b>3,578,233</b>	<b>2,754,860</b>	<b>3,203,016</b>

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

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

		Adopted Budget Opening 30 June 2022	Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 April 2023
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	9	(5,223,998)	(5,223,998)	(5,223,997)	(4,862,913)
Less: Current assets not expected to be received at year end		(60,000)	(60,000)	(60,000)	(60,000)
Add: Borrowings	8	90,164	90,164	90,164	45,599
Add: Provisions employee related provisions	10	0	0	348,980	348,980
<b>Total adjustments to net current assets</b>		<b>(5,193,834)</b>	<b>(5,193,834)</b>	<b>(4,844,853)</b>	<b>(4,528,335)</b>

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

**Current assets**

Cash and cash equivalents	2	890,476	1,500,405	3,167,579	408,045
Financial assets at amortised cost	2	5,811,048	5,223,998	3,556,826	4,887,927
Rates receivables	3	138,587	123,850	123,850	78,033
Receivables	3	411,705	350,286	350,734	58,647
Other current assets	4	91,658	138,226	138,228	124,569
<b>Less: Current liabilities</b>					
Payables	5	(188,689)	(490,416)	(460,996)	(45,505)
Borrowings	8	(90,164)	(90,164)	(90,164)	(45,599)
Contract liabilities	10	(587,050)	(565,992)	(595,860)	(252,172)
Provisions	10	(302,829)	(348,980)	(348,980)	(348,980)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(5,193,834)</b>	<b>(5,193,834)</b>	<b>(4,844,853)</b>	<b>(4,528,335)</b>
<b>Closing funding surplus / (deficit)</b>		<b>980,910</b>	<b>647,378</b>	<b>996,364</b>	<b>336,634</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Til Floats	Cash and cash equivalents	600		600				
<b>At Call Deposits</b>								
Municipal Fund	Cash and cash equivalents	167,882		167,882		NAB		At Call
Trust Fund	Cash and cash equivalents	0		0	69,517	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0		0	865,731	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	397	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	239,564	206,311	445,875		WATC	0.20%	At Call
<b>Term Deposits</b>								
Reserve Fund	Financial assets at amortised cost	0	2,988,892	2,988,892		NAB	2.35%	26/06/2023
Reserve Fund - Grants & Contributions	Financial assets at amortised cost	0	1,692,724	1,692,724		NAB	3.00%	25/06/2023
<b>Total</b>		<b>408,045</b>	<b>4,887,927</b>	<b>5,295,972</b>	<b>935,645</b>			
<b>Comprising</b>								
Cash and cash equivalents		408,045	0	408,045	935,645			
Financial assets at amortised cost		0	4,887,927	4,887,927	0			
		<b>408,045</b>	<b>4,887,927</b>	<b>5,295,972</b>	<b>935,645</b>			

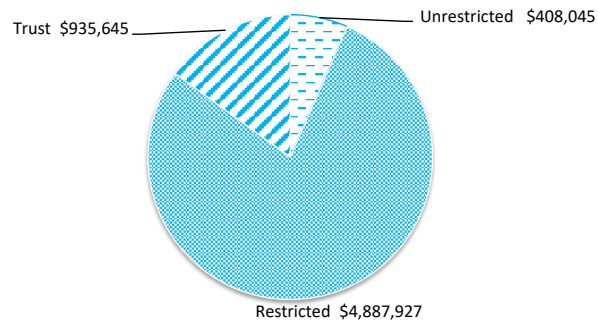
**KEY INFORMATION**

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

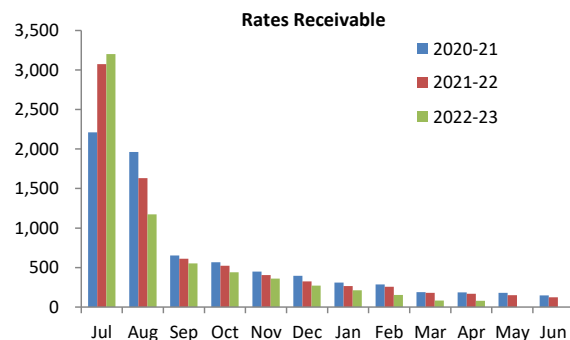
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening arrears previous years	149,288	123,850
Levied this year	2,763,231	2,882,323
Less - collections to date	(2,788,669)	(2,928,140)
Gross rates collectable	<b>123,850</b>	<b>78,033</b>
Net rates collectable	<b>123,850</b>	<b>78,033</b>
% Collected	95.7%	97.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(71)	18,257	1,103	4,415	9,381	33,085
Percentage	(0.2%)	55.2%	3.3%	13.3%	28.4%	
<b>Balance per trial balance</b>						
Sundry receivable						33,085
GST receivable						25,562
<b>Total receivables general outstanding</b>						<b>58,647</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

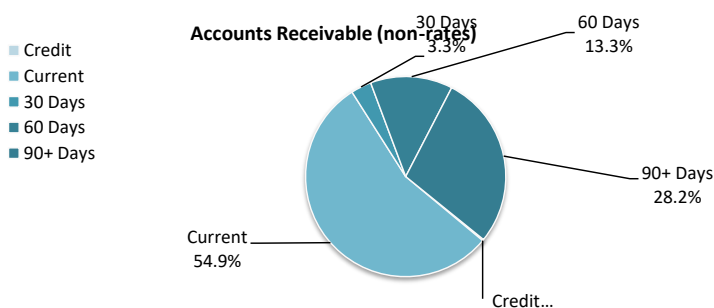
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 April 2023
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Fuel, Oil & Materials on Hand	74,597	222,795	(232,664)	64,728
<b>Land held for resale</b>				
Cost of acquisition	60,000	-	-	60,000
<b>Other Assets</b>				
Accrued Income	3,631	2,985	(6,616)	-
JV ROE Health	-	137,593	(117,991)	19,602
JV Bending Regional Landfill	-	19,626	(39,387)	(19,761)
<b>Total other current assets</b>	<b>138,228</b>	<b>382,999</b>	<b>(396,658)</b>	<b>124,569</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### KEY INFORMATION

##### Other financial assets at amortised cost

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

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

##### Inventory

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

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

##### Land held for resale

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

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

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

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

##### Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	(544)	0	0	0	0	(544)
Payables - ESL	0	7,721	0	0	0	7,721
Percentage	100%	-1418.7%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						7,176
ATO liabilities						4,791
Payroll Creditors						34,060
Bonds and Deposits						(522)
<b>Total payables general outstanding</b>						<b>45,505</b>

**Amounts shown above include GST (where applicable)**

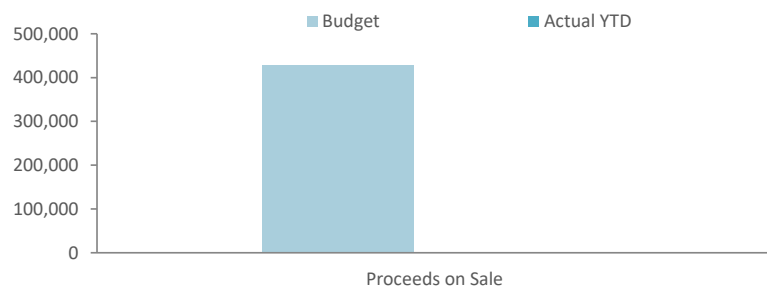
**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>												
	<b>Health</b>												
	2021 Isuzu MU-X LSM 4x4 (4CR)	31,865	30,000	0	(1,865)	25,091	36,390	11,299	0			0	0
	<b>Community amenities</b>												
	2012 Mitsubishi Rosa Bus (CR103)	24,718	50,001	25,283	0	16,349	30,000	13,651	0			0	0
	ROE Roc Glass Crusher	41,986	20,000	0	(21,987)	41,986	20,000	0	(21,986)			0	0
	<b>Transport</b>												
	2014 Volvo L90F Loader (CR14)	123,061	120,000	0	(3,061)	110,992	120,000	9,008	0			0	0
	2011 Iveco Powerstar Prime Mover (Cr7)	73,918	50,000	0	(23,918)	66,133	50,000	0	(16,133)			0	0
	2005 Hino Dutro 8500 X/Long (CR23)	0	50,000	50,000	0	0	50,000	50,000	0			0	0
	<b>Other property and services</b>												
	2021 Toyota Prado GXL (CR1)	61,612	57,500	0	(4,111)	57,336	60,000	2,664	0			0	0
	2019 Nissan X Trail 2WD (2CR)	0	22,000	22,000	0	0	20,000	20,000	0			0	0
	2013 Toyota Hilux 4x2 (CR24)	0	12,000	12,000	0	0	8,200	8,200	0			0	0
	2013 Toro Z Master (CR15228)	14,000	17,000	3,000	0	11,085	17,000	5,915	0			0	0
		<b>371,160</b>	<b>428,501</b>	<b>112,283</b>	<b>(54,942)</b>	<b>328,972</b>	<b>411,590</b>	<b>120,737</b>	<b>(38,119)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	119,786	200,920	146,922	106,762	(40,160)
Furniture and equipment	25,000	26,114	26,114	26,114	(0)
Plant and equipment	1,439,764	1,653,965	12,000	12,000	0
Infrastructure - roads	3,601,789	3,424,437	2,864,011	2,565,201	(298,811)
Infrastructure - other	1,109,184	1,156,684	833,450	818,618	(14,832)
<b>Payments for Capital Acquisitions</b>	<b>6,295,523</b>	<b>6,462,120</b>	<b>3,882,497</b>	<b>3,528,694</b>	<b>(353,803)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,814,138	3,619,157	2,463,069	1,658,790	(804,279)
Other (disposals & C/Fwd)	428,501	411,590	0	0	0
Cash backed reserves					
Office Equipment Reserve	25,000	0	0	0	0
Plant Replacement Reserve	235,000	235,000	0	0	0
Roadworks Reserve	160,000	0	0	0	0
Town Hall Reserve	27,475	27,475	0	0	0
Recreation and Events Centre Reserve	20,000	20,000	0	0	0
Contribution - operations	1,585,409	(1,176,622)	1,419,428	1,498,587	79,159
<b>Capital funding total</b>	<b>6,295,523</b>	<b>6,462,120</b>	<b>3,882,497</b>	<b>3,528,694</b>	<b>(353,803)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

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

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

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

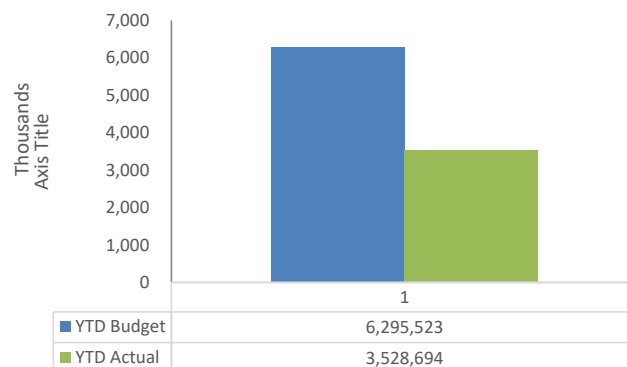
#### Initial recognition and measurement for assets held at cost

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

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

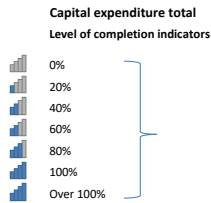
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

Payments for Capital Acquisitions



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)



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

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

Account Description	Location	Project Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			\$	\$	\$	\$	\$
<b>Land and Buildings</b>							
11187	Capital Expense - Bulyee Hall	Bulyee Hall	25,140	63,855	47,889	72,464	24,575
11370	Capital Expense - Gorge Rock - Buildings	Gorge Rock	18,243	48,590	24,295	4,076	(20,219)
11180	Capital Expense - Town Hall Upgrade	Corrigin Town Hall	6,403	27,475	13,738	9,600	(4,138)
11388	Recreation & Events Centre Capital Expenditure	CREC	40,000	40,000	40,000	185	(39,815)
07783	Dental Surgery L&B Capital Expenditure	45 Kirkwood Street	30,000	21,000	21,000	20,436	(564)
			119,786	200,920	146,922	106,762	(40,160)
<b>Furniture and Equipment</b>							
04180	Capital Expenditure - Chambers Upgrade	Council Chambers	25,000	26,114	26,114	26,114	-0.32
			25,000	26,114	26,114	26,114	(0)
<b>Plant &amp; Equipment</b>							
14582	Capital Expense - CEO Vehicle (1CR)	Administration	71,000	71,000	-	-	-
14583	Capital Expense - DCEO Vehicle (2CR)	Administration	45,000	45,000	-	-	-
07480	Capital Purchase - EDRHS Vehicle (4CR)	Environmental Health	35,000	48,500	-	-	-
12395	Capital Expenditure - Loader	Roads & Civil	250,000	366,000	-	-	-
12377	Capital Expense - Tipper - CR23	Roads & Civil	525,000	525,000	-	-	-
12381	Capital Expense - Mack Prime Mover (CR7)	Roads & Civil	303,764	303,764	-	-	-
10784	Capital Expenditure - Community Bus	Community	110,000	159,601	-	-	-
14281	Capital Expense - Utility (CR24)	Parks & Gardens	35,000	37,000	-	-	-
14286	Capital Expenditure - Plant Trailer	Building Maintenance	20,000	-	-	-	-
12380	Capital Expense - Small Plant Purchases	Roads & Civil	-	12,000	12,000	12,000	-
14287	Capital Expenditure - Small Plant Purchases	Parks & Gardens	35,000	86,100	-	-	-
14287	Capital Expenditure - Small Plant Purchases	Roads & Civil	10,000	-	-	-	-
			1,439,764	1,653,965	12,000	12,000	0
<b>Infrastructure - Roads</b>							
RR004	Bullaring Gorge Rock Road	Bullaring Gorge Rock Rd	-	30,060	-	30,057	30,057
MR008	Bulyee Quairading Road - Main Roads	Bulyee - Quairading Rd	241,056	241,056	140,229	281,238	141,009
MR011	Bilbarin Quairading Road - Main Roads	Bilbarin - Quairading Rd	140,229	140,229	-	90,372	90,372
MR018	Lomos South Road	Lomos South Rd	-	79,500	-	79,274	79,274
RR014	Corrigin South Road - Roads To Recovery	Corrigin South Rd	90,000	90,000	-	81,275	81,275
RR013	Yealering Kulin Road - R2R	Yealering Kulin Rd	39,172	39,172	-	37,771	37,771
RR052	Old Kulin Road - R2R	Old Kulin Road	209,901	209,901	-	89,450	89,450
RR088	Pontifex Road - R2R	Pontifex Road	113,486	113,486	1,598,780	36,513	(1,562,267)
WFN007	Rabbit Proof Fence Road - Wheatbelt Secondary Freight Network	Rabbit Proof Fence Road	2,205,444	1,918,532	562,501	1,375,340	812,839
RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	475,141	470,964	470,964	370,391	(100,573)
RG172	Quairading Corrigin Road - Regional Road Group	Corrigin - Quairading Road	87,360	91,537	91,537	91,537	-
12,281.00	Footpth Upgrade		-	-	-	1,983	1,983
			3,601,789	3,424,437	2,864,011	2,565,201	(298,811)
<b>Infrastructure - Other</b>							
10185	Capital Expense - Transfer Station - Infrastructure Other	Corrigin Tip	-	7,500	7,500	7,286	(214)
13285	Capital Expense - Rotary Park - Infrastructure Other	Rotary Park	1,024,184	1,024,184	770,950	755,098	(15,852)
14580	Capital Expense - Admin L&B Upgrade	Administration	35,000	35,000	-	-	-
14587	Capital Expenditure - Admin Server	Administration	50,000	55,000	55,000	56,234	1,234
11293	Swimming Pool Capital - Infrastructure Other	Swimming Pool	-	35,000	-	-	-
			1,109,184	1,156,684	833,450	818,618	(14,832)
			6,295,523	6,462,120	3,882,497	3,528,694	(353,803)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>								
Community Recreation & Events Centre	102	1,409,971	(44,565)	(90,164)	1,365,406	1,319,807	(32,711)	(64,389)
<b>Total</b>		1,409,971	-44,565	(90,164)	1,365,406	1,319,807	(32,711)	(64,389)
Current borrowings		90,164			45,599			
Non-current borrowings		1,319,807			1,319,807			
		1,409,971			1,365,406			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVE ACCOUNTS**

Reserve accounts	Original Budget				Amended Budget				YTD Actual				
	Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
Reserve name	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>													
Employee Entitlements Reserve	171,488	4,034	0	0	175,522	4,034	0	0	175,522				171,488
Staff Housing Reserve	368,069	8,659	0	0	376,728	8,659	20,000	0	396,728				368,069
Office Equipment Reserve	31,659	745	0	(25,000)	7,404	745	50,000	0	82,404				31,659
Plant Replacement Reserve	1,232,462	28,994	0	(235,000)	1,026,456	28,994	0	(235,000)	1,026,456				1,232,462
Swimming Pool Reserve	211,533	4,976	0	0	216,509	4,976	10,000	0	226,509				211,533
Roadworks Reserve	298,232	7,016	0	(160,000)	145,248	7,016	0	0	305,248				298,232
Land Subdivision Reserve	91,831	2,160	0	0	93,991	2,160	0	0	93,991				91,831
Townscape Reserve	17,767	418	0	0	18,185	418	0	0	18,185				17,767
Medical Reserve	34,928	822	0	0	35,750	822	10,000	0	45,750				34,928
LGCHP Long Term Maintenance Reserve	12,625	297	0	0	12,922	297	5,000	0	17,922				12,625
Rockview Land Reserve	7,940	187	1,000	0	9,127	187	1,000	0	9,127				7,940
Senior Citizens Reserve	43,650	1,027	0	0	44,677	1,027	10,000	0	54,677				43,650
Town Hall Reserve	110,079	2,590	0	(27,475)	85,194	2,590	0	(27,475)	85,194				110,079
Recreation and Events Centre Reserve	269,149	6,332	0	(20,000)	255,481	6,332	50,000	(20,000)	305,481				269,149
Bendering Tip Reserve	85,721	2,016	5,000	0	92,737	2,016	20,000	0	107,737				85,721
Grants and Contributions Reserve	2,236,864	12,508	0	0	2,249,372	12,508	526,873	(2,249,372)	526,873	10,232		(371,316)	1,875,780
	<b>5,223,997</b>	<b>82,781</b>	<b>6,000</b>	<b>(467,475)</b>	<b>4,845,303</b>	<b>82,781</b>	<b>702,873</b>	<b>(2,531,847)</b>	<b>3,477,805</b>	<b>10,232</b>	<b>0</b>	<b>(371,316)</b>	<b>4,862,913</b>

Other current liabilities	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
		\$		\$	\$	\$
<b>Other liabilities</b>						
- Capital grant/contribution liabilities		565,992	0	0	(371,315)	194,677
- Rubbish service income in advance		0	0	228,914	(190,762)	38,152
- Excess rates		29,868	0	107,449	(117,974)	19,343
<b>Total other liabilities</b>		595,860	0	336,363	(680,051)	252,172
<b>Employee Related Provisions</b>						
Annual leave		188,804	0	0	0	188,804
Long service leave		160,176	0	0	0	160,176
<b>Total Employee Related Provisions</b>		348,980	0	0	0	348,980
<b>Total other current assets</b>		<b>944,840</b>	<b>0</b>	<b>336,363</b>	<b>(680,051)</b>	<b>601,152</b>
Amounts shown above include GST (where applicable)						

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

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

###### Capital grant/contribution liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Original Budget	Amended Budget	YTD	YTD
	1 July 2022		(As revenue)	30 Apr 2023	30 Apr 2023	Revenue	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>									
<b>General purpose funding</b>									
Federal Assistance Grant - General Purpose	0	0	0	0	0	671,806	376,741	282,555	282,556
Federal Assistance Grant - Roads	0	0	0	0	0	350,095	168,201	126,150	126,151
<b>Law, order, public safety</b>									
DFES Local Government Grants Scheme (LGGS)	0	0	0	0	0	52,570	56,409	56,408	66,410
<b>Education and welfare</b>									
DPIRD CRC Grant	0	0	0	0	0	106,237	106,237	88,530	75,676
CRC Miscellaneous Funding	0	0	0	0	0	5,000	5,000	4,160	2,526
<b>Recreation and culture</b>									
Healthways - Park Party	0	0	0	0	0	3,500	3,990	8,320	3,989
Thank a Volunteer	0	0	0	0	0	1,000	1,000	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	5,000	0	0
<b>Transport</b>									
Main Roads Direct Grant	0	0	0	0	0	189,705	193,786	193,786	193,786
<b>Other property and services</b>									
DPIRD Traineeship Grant	37,000	0	0	37,000	37,000	37,000	37,000	29,883	20,025
	<b>37,000</b>	<b>0</b>	<b>0</b>	<b>37,000</b>	<b>37,000</b>	<b>1,421,913</b>	<b>953,364</b>	<b>789,792</b>	<b>771,118</b>
<b>Operating contributions</b>									
<b>Health</b>									
Bendering Accrued Income 21/22					0				0
<b>Education and welfare</b>									
CRC Wage Offset - CRC Coordinator Conference Reimbursement					0	500	500	410	0
<b>Recreation and culture</b>									
2022 Community Donations - Park Party					0	2,500	1,500	1,250	1,500
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>2,000</b>	<b>1,660</b>	<b>1,500</b>
<b>TOTALS</b>	<b>37,000</b>	<b>0</b>	<b>0</b>	<b>37,000</b>	<b>37,000</b>	<b>1,424,913</b>	<b>955,364</b>	<b>791,452</b>	<b>772,618</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

NOTE 12  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Original Budget	Amended Budget	YTD	YTD
	1 July 2022		(As revenue)	30 Apr 2023	30 Apr 2023	Revenue	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>									
<b>Recreation and culture</b>									
Local Community Infrastructure & Road Program - Town Hall & Roads Board 21/22				0	0	0	68,902	0	68,902
<b>Transport</b>									
Regional Road Group	0	0	0	0	0	375,000	375,000	281,250	381,356
Roads to Recovery	0	0	0	0	0	435,275	435,275	362,720	113,486
Wheatbelt Secondary Freight Network	56,900	0	0	56,900	56,900	2,057,679	1,793,796	1,345,347	742,256
Regional Bicycle Network	0	0	0	0	0	2,000	2,000	1,660	1,500
<b>Economic services</b>									
Local Roads and Community Infrastructure - Rotary Park	472,092	0	0	472,092	472,092	944,184	944,184	472,092	351,290
	<b>528,992</b>	<b>0</b>	<b>0</b>	<b>528,992</b>	<b>528,992</b>	<b>3,814,138</b>	<b>3,619,157</b>	<b>2,463,069</b>	<b>1,658,790</b>
<b>Non-operating contributions</b>									
<b>Housing</b>									
Solargain Hot Water System Rebate - Seimons & Camm Street Residences	0	0	0	0	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>528,992</b>	<b>0</b>	<b>0</b>	<b>528,992</b>	<b>528,992</b>	<b>3,814,138</b>	<b>3,619,157</b>	<b>2,463,069</b>	<b>1,658,790</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 13  
TRUST FUND**

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

<b>Description</b>	<b>Opening Balance 1 July 2022</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 30 Apr 2023</b>
	\$	\$	\$	\$
Community Funds Held	102,124	40,760	(76,827)	<b>66,057</b>
Edna Stevenson Educational Trust	877,957	3,795	(16,021)	<b>865,731</b>
Police Licensing	4,373	451,154	(455,131)	<b>396</b>
Westrail Bus Ticketing	81	993	(939)	<b>134</b>
BCITF	0	3,830	(505)	<b>3,325</b>
	<b>984,536</b>	<b>500,531</b>	<b>(549,422)</b>	<b>935,644</b>



## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2023

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %		
	\$	%		
<b>Revenue from operating activities</b>				
Operating grants, subsidies and contributions	(18,834)	(2.38%)	Timing	DPIRD CRC Funding is under anticipated YTD budget. DPIRD Trainee Grant is under anticipated YTD budget due to timing of trainee start date, funds have been received and recognised as a liability.
Fees and charges	(84,703)	(13.89%)	▼ Timing	A reversal of the fees charged to DFES for the Feb fires raised in 21/22 has caused fees and charges to be under anticipated budget by \$67k, CRC Training/Workshop income is \$14k below anticipated YTD budget, tip fees are \$3k under anticipated YTD budget.
<b>Expenditure from operating activities</b>				
Employee costs	145,669	6.61%		Employee costs overall are under anticipated YTD budget due to timing and staff turnover.
Materials and contracts	568,109	29.82%	▲	Materials and Contracts under anticipated YTD budget across all programs.
Utility charges	25,842	10.99%	▲	Utilities across the shire are under the anticipated YTD budget as a whole.
Depreciation on non-current assets	(473,326)	(17.30%)	▼	Depreciation expense over anticipated YTD budget.
Insurance expenses	(47,394)	(21.48%)	▼	21/22 Actual Wages Adjustment expense incurred.
Other expenditure	12,160	6.68%		Community Assistance funds not yet claimed.
Non-cash amounts excluded from operating activities	448,156	16.27%	▲	Depreciation expense recognised and over anticipated YTD budget.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(804,279)	(32.65%)	▼	Final claim for Wheatbelt Secondary Freight Network project still to be completed.
Payments for property, plant and equipment and infrastr	353,803	9.11%		Capital Projects under anticipated YTD budget due to timing.

**Shire of Corrigin**

**CEO Performance and  
Remuneration Review**

**2022-2023**

**Ms Natalie Manton**

**Summary Report to Council**

Prepared by: Jane Nicolson  
May 2023

## **EXECUTIVE SUMMARY**

The review of Ms Natalie Manton performance for the period March 2022 – February 2023 has been carried out in accordance with Council's statutory and contractual obligations. The Council appointed Ms Jane Nicolson Senior Associate Consultant from Price Consulting Group Pty Ltd to facilitate the appraisal process.

Overall Ms Manton's performance was deemed to have met the performance requirements of the position of CEO to a high level during the review period.

With due consideration to the current W.A. economic conditions, it is recommended that Council approves an increase of 4% to the annual salary component of the Total Remuneration Package, effective 7 March 2023.

Performance Criteria for the next period are attached for approval by Council.

## CONTEXT

The period of the review is March 2022 to February 2023.

### Local Government Act 1995

The Review has been conducted in accordance with sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995*, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and,
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The *Local Government Act 1999* Part 5, Division 4 requires that a CEO is to be paid in line with the current Salaries and Allowances Tribunal determination, effective April 2023.

### Local Government (Administration) Regulations 1996

The review has also been conducted in line with *Local Government (Administration) Regulations 1996* (Schedule 2 Division 3) requirements, specifically the principles and standards for CEO Performance Reviews.

### CEO's Contract of Employment

Clause 4 of the CEO's contract of employment requires that a performance review is undertaken at least annually, and more frequently if Council or the CEO perceives there is a need to do so, and that the review references Performance Criteria that are agreed in writing by the parties.

An annual remuneration review is required to be undertaken by Council in accordance with clause 7 of the CEO's contract of employment. There is no obligation for Council to provide an increase as a result of the annual review, however no reduction is permitted.

PRICE

CONSULTING GROUP PTY LTD

## METHODOLOGY

### Annual Performance Review

An online feedback questionnaire was developed for Councillors, which sought an assessment and feedback for:

- Performance against the Key Result Areas (KRAs)
- Delivery of Key Performance Indicators (KPIs)
- Strengths
- Potential areas for development
- Perception of overall performance

The questionnaire link was distributed by email to all participants on 14 April 2023 with a requested response date of 21 April 2023 (and extended to 23 April 2023).

The Consultant consolidated the feedback and developed a confidential Feedback Report, which was emailed to Councillors.

In order to discuss performance review outcomes and to make recommendations of key areas of focus and development for the next 12 months, the Consultant attended a meeting at the Shire offices on 2 May 2023 to consider the Feedback Report.

### Annual Remuneration Review

Councillors considered the outcome of the performance review, the Salaries and Allowances Tribunal determination of April 2023 and current Western Australian economic indicators to make a recommendation regarding any changes to the CEO's Total Reward Package, in line with the CEO's employment contract.

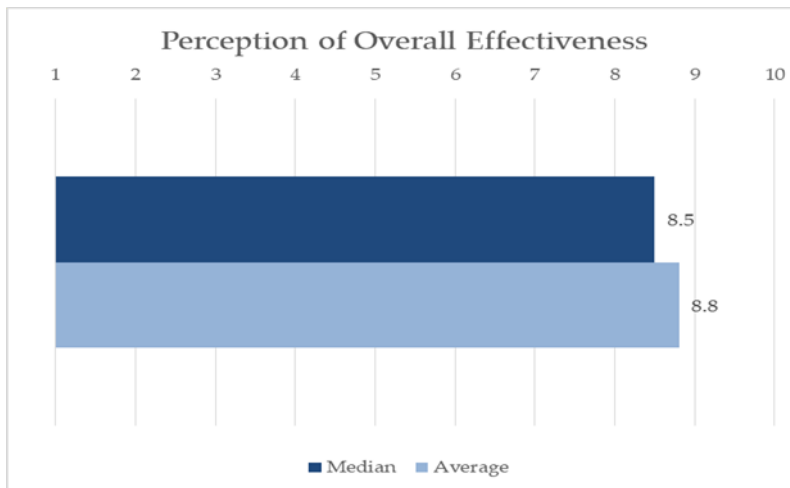
### Annual Review of Performance Criteria

The CEO developed a set of proposed Performance Criteria for the next period were reviewed, which were provided to Councillors and discussed during the formal Review meeting.

## REVIEW OUTCOMES

6 of the 6 Councillors provided feedback to the review (100% response rate).

Overall, the CEO is assessed as having met the requirements of the role (to a high level) for the 2022-2023 review period. The tables and graphs below summarise the feedback received this year:



Performance Outcomes for 2022 - 2023	Median	Average	St. Dev
Overall Key Result Areas (KRAs)	8.3	8.4	1.2
Overall Key Performance Indicators (KPIs)	7.4	6.9	1.7
Perception of overall effectiveness	8.5	8.8	1.0

Councillors considered the outcome of the performance review, the Salaries and Allowances Tribunal determination of April 2023 and current Western Australian economic indicators and recommend an increase of 4% to salary component of the CEO's Total Remuneration Package, effective 7 March 2023, the CEO's contract anniversary date. This increase maintains the Total Reward Package within the SAT approved range for a CEO in this Council Band.

The proposed CEO Performance Criteria for the next period are included in *Attachment 1*.

## RECOMMENDATIONS TO COUNCIL

### That Council:

1. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of March 2022 – February 2023.
2. Endorses the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.
3. Approves an increase of 4% to the salary component of the CEO's Total Remuneration Package, effective 7 March 2023.
4. Approves the CEO's Performance Criteria for the 2023-2024 period, as per *Attachment 1*.

Jane Nicolson

**Senior Associate Consultant**

**Price Consulting Group**

7 May 2023

**PRICE**

**CONSULTING GROUP PTY LTD**

## Proposed CEO Performance Criteria for Shire of Corrigin for 2023 - 2024

CEO Performance Criteria 2023/24		
Key Result Area (KRAs) (from Position Description)	Target	Measure/s
KRA 1. Provides accurate and timely advice to Council	Council reports and briefings provide sufficient information for decision making	<ul style="list-style-type: none"> <li>Deliver the agenda and reports to Council 72 hours before the OCM.</li> </ul>
KRA 2. Works in collaboration with Council	Implements Council's decisions.	<ul style="list-style-type: none"> <li>Number of Council decisions actioned in register</li> </ul>
KRA 3. Provides innovative and visionary leadership	Proactively contributes ideas and opportunities that are aligned with the Shire's vision.	<ul style="list-style-type: none"> <li>Number of ideas and opportunities proactively identified, with a clear link to the Shire's vision.</li> </ul>
KRA 4. Establishes effective networks	Builds and maintains networks with community and external key stakeholders.	<ul style="list-style-type: none"> <li>Maintain a register of meetings with strategic community and external stakeholders and provide a briefing to Council every quarter.</li> </ul>
KRA 5. Maintains a work environment that facilitates the development of people and encourages them to perform at a high level	Performance and development reviews are conducted for all staff annually, with development actions implemented and monitored.	<ul style="list-style-type: none"> <li>95% of performance reviews are completed each year.</li> <li>Training and development opportunities take place in accordance with development plans.</li> </ul>
KRA 6. Ensures the effective and accountable application of financial and physical resources	Financial and asset records are maintained in accordance with policy.	<ul style="list-style-type: none"> <li>Budget presented to Council in July.</li> <li>Number of audit findings.</li> </ul>
KRA 7. Develops and implements good management strategies to enhance service delivery	Service levels are continually monitored and opportunities for further strengthening are actioned.	<ul style="list-style-type: none"> <li>Report on complaints received about service delivery 6 months.</li> </ul>
KRA 8. Initiates the development, implementation and review of policies where necessary.	Manage a rolling program of the Shire's policies.	<ul style="list-style-type: none"> <li>Review at least 3 policies this year</li> <li>Develop new policies as required</li> </ul>



## Key Performance Indicators (KPIs) from Strategic Community Plan

### 1 SOCIAL

SCP	Community Priority	#	Actions	Key Performance Indicator
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire	1.2.3	Renewal of Shire owned primary and allied health infrastructure in line with the Asset Management Plan and Long Term Financial Plan	Progression of upgrade of Wellness Centre
		1.2.6	Lobby stakeholders to ensure the necessary health and aged care services are accessible in Corrigin	Progression of community gym

### 2. ECONOMIC

SCP	Community Priority	#	Actions	Key Performance Indicator
2.1	Support the diverse industry across the Shire	2.1.3	Determine and respond as required to the current and future demand for industrial land	Continuation of liaison with Department Planning, Land and Heritage to make Industrial land available for development
		2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.	Progression of measures to improve mobile network stability in the case of power outage

### 3. ENVIRONMENT

SCP	Community Priority	#	Actions	Key Performance Indicator
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles	3.2.2	Redevelop Rotary Park and Hill street open space	Completion of Rotary Park Redevelopment

--	--	--	--	--

#### 4. GOVERNANCE AND LEADERSHIP

SCP	Community Priority	#	Actions	Key Performance Indicator
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.1	Councillor training is provided and completed	Commence councillor training following elections in October 2023

# FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details			
Name(s):	David & Nicole Dutton		
ABN (if applicable):			
Mailing Address:	Po 155 Corrigin WA		Postcode: 6375
Work Phone:		Fax:	
Home Phone:		Email:	david.dutton@agwest.com.au
Mobile Phone:	0417937245- Dave		
Contact Person for Correspondence:	Dave- 0417937245		
Signature:		Date:	14/04/2023
Signature:		Date:	14/04/2023
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p>			

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

Property Details			
Lot No:	101	Street No:	
		Location No:	Avon 11595
Diagram or Plan No:		Certificate of Title Volume No:	
		Folio:	
Title encumbrances (e.g. easements, restrictive covenants):			
Street Name:	Woglin	Suburb:	Corrigin
Nearest street intersection:	Brookton Highway/Woglin Street		

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

Proposed Development								
Nature of Development:	Works	<input type="checkbox"/>	Use	<input checked="" type="checkbox"/>	Works and Use	<input type="checkbox"/>		
Is an exemption from development claimed for part of the development?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, is the exemption for:		Works	<input type="checkbox"/>	Use	<input type="checkbox"/>			
Description of proposed works and/or land use:	Erection of 18mx12mx4.2m storage shed							
Description of exemption claimed (if relevant)								
Nature of any existing buildings and/or land use:								
Approximate cost of proposed development:				\$	47,000.00			
Estimated time of completion:								

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

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

To whom it may concern,

Please find application and related site plans and technical shed drawings for proposed 18mx12mx4.4m open bay storage shed for our property at 101 Woglin street Corrigin. It is proposed that the shed will store our truck, caravan, bobcat and other items.

I am proposing that shed base will be of gravel and will start at 300mm above the current ground level, I have worked on 300mm level to bring in to the same height of the existing house pad.

Shed Cost \$29900 Inc GST

Build Cost \$11000 Inc GST

Gravel Cost \$4000 Inc GST

Footing Cost Est \$2000 Inc GST

Please feel free to contact me if you have any queries or require any additional information.

Regards

Dave Dutton

0417937245

**CLIENT DETAILS**

**Customer Name** David Dutton (David Dutton) **Job Number** Dutto031899  
**Site Address** Lot 101 Woglin Street, Corrigin. WA. 6375

**BUILDING DETAILS**

<b>Width</b>	12000 mm	<b>Length</b>	16000 mm	<b>Eave Height</b>	4230 mm	<b>Roof Pitch</b>	10 Degree
<b>Terrain Cat</b>	2	<b>Wind Region</b>	A	<b>Wind Velocity</b>	45 m/s m/s		
<b>Side Bay Qty</b>	3	<b>Side Bay Width</b>	5000 mm (Max)	<b>End Bay Qty</b>	3	<b>End Bay Width</b>	4000 mm (Max)

**INTERNAL PORTAL FRAME**

<b>Internal Column (IC)</b>	C25019
<b>Internal Rafter (IR)</b>	C25024
<b>Knee Brace (KB)</b>	C15015
<b>Knee Brace % Eave Height</b>	20.00%
<b>Apex Brace (AB)</b>	C15015
<b>Apex Brace % Width</b>	20.00%
<b>Open Bay Column</b>	2C25019

**END PORTAL FRAME**

<b>End Column (EC)</b>	C25019
<b>End Rafter (ER)</b>	C25024
<b>Knee Brace (KB)</b>	NA
<b>Knee Brace % Eave Height</b>	NA
<b>Apex Brace (AB)</b>	NA
<b>Apex Brace % Width</b>	NA
<b>End Wall Mullion (EWM)</b>	C20019

**PURLINS AND GIRTS**

<b>Eave purlin (EP)</b>	C15019				
<b>Side Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Front End Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Back End Wall Girts</b>	TH120070	<b>Max Spacing</b>	1300 mm	<b>% Girt Overlap</b>	11.00%
<b>Roof Purlin</b>	TH120070	<b>Max Spacing</b>	1200 mm	<b>% Purlin Overlap</b>	11.00%

**BRACING**

<b>Side Wall Cross Bracing</b>	32mm x 1.2mm Steel Straping	<b>No. of Bays Cross Braced</b>	2 bays
<b>Front End Wall Cross Bracing</b>	32mm x 1.2mm Steel Straping	<b>No. of Bays Cross Braced</b>	3 bays
<b>Back End Wall Cross Bracing</b>	32mm x 1.2mm Steel Straping	<b>No. of Bays Cross Braced</b>	3 bays
<b>Roof Cross Bracing</b>	32mm x 1.2mm Steel Straping	<b>No. of Bays Cross Braced</b>	2 bays

**BRACING (continued)**

Side Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Column	Every Alternate Row (minimum)
Front End Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Mullion	Every Alternate Row (minimum)
Back End Wall Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Mullion	Every Alternate Row (minimum)
Roof Fly Bracing	120mm x 0.55mm G450 Bracket	No. of Fly Braces per Rafter	Every Alternate Row (minimum)

**SHEETING & FLASHINGS**

Roof Cladding Type	Custom Orb 0.47 TCT	Roof Cladding Colour	ClassicCream
Wall Cladding Type	Custom Orb 0.47 TCT	Wall Cladding Colour	ClassicCream
Gutter Type	FasciaGutter	Gutter Colour	ClassicCream
Barge Type	Barge	Barge Colour	ClassicCream
Downpipe Type	PVC 90 Round Downpipe	Downpipe Colour	White

**LEFT LEANTO PORTAL FRAME**

Internal Rafter	NA
Internal Column	NA
End Rafter	NA
End Column	NA
Eave Purlin	NA

**RIGHT LEANTO PORTAL FRAME**

Internal Rafter	NA
Internal Column	NA
End Rafter	NA
End Column	NA
Eave Purlin	NA

**BEAMOVER FRAME**

Beamover Beam (Internal)	NA	Beamover Beam (Outer)	NA
Beamover Rafter	NA	Beamover Rafter Apex Brace	NA

**ROLLERDOOR**

Roller Door Width	Upto 3200 mm	Upto 4300 mm	Upto 6000 mm
Roller Door Header	NA	NA	NA
Side Wall Roller Door Jamb	NA	End Wall Roller Door Jamb	NA

**PERSONAL ACCESS DOOR**

Side PA Door Frame	NA	End PA Door Frame	NA
--------------------	----	-------------------	----

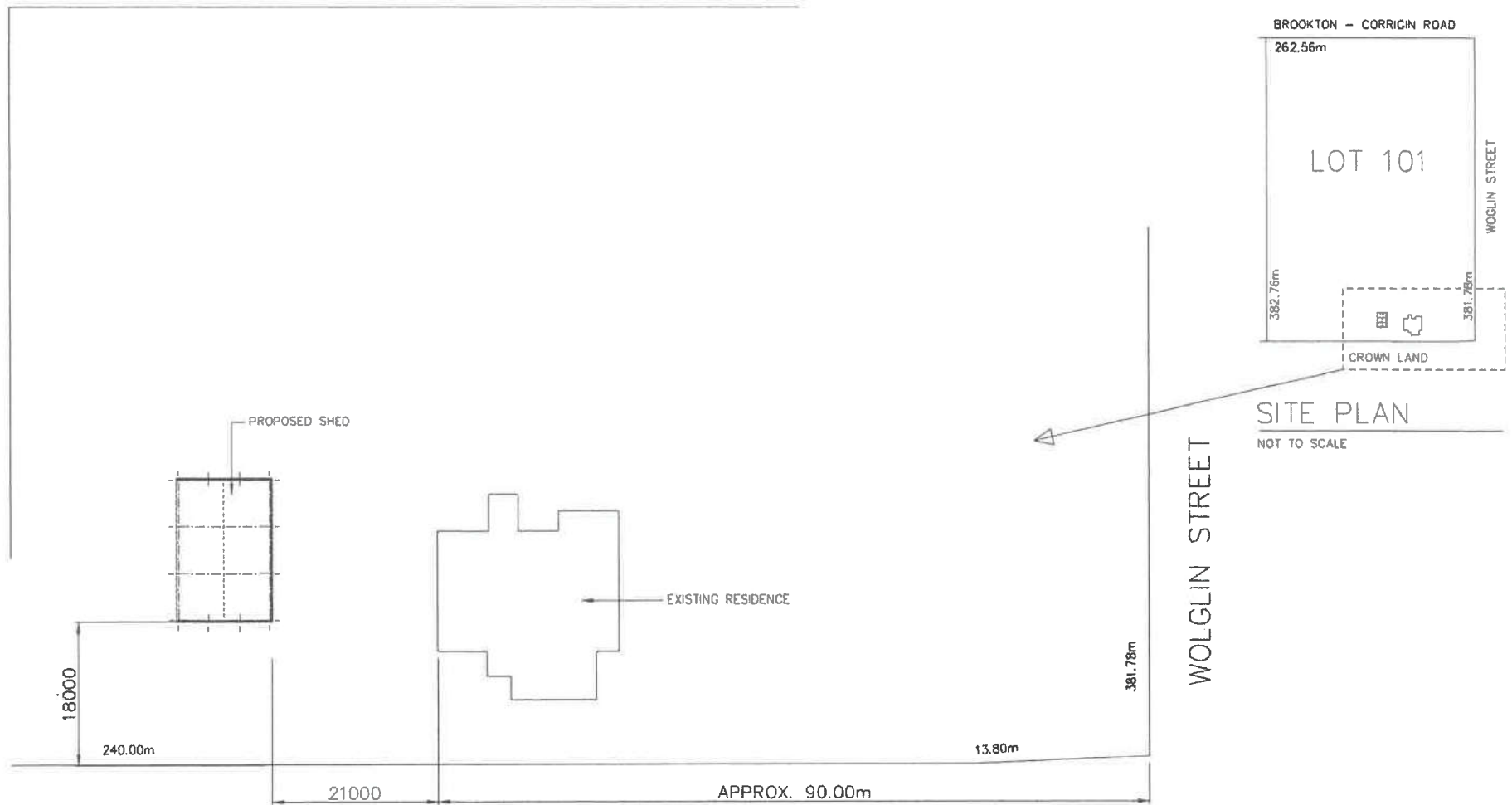
**METAL SLIDING DOOR**

Metal Sliding Door Header	NA
---------------------------	----

George Zuev  
NER 326457

~~29 NOV 2022~~





CROWN LAND  
PART SITE PLAN  
 NOT TO SCALE

REVISION	DESCRIPTION
A	ISSUED FOR APPROVAL

PROPOSED ADDITIONS

D. DUTTON  
 LOT 101 WOLGLIN STREET  
 CORRIGIN WA 6375



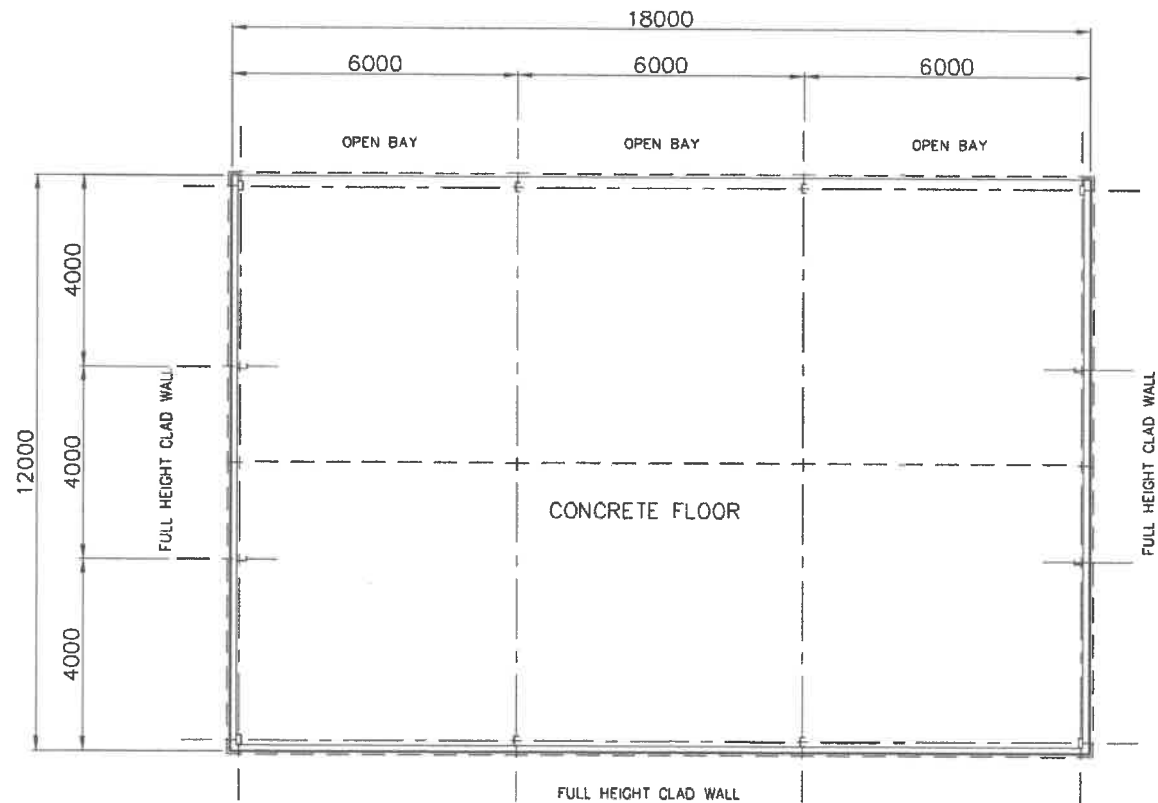
PINEFIELD'S OF YORK

GARY W. BYFIELD  
 PO BOX 326  
 YORK W.A. 6302  
 MOBILE 0414 885 338



DRAWN	GWB
DATE	APR 23
REVISION	A
SHEET	01A





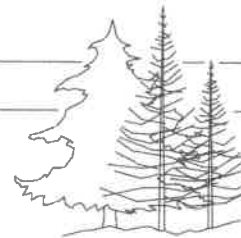
FLOOR PLAN  
SCALE 1 : 100

NOTE  
FOR ALL STRUCTURAL DETAILS REFER TO  
THE 'NOW' BUILDINGS SET OF DRAWINGS

REVISION	DESCRIPTION
A	ISSUED FOR APPROVAL

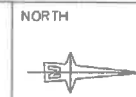
PROPOSED ADDITIONS

D. DUTTON  
LOT 101 WOGLIN STREET  
CORRIGIN WA 6375

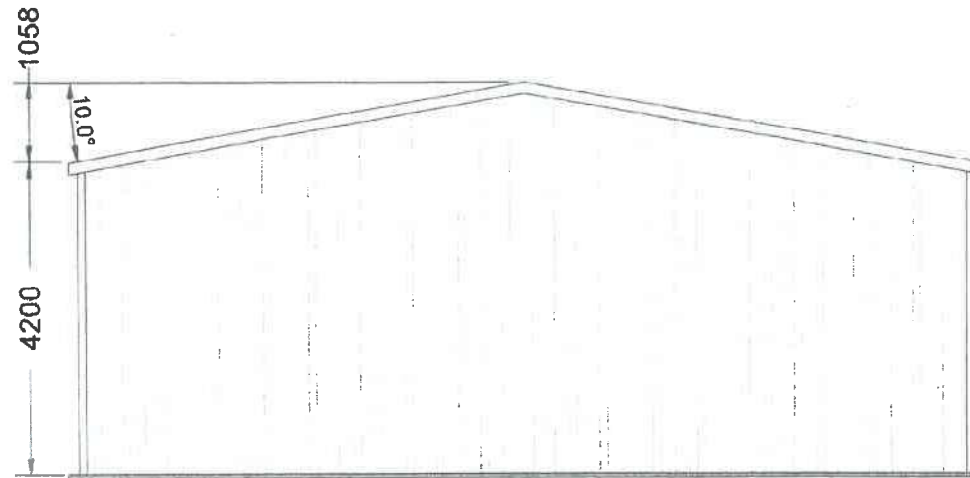


PINEFIELD'S OF YORK

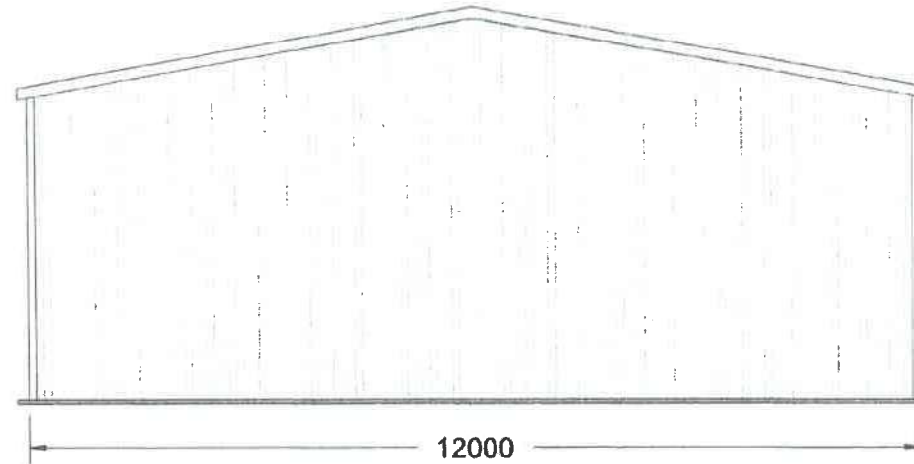
GARY W. BYFIELD  
PO BOX 326  
YORK W.A. 6302  
MOBILE 0414 885 338



DRAWN	GWB
DATE	APR 21
REVISION	A
SHEET	02A



FRONT ELEVATION



REAR ELEVATION

PLANS DRAWN BY

**NOV**  
**BUILDINGS**

P 1300 559 668 F 1300 554 882  
E [trevor@novbuildings.com.au](mailto:trevor@novbuildings.com.au)  
www.novbuildings.com.au

JOB DETAILS

PROPOSED PROJECT: Duto031899 | 12m x 18m x 4.2m - Enclosed Building

CUSTOMER: David Dutton, David Dutton

SITE: Lot 101 Wogin Street, Corrigin, WA, 6375

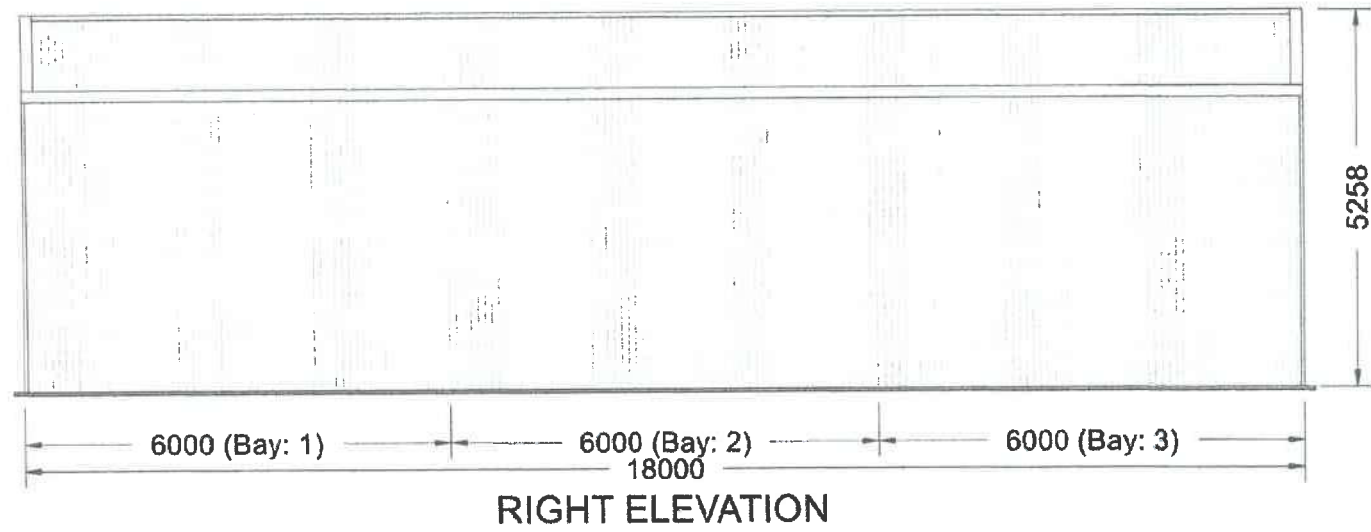
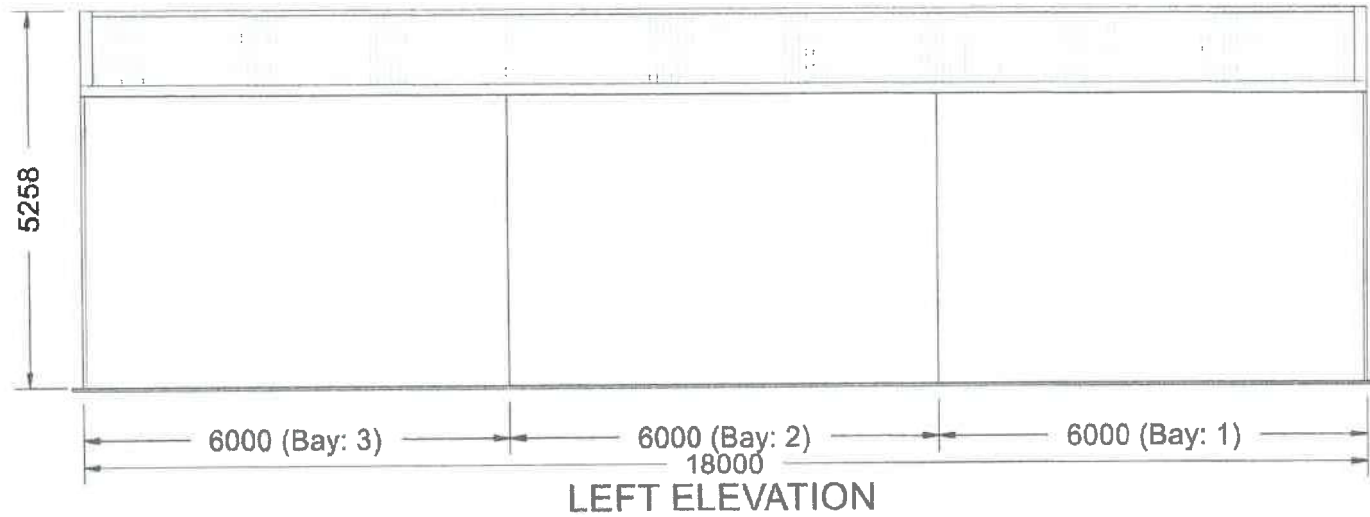
DRAWING DETAILS

DRAWING NO.: AP21699

DRAWING TYPE: Architectural Drawings

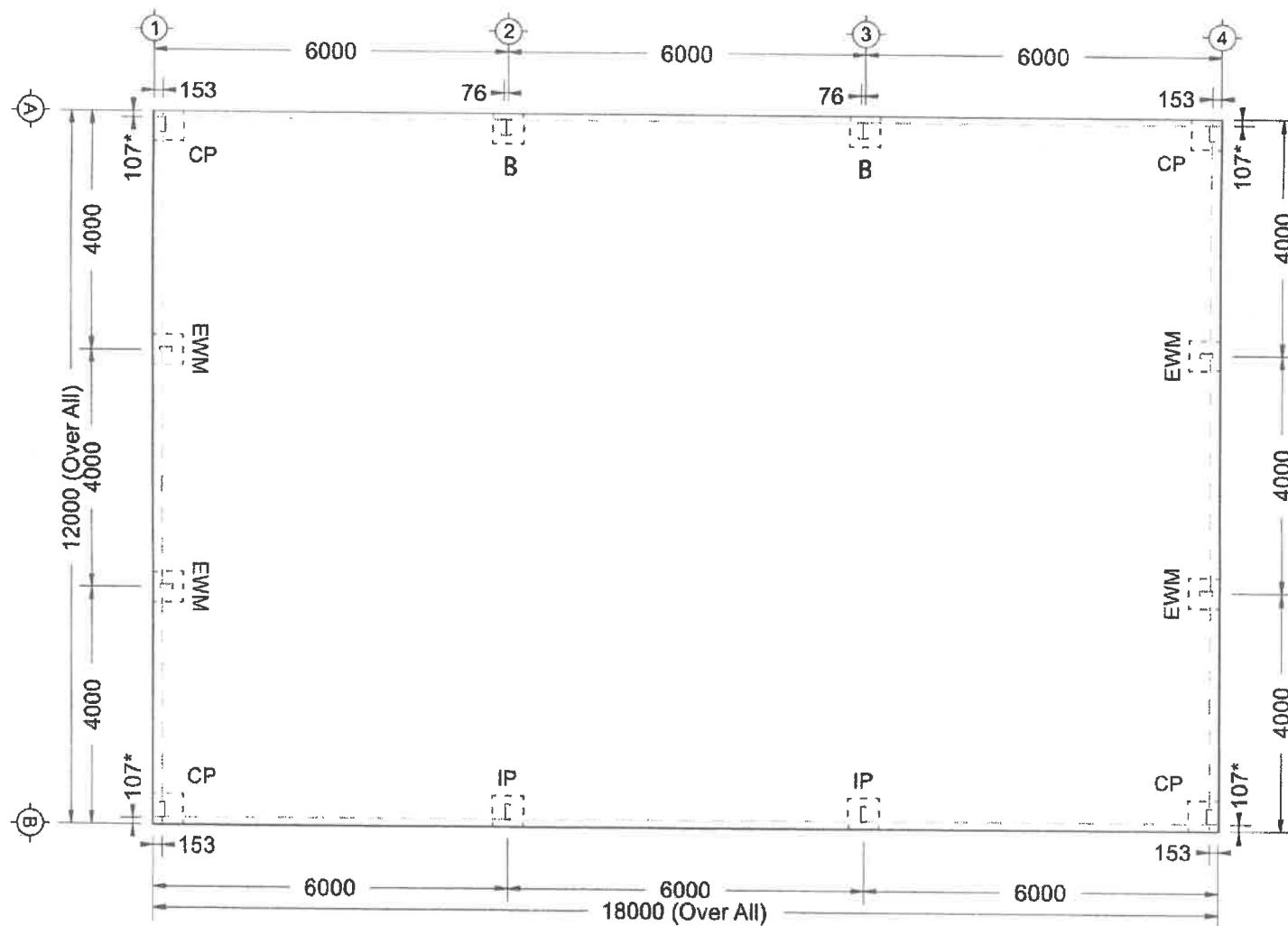
DRAWING SCALE: 1:60

George Zuev  
29 NOV 2022  
NER 326457



George Zuev 29 NOV 2022  
NER 326457

<p><b>PLANS DRAWN BY</b></p> <p><b>///NOW BUILDINGS</b></p> <p>T 1300 559 668 F 1300 654 882 E irevor@nowbuildings.com.au www.nowbuildings.com.au</p>	<p><b>JOB DETAILS</b></p> <p>PROPOSED PROJECT: Dulto601899   12m x 18m x 4.2m - Enclosed Building</p> <p>CUSTOMER: Dave Dutton, David Dutton</p> <p>SITE: Lot 101 Waglin Street, Carrigin, WA, 6375</p>	<p><b>DRAWING DETAILS</b></p> <p>DRAWING NO.: AP31899</p> <p>DRAWING TYPE: Architectural Drawings</p> <p>DRAWING SCALE: 1:82</p>
---	---	--



\*Outside of footing bracket to outside of slab.

FLOOR PLAN

<b>B</b>	Col Size	C25019
	Beam Size	Ø 450 X 1500
<b>EWM</b>	Col Size	C20019
	Beam Size	Ø 450 X 1500
<b>CP</b>	Col Size	C25019
	Beam Size	Ø 450 X 1500
<b>IP</b>	Col Size	C25019
	Beam Size	Ø 450 X 1500

George Zuev  
NER 526457  
29 NOV 2022

PLANS DRAWN BY  
  
 P 1300 559 668 F 1300 654 882  
 E trevor@nowbuildings.com.au  
 www.nowbuildings.com.au

**JOB DETAILS**  
 PROPOSED PROJECT: Dutto031899 | 12m x 18m x 4.2m - Enclosed Building  
 CUSTOMER: David Dutton, David Dutton  
 SITE: Lot 101 Waglin Street, Corrigin, WA, 6375

**DRAWING DETAILS**  
 DRAWING NO.: AP31899  
 DRAWING TYPE: Engineering Drawing  
 DRAWING SCALE: 1:68

# 2023

## COMMUNITY ASSISTANCE PROGRAM

## 1 CONTENTS

<b>1 INTRODUCTION</b>	<b>1</b>
<b>2 WHAT IS THE COMMUNITY ASSISTANCE PROGRAM</b>	<b>2</b>
<b>3 RESTRICTIONS ON FUNDING</b>	<b>2</b>
<b>4 ELIGIBLE ITEMS</b>	<b>3</b>
<b>5 INELIGIBLE FOR FUNDING</b>	<b>3</b>
<b>6 FUNDING CATEGORIES</b>	<b>3</b>
<b>7 ACKNOWLEDGEMENT</b>	<b>6</b>
<b>8 PROJECT VARIATIONS</b>	<b>6</b>
<b>9 COUNCIL VENUE AND COMMUNITY BUS HIRE</b>	<b>6</b>
<b>10 AQUITTAL</b>	<b>7</b>
<b>11 ABN</b>	<b>7</b>
<b>12 GOODS AND SERVICES TAX (GST)</b>	<b>7</b>
<b>13 ADMINISTRATION OF ASSISTANCE</b>	<b>7</b>
<b>14 CONTACT DETAILS</b>	<b>7</b>

# COMMUNITY ASSISTANCE PROGRAM

## 1 INTRODUCTION

The Shire of Corrigin is committed to strengthening our local community groups and organisations by supporting their community projects. Each year, the Community Assistance Program allocation of funds are approved by Council and these funds are dedicated to ensuring local community-based organisations are supported to reach their full potential.

The Community Assistance Program intends to process applications in an equitable manner by providing guidelines and selection criteria. Applicants are required to demonstrate how the Community Assistance Program funding will involve and benefit the wider Corrigin community, including where possible, spending the funding with local businesses.

Applicants are encouraged to contact the Shire of Corrigin's Community Development Officer, prior to applying for the Community Assistance Program to discuss their community project and funding requirements.

These guidelines are to be read in conjunction with Council Policy 2.11 Community Assistance Program.





## CONTENTS

<b>15 APPLICANT DETAILS</b>	<b>9</b>
<b>15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)</b>	<b>9</b>
<b>15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)</b>	<b>10</b>
<b>15.2 PROJECT DETAILS</b>	<b>10</b>
<b>16 APPENDIX A SAMPLE BUDGET</b>	<b>15</b>
<b>17 APPENDIX B: BUDGET - GRANT</b>	<b>16</b>
<b>18 DECLARATION</b>	<b>17</b>
<b>19 CHECKLIST</b>	<b>18</b>



## 2 WHAT IS THE COMMUNITY ASSISTANCE PROGRAM?

The Community Assistance Program is designed to provide financial assistance from Council to support community organisations holding community events or carrying out projects.

The program consists of three categories:

Funding Round	Funding per Applicant (excluding GST)
Community Donations	Maximum \$500 per application
Community Grants	Maximum \$5,000 per application
Significant Event Sponsorship/Assistance	Maximum \$10,000 per application

Applications received for the three categories will be presented to the Ordinary Meeting of Council in May for Council to determine which applications are to be considered for inclusion in the annual budget. The annual budget is adopted by Council no later than the Ordinary Meeting of Council in August of each year and Applicants notified in writing no later than September.

Applications will be considered for projects or events that meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

## 3 RESTRICTIONS ON FUNDING

Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation for the three funding categories is distributed in the following way:

- Community Donations      \$5,000
- Community Grants         \$15,000
- Significant Events          \$15,000

Community organisations who are eligible to apply for assistance and receive annual waivers of rates, rubbish, facility, and equipment fees or are in receipt of reduced fees and charges will only be eligible to apply for the Community Grants and Significant Event Sponsorship/Assistance to the combined value of the waiver or reduced fees and the assistance not exceeding the maximum funding category amount.



#### 4 ELIGIBLE ITEMS

Community Assistance Grant funding can be used for:

- Leveraging a grant from State or Federal agency
- Purchasing goods and services
- Infrastructure
- Specific community event or community program

All applications must demonstrate how the proposed funding will be used to meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

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

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

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

**Governance and Leadership:** Strong governance and leadership

#### 5 INELIGIBLE FOR FUNDING

The following items are ineligible for funding under the Community Assistance Program:

- Private, commercial or political ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events and/or programs that are exclusive only to the community group or organisation's members.

#### 6 FUNDING CATEGORIES

##### **Community Donations**

Community donations are small grants up to a maximum of \$500.

Each organisation is eligible to submit several applications per financial year, provided the total cumulative number of successful applications does not exceed \$500.

Eligible requests for this funding category are contributions to awards, financial assistance and small sponsorships that are not covered by other Council funding.

##### **Community Grants**

The community grant funding provides financial assistance of up to a maximum of \$5,000 to support community events or projects. Financial assistance is based on a one third contribution from Council and two thirds from the applicant organisation by way of own source funding and/or external funding.

Community organisations are only eligible to submit one application per financial year and funds must be spent prior to 31 May of that financial year. There is a requirement to submit an acquittal report back to Council to show where funds have been spent and for the funds to be paid to the organisation.

Where an organisation receives assistance from Council in the form of the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$5,000. For example: if an organisation has annual rubbish charges of \$400 waived then the maximum amount available to apply for would be \$4,600.

Eligible requests include:

- Contributions towards purchasing equipment,
- Upkeep to a community group facility leased from the Shire of Corrigin
- Community based projects such as a memorial
- Small community events

## 6 FUNDING CATEGORIES

Ineligible requests include:

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

Projects that are recurring or incomplete that have been previously funded will be given lower priority.

Organisations who apply for the Community Grants funding are not be eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

Ineligible requests include:

- Assistance towards Council's rates, facility hire/service fees or standard user agreements.
- Assistance towards financial operating costs of the applicant e.g., rent, staff wages, utility costs, insurance, stationery, etc.
- Food, drinks, and alcohol.



## 6 FUNDING CATEGORIES

**Significant Event Sponsorship/Assistance**

Significant event sponsorship/assistance provides support to community groups within the Shire of Corrigin holding large local community events up to a maximum of \$10,000 per financial year.

To be eligible for sponsorship/assistance the community group must be incorporated or a not-for-profit organisation and be based in the Shire of Corrigin. Organisations outside of the Shire of Corrigin that have partnered with a local community group to submit an application on their behalf will be considered however priority will be given to local organisations.

Expenditure must be outlined in the application and may include:

- Marketing and promotional costs
- Venue hire costs
- Equipment hire costs
- Contractor or facilitation fees

Ineligible expenditure includes:

- Operational costs such as administration costs, staffing or event management costs
- Retrospective events

Where in kind assistance is requested, it is important to note that in kind assistance must be included in the expenditure outlined in the application. In kind assistance includes:

- Shire staff labour including works, administration, environmental health, recreational and building maintenance staff.
- Shire plant and equipment such as trucks, rubbish trailers, generators, signage, fencing etc.
- Shire facilities where a hire fee is normally charged.

The cost estimate of in-kind assistance from the Shire of Corrigin can be obtained by speaking with the Chief Executive Officer or Manager of Works prior to completing the application.

If assistance is monetary an acquittal report is required before funds will be distributed.

Where an organisation receives assistance from Council with the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$10,000.

Organisations who apply for the Community Grants funding are not be eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.



# COMMUNITY ASSISTANCE PROGRAM

## 6 FUNDING CATEGORIES

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the event diverse and inclusive of the local community?	15
Evidence of an event plan including the level of volunteer assistance showing the applicant has a realistic capacity to successfully hold the event without relying on the Shire for labour assistance.	20
Evidence of all legislative and regulatory compliance has been or will be met?	20
Does the organisation have sufficient insurance coverage to hold the event?	20
Has the organisation consulted with the local community about the desires and expectations of the event?	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

## 7 ACKNOWLEDGEMENT

Successful applicants are to acknowledge the Shire of Corrigin through project media, community engagement and event promotions by using the Shire's Logo and the phrase "Proudly supported by the Shire of Corrigin". The Shire's Community Development Officer can provide the approved Shire's logo upon request.

## 8 PROJECT VARIATIONS

Project variations must be discussed with the Chief Executive Officer and where applicable approved by Council prior to the variation taking place.

## 9 COUNCIL VENUE AND COMMUNITY BUS HIRE

The Corrigin Community Bus hire waiver is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver of hire fees for the bus. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

Venue hire for community organisations is at a reduced rate as per the annual fees and charges. Further reductions, discounts, or waivers is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver, reduction or discount of fees for venue hire. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

# COMMUNITY ASSISTANCE PROGRAM

## 10 ACQUITTAL

Successful applicants will be required to complete a project acquittal within 30 days of completion of the project or event. Acquittals must be lodged before funding is released to the organisation and before subsequent funding can be applied for. Acquittal forms will be provided to successful applicants in September with the letter advising of the outcome or by contacting the Shire Administration Office.

The information contained in the acquittal will be presented to Council by the Chief Executive Officer or Deputy Chief Executive Officer.

## 11 ABN

Please note the Shire of Corrigin requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire Administration to discuss how to best proceed.

## 12 GOODS AND SERVICES TAX (GST)

Funding will be paid on the basis of invoices received (ie GST inclusive, or GST exclusive). If you are unsure, please contact the Shire Administration to discuss.

## 13 ADMINISTRATION OF ASSISTANCE

Community Assistance Program approvals will be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of a tax invoice at the conclusion of the project or event.
- Where approved financial assistance is not claimed by 31 May of the financial year in which the grant was approved the funding is considered as not required and the organisation will have to re-apply in the next funding year.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted or considered and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support and won't be considered.
- Council's decision is final, and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year unless otherwise stated in Policy 2.11.

## 14 CONTACT DETAILS

For further information about the Community Assistance Program, please contact the Shire of Corrigin Administration Office on (08) 9063 2203 or by emailing [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au).

This page has been intentionally left blank.



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15 APPLICANT DETAILS

Corrigin Triathlon in partnership with

Official Name of Organisation:	Corrigin Parents and Citizens Association
Street Address:	53 Lynch Street WA Corrigin 6375
Postal Address:	
Email:	cranelle1429@gmail.com

Is the organisation GST registered? Yes  No

Is the organisation incorporated? Yes  No

Number of Paid Staff:	0
Number of Volunteers:	25
Contact Person:	Emma Poulthney
Position Title:	Organiser
Phone Number(s):	0428152880
Email:	cranelle1429@gmail.com

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Organisation:	Corrigin P+C AS Above
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? Yes  No

If No, please provide details of previous application/funding:

We applied last year for the amount of \$2734.00 which was successful and greatly appreciated this contribution. Thank you.



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes  No

If Yes, please provide details:

Freemora

Briefly outline the nature of your organisation and its primary purpose:

## 15.2 PROJECT DETAILS

Project Name:	Corrigin Triathlon run by Corrigin P+C and Perth Tri Club
Project Start Date:	March 2024
Finish Date:	March 2024
Funds Requested from Council:	\$4521.00
Project Details:	The 27th Annual Corrigin Triathlon will be hosted next year by the Corrigin P+C in conjunction with the Perth Tri Club. This has historically been a successful event for the Corrigin community. This event will involve participants from Corrigin, surrounding towns + Perth.

## 15.2 PROJECT DETAILS

Project Details Cont'd:

## 15.3 PROJECT DETAILS

What is the main purpose of your project?

The main purpose of the Corrigin Triathlon is to provide locals the opportunity to try another sport that they may not have exposure to living in a rural town. To encourage our kids to continue to be active, volunteer in their community and have fun!

Please describe how your event/activity meets the selection criteria? (Please include how the project will benefit the community)

The Corrigin Triathlon has been running for 26 years and continues to have the vision to bring diversity, inclusivity and fun to the Corrigin Community. The Corrigin Triathlon is providing exposure to our community featuring the sport of Triathlons. There is varied lengths of courses to encourage people from all ages to participate. Children's numbers always being the highest in previous years. Combining with the Perth Tri Club has brought to opportunity for the kids to witness for of the finest athletes participate and they then look up to them. These same athletes volunteer and help the kids during these races. It has encouraged parent and other community members give it a go! The project benefits the local shops, roadhouse, hotel & pub with Perth members staying an enjoying what the Corrigin community has to offer.

## 15.4 PROJECT DETAILS

How did your organisation identify this need?

We are requesting this grant to help provide assistance with the traffic control costing, which as you can see in the profit and loss statement provided is a significant cost to this event. Without assistance it will no longer make this event be viable.

Main location of activities for this event/activity? (Please outline the activities involved in your Project)

The main location is the Corrigin Swimming Pool, Apex park, residential streets and Corrigin surrounds.

Describe the target group for your project, and how they will benefit from the project.

Our target group is the Corrigin community, Corrigin District High students and people from surrounding areas. Perth tri club also target members of other Tri Clubs in the quest to boost participant numbers.

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.5 PROJECT DETAILS

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement Date:	March 2024	Completion Date:	March 2024
--------------------	------------	------------------	------------

In line with the Shire of Corrigin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. I.e. Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

Yes there is both disabled parking + facilities at the Corrigin Swimming pool where the event is held.

List who will be involved (Including any partnering organisations)

\*Corrigin P+C and the Perth Tri Club.  
\*WA Triathlon + Sunsmart.

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

Without funding it will may no longer make this event viable. As a committee we are currently in to pro

List any additional grants that you have applied for/or will apply for in relation to this Project.

Sunsmart but not to subsidise to Traffic management Plan



## 15.6 PROJECT DETAILS

How will you measure the success of your project?

We will measure our success by entrant numbers, continued support from the community and the Perth Tri Club.

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

We would like the Corrigin Triathlon to continue on for another 26 years and beyond.

How will Council be recognised for its contribution to this project?

The council will be thanked during presentation, we would also happily put the shires logo on all promotional material for the event.

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 16 APPENDIX A SAMPLE BUDGET

### Sample Budget

PROJECT TITLE :		Museum Upgraded Picnic Area Project				
EXPENSES				INCOME		
Item	Cost / Description	Amount inc gst	GST	Type	Description	Amount
Volunteer labour	50hrs@ \$15p/h	\$750.00	\$68.18	Applicant Contribution	Cash	\$1000.00
Materials	Treated Pine	\$2,000.00	\$181.81		In kind/ Volunteer Workers	\$750.00
	Bolts 250@ 60c ea	\$150.00	\$13.64			
Plants	500 @ \$1ea	\$500.00	\$45.45			
Equipment Hire Charges	Bobcat 5hrs @ \$150 p/h	\$750.00	\$68.18			
	Hand tools 10hrs @ \$15p/h	\$150.00	\$13.64			
	Brush Cutters 5hrs @ \$45 p/h	\$225.00	\$20.45	Grants and Sponsorship	Lotterywest	\$1,000.00
	Mini Van 2 days	\$250.00	\$22.73		Local Service Clubs	\$1,500.00
	Interpretive signs	\$1,000.00	\$90.90		Community Assistance Program	\$2,090.00
	Brochures	\$250.00	\$22.73	Donated Materials	Seedlings	\$275.00
	Advertising	\$100.00	\$0.91		Mulch	\$200.00
	Opening Launch	\$200.00	\$1.81		Refreshments	\$100.00
In Kind	Labour 10hrs @ \$50 p/h	\$500.00	\$45.45	Other Income		
	Mobile Rubbish Trailer 3 days @ \$30/day	\$90.00	\$8.18			
<b>Total Expenses</b>		<b>\$6,915.00</b>	<b>\$604.06</b>	<b>Total Income</b>		<b>\$6,915.00</b>

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

17 APPENDIX BUDGET B : BUDGET - GRANT


PROJECT TITLE : <i>Corrigin Triathlon Club</i>						
EXPENSES				INCOME		
Item	Cost / Description	Amount Inc gst	GST	Type	Description	Amount
<i>Traffic Control</i>	<i>Traffic Control for the day</i>	<i>\$4521</i>		Applicant Contribution	Cash	
<i>medals</i>		<i>\$60.80</i>			In kind / Volunteer Workers	
<i>Printing + office</i>		<i>\$82.26</i>			<i>Entry / Participation for the Corrigin East</i>	<i>1490.01</i>
					<i>TWA grant</i>	<i>300.00</i>
					<i>Previous grant from Shire</i>	<i>2734.00</i>
				Grants and Sponsorship		
					Community Assistance Program	
				Donated Materials	<i>Finish line TWA</i>	<i>0</i>
					<i>Interclub Trophy</i>	<i>0</i>
					<i>Proffie Drinks + Fruit</i>	<i>\$100</i>
				Other Income	<i>Fundraised sausage sizzle</i>	<i>145.83</i>
<b>Total Expenses</b>		<i>04664.</i>	<i>0</i>	<b>Total Income</b>		<i>6075.24</i>

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 18 DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Corrigin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I understand that where financial assistance is approved by Council for projects that are dependent on external funding bodies eg Dept of Local Government, Sport & Cultural Industries, Lotterywest etc. and that funding application is unsuccessful then Council retain the right to withdraw their contribution and reallocate it to another community organisation.
- I understand where approved funding is not acquitted by 31 May in the financial year the funding will be considered as not required and the organisation will have to reapply in the next available funding year.
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Corrigin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements and have provided current copies of financial records of the organisation with this application.

<b>Name:</b>	Emma Paultney		
<b>Organisation:</b>	Corrigin P+C and Perth Tri Club		
<b>Position:</b>	Organiser		
<b>Signature</b>		<b>Date:</b>	28/4/2023



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 19 CHECKLIST

Please attach the relevant documents	Y	N
A copy of your organisation's latest bank statements and financial statements (if available please send audited copy)		
A copy of your Certificate of Incorporation		
A copy of your current Public Liability Insurance Certificate		
Copies of all relevant quotes as verification to costing's		
An endorsed letter from the sponsoring organisation		
Evidence of other grant funding or donation approvals		

# TAX INVOICE

Perth Tri Club  
6 Dodonia Gdns  
CITY BEACH WA 6015  
AUSTRALIA

**Invoice Date**  
27 Mar 2023

**Invoice Number**  
INV-15996

**Reference**  
Corrigin P & C Triathlon Race

**ABN**  
44 239 381 105

Taborda Contracting Pty Ltd  
65 Eva Street  
Maddington WA 6109  
Ph 9459 1191  
Email: info@taborda.com.au

Description	Quantity	Unit Price	GST	Amount AUD
Site Address :Larke Cres Corrigin				
Client Contact :Karen Woods				
6x3 Traffic Controllers @ 10 hours	1.00	4,110.00	10%	4,110.00
Docket No 37357 4.3.2023 Saturday				
Subtotal				4,110.00
TOTAL GST 10%				411.00
<b>TOTAL AUD</b>				<b>4,521.00</b>

## Due Date: 17 Apr 2023

Payment By EFT:

Bank: Westpac

Account Name: Taborda Contracting Pty Ltd

BSB/Account No: 036067/371783

This invoice must be paid within 21 days.

# PAYMENT ADVICE

**Customer** Perth Tri Club  
**Invoice Number** INV-15996  
**Amount Due** **4,521.00**  
**Due Date** 17 Apr 2023

**Amount Enclosed**

Enter the amount you are paying above

To: Taborda Contracting Pty Ltd  
65 Eva Street  
Maddington WA 6109  
Ph 9459 1191  
Email: info@taborda.com.au



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15 APPLICANT DETAILS

Official Name of Organisation:	Corrigin Creatvie Arts Club
Street Address:	Goyder Street Corrigin WA 6375
Postal Address:	5 Spanney Street Corrigin WA 6375
Email:	ndtalbot2@bigpond.com
Is the organisation GST registered?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Number of Paid Staff:	0
Number of Volunteers:	9 members to run the club and associated Arts and Crafts, 10 members to run the Cottage, 30 members to run Exhibitions.
Contact Person:	Di Talbot
Position Title:	Vice President
Phone Number(s):	0407632282
Email:	ndtalbot2@bigpond.com

SHIRE OF CORRIGIN  
 ATTENTION Kylie  
 19 MAR 2023  
 ACTION ICR 2354828  
 FILE FM .0057

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? Yes  No

If No, please provide details of previous application/funding

2020/2021 Approved Request for \$3,134 with a further \$2,800 in kind labour spanning over to 2021/2022 due to issues with contractors workmanship.  
 2022/2023 Approved Request for \$2,600



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes  No

If Yes, please provide details:

Subsidised lease fees

Briefly outline the nature of your organisation and its primary purpose:

The Primary objective of the Corrigin Arts Club is to promote all forms of Artistic and Cultural endeavour and Expression for all people. We foster encouragement to participate in workshops to improve skills and everyone's right to participate in all Art and craft activities provided by the club. The room is currently being used five days a week and has members aged eight years to ninety years.

## 15.2 PROJECT DETAILS

Project Name:	Upgrade to Creative Art Facility
Project Start Date:	August 2023
Finish Date:	March 2024
Funds Requested from Council:	\$4004.00
Project Details:	<p>Replace kitchen benches, sink and cupboards            Paint doors and door frames            Install weather shield to door            Repair lintel above sliding door            Repair ceiling            Roof repairs</p> <p>Trevor Dyer will attend to the repairs listed above. All repairs are for the building's continued upgrading.</p>



# QUOTATION

ABN 92684468744

**Tremar Contracting**  
tremarcontracting@yahoo.com  
Kirkwood Street  
Corrigin, Western Australia 6375  
Australia

Trev 0429062576 Mareese 0488394232

**BILL TO**  
**Corrigin Creative Arts**  
Di Talbot  
ndtalbot2@bigpond.com

**Estimate Number:** 52  
**Estimate Date:** March 28, 2022  
**Expires On:** April 18, 2022  
**Grand Total (AUD):** \$5,208.50

Items	Quantity	Price	Amount
Replace kitchen benches, sink and cupboards reptile splashback	1	\$2,955.00	\$2,955.00
Paint doors and frames Install weather shield to door	1	\$510.00	\$510.00
Repair lintel above sliding door	1	\$810.00	\$810.00
Repair ceiling	1	\$460.00	\$460.00
Roof repairs are do and charge as we are unable to quote these	1	\$0.00	\$0.00

**Subtotal:** \$4,735.00  
**GST 10%:** \$473.50

**Total:** \$5,208.50

**Grand Total (AUD):** \$5,208.50

**Notes / Terms**  
VALID FOR 21 DAYS ONLY

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15 APPLICANT DETAILS

<b>Official Name of Organisation:</b>	
<b>Street Address:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	

Is the organisation GST registered? **Yes**  **No**

Is the organisation incorporated? **Yes**  **No**

<b>Number of Paid Staff:</b>	
<b>Number of Volunteers:</b>	
<b>Contact Person:</b>	
<b>Position Title:</b>	
<b>Phone Number(s):</b>	
<b>Email:</b>	

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

<b>Organisation:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? **Yes**  **No**

If No, please provide details of previous application/funding:

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes  No

If Yes, please provide details:

Briefly outline the nature of your organisation and its primary purpose:

## 15.2 PROJECT DETAILS

<b>Project Name:</b>	
<b>Project Start Date:</b>	
<b>Finish Date:</b>	
<b>Funds Requested from Council:</b>	
<b>Project Details:</b>	

## 15.2 PROJECT DETAILS

Project Details Cont'd:

## 15.3 PROJECT DETAILS

What is the main purpose of your project?

Please describe how your event/activity meets the selection criteria? **(Please include how the project will benefit the community)**



## 15.4 PROJECT DETAILS

How did your organisation identify this need?

Main location of activities for this event/activity? **(Please outline the activities involved in your Project)**

Describe the target group for your project, and how they will benefit from the project.

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.5 PROJECT DETAILS

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

<b>Commencement Date:</b>		<b>Completion Date:</b>	
---------------------------	--	-------------------------	--

In line with the Shire of Corrigin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. I.e. Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

List who will be involved (Including any partnering organisations)

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

List any additional grants that you have applied for/or will apply for in relation to this Project.

## 15.6 PROJECT DETAILS

How will you measure the success of your project?

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean- up/removal at the project end date of non-permanent fixtures?

How will Council be recognised for its contribution to this project?

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 16 APPENDIX A SAMPLE BUDGET

### Sample Budget

PROJECT TITLE :		Museum Upgraded Picnic Area Project				
EXPENSES				INCOME		
Item	Cost / Description	Amount inc gst	GST	Type	Description	Amount
Volunteer labour	50hrs@ \$15p/h	\$750.00	\$68.18	Applicant Contribution	Cash	\$1000.00
Materials	Treated Pine	\$2,000.00	\$181.81		In kind/ Volunteer Workers	\$750.00
	Bolts 250@ 60c ea	\$150.00	\$13.64			
Plants	500 @ \$1ea	\$500.00	\$45.45			
Equipment Hire Charges	Bobcat 5hrs @ \$150 p/h	\$750.00	\$68.18			
	Hand tools 10hrs @ \$15p/h	\$150.00	\$13.64			
	Brush Cutters 5hrs @ \$45 p/h	\$225.00	\$20.45	Grants and Sponsorship	Lotterywest	\$1,000.00
	Mini Van 2 days	\$250.00	\$22.73		Local Service Clubs	\$1,500.00
	Interpretive signs	\$1,000.00	\$90.90		Community Assistance Program	\$2,090.00
	Brochures	\$250.00	\$22.73	Donated Materials	Seedlings	\$275.00
	Advertising	\$100.00	\$0.91		Mulch	\$200.00
	Opening Launch	\$200.00	\$1.81		Refreshments	\$100.00
In Kind	Labour 10hrs @ \$50 p/h	\$500.00	\$45.45			
	Mobile Rubbish Trailer 3 days @ \$30/day	\$90.00	\$8.18	Other Income		
<b>Total Expenses</b>		<b>\$6,915.00</b>	<b>\$604.06</b>	<b>Total Income</b>		<b>\$6,915.00</b>

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 17 APPENDIX BUDGET B : BUDGET - GRANT

PROJECT TITLE :						
EXPENSES				INCOME		
Item	Cost / Description	Amount inc gst	GST	Type	Description	Amount
				Applicant Contribution	Cash	
					In kind / Volunteer Workers	
				Grants and Sponsorship		
					Community Assistance Program	
				Donated Materials		
				Other Income		
<b>Total Expenses</b>		0	0	<b>Total Income</b>		

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 18 DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Corrigin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I understand that where financial assistance is approved by Council for projects that are dependent on external funding bodies eg Dept of Local Government, Sport & Cultural Industries, Lotterywest etc. and that funding application is unsuccessful then Council retain the right to withdraw their contribution and reallocate it to another community organisation.
- I understand where approved funding is not acquitted by 31 May in the financial year the funding will be considered as not required and the organisation will have to reapply in the next available funding year.
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Corrigin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements and have provided current copies of financial records of the organisation with this application.

<b>Name:</b>			
<b>Organisation:</b>			
<b>Position:</b>			
<b>Signature</b>		<b>Date:</b>	

## 19 CHECKLIST

Please attach the relevant documents	Y	N
A copy of your organisation's latest bank statements and financial statements (if available please send audited copy)		
A copy of your Certificate of Incorporation		
A copy of your current Public Liability Insurance Certificate		
Copies of all relevant quotes as verification to costing's		
An endorsed letter from the sponsoring organisation		
Evidence of other grant funding or donation approvals		



Emily Turner  
Corrigin Agricultural Society Inc.  
PO BOX 195  
Corrigin WA 6375

Mrs N Manton  
CEO  
Shire of Corrigin  
9 Lynch Street  
Corrigin WA 6375

22 April 2023

Dear Mrs Manton and Corrigin Shire Councillors,

As you would be aware 2023 marks the 100<sup>th</sup> anniversary of the Corrigin Agricultural Show. This year the show will be held on Saturday 9<sup>th</sup> September 2023.

We would like to request the following donations/contributions:

- \$3,000 towards the Fireworks display. The fireworks are a highlight of the Ag Show every year and essential as part of the entertainment. In the past the Council has been very generous in donating \$2,500 towards the fireworks show however with the rising costs in recent years we are now paying \$6,000 plus GST for our regular fireworks show and request that the Council considers increasing their donation.
- \$2,000 towards the 'Unveiling of the 100 Years of the Corrigin Show Mural'. The Ag Society is hosting a Sundowner on the Friday night before the show (Friday 8<sup>th</sup> September 2022) to unveil the large mural that the community has painted under the guidance of local artist, Sonia Price. We anticipate the sundowner will be a popular event to kick off our 100<sup>th</sup> show and display the incredible work of the community in creating a permanent reminder of the significance of the Ag Show in Corrigin's history. The money will be used as part of the catering costs, as well as cover a live musician for the evening. The Shire of Corrigin will be acknowledged as a key sponsor of the evening and we invite you to display your promotional banner at the event.

We look forward to the continued amazing support from the Corrigin Shire Council as it certainly helps to make the show a great success and event that the community looks forward to annually.

Thank you in anticipation.

Kind regards,

Emily Turner  
President  
Corrigin Agricultural Society Incorporated.



8<sup>th</sup> April 2023



To Whom It May Concern

With the 2023 Regatta fast approaching, the Lake Yealering Regatta committee in association with the Lake Yealering Progress Association would like to invite you to sponsor our upcoming event to be held on October 7, 2023.

The Lake Yealering Progress Association is a not-for-profit organisation with an extremely active volunteer base within the Yealering community.

After the success of the 2021 regatta, we are planning for this year's regatta to be even more successful. An action-packed day of activities for all ages at the lake with markets and stalls, a variety of kid's activities, open, intermediate, and junior regatta boat races on the lake, working dog demonstrations, scenic helicopter rides, acoustic music under the pine trees during the afternoon and live music late into the evening.

We are offering different sponsorship packages for the event, all of which can be tailored to your business to suit your needs. I have included a description of the various sponsorship opportunities and benefits for your business.

SPONSOR BENEFITS	LEVELS OF SPONSORSHIP			
	\$1500	\$1000	\$500	\$250
	LAKE	JETTY	RAFT	SAIL
Naming rights of a regatta race- 3 available	◆			
Share sponsors social media posts on the Lake Yealering Regatta Facebook and Instagram pages	◆	◆		
Complimentary advertising space of 19cm x 13cm in local publications	◆	◆		
Link to sponsors website on Lake Yealering Regatta Facebook page	◆	◆	◆	
Logo Recognition on Lake Yealering Regatta Facebook page	◆	◆	◆	◆
Logo Recognition in local newspapers	◆	◆	◆	◆
Logo Recognition on Lake Yealering Regatta Instagram Page	◆	◆	◆	◆
Name and Logo Signage at the event	◆	◆	◆	◆
Post event Logo Recognition on Lake Yealering Regatta Facebook page	◆	◆	◆	◆

As you can see from these options, when you choose to sponsor our event, you can be assured that your business will be well advertised and acknowledged.

After you have had a chance to review the information enclosed, I would be happy to answer any questions or custom design a sponsorship package to fit your needs. We hope that you will be able to support us and look forward to hearing from you. My contact details are below.

Kind regards

Alan Manton

President

Lake Yealering Regatta Committee

Email: yealeringregatta@gmail.com

Mobile: 0427657089