



Agenda Attachments

October 2025

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ATTACHMENT 9.2.1 - BFAC MINUTES – 2 OCTOBER 2025

ATTACHMENT 10.1.1 - ACCOUNTS FOR PAYMENT – SEPTEMBER 2025

ATTACHMENT 10.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 30 SEPTEMBER 2025

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ATTACHMENT 10.2.7.1 – REGISTER OF COUNCIL POLICES

ATTACHMENT 10.2.7.2 – BUSHFIRE POLICIES AND PROCEDURES

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MINUTES

ORDINARY COUNCIL MEETING

16 September 2025

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 16 September 2025 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 6.00pm.

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1 DECLARATION OF OPENING

The Chairperson, Deputy President Cr S. Jacobs, opened the meeting at 6:00pm and welcomed four members of the public, noting that three are due to be sworn in as Councillors at the October Ordinary Council Meeting. The Deputy President S Jacobs acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff, and members of the public are advised that the Council meeting is being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire Deputy President

Cr. S L Jacobs
Cr. B Fare
Cr. M A Weguelin
Cr. M R Leach
Cr. M B Dickinson

Chief Executive Officer
Deputy Chief Executive Officer
Executive Support Officer

N A Manton
M T Henry
J M Filinski

Four members of the Public

APOLOGIES

LEAVE OF ABSENCE

Shire President

Cr. D L Hickey

At the meeting held on 15 July 2025, the President, Cr. Des Hickey was granted a Leave of Absence for this meeting (Resolution 67/2025)

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has not been notified of anyone passing away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

NIL

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 August 2025 (Attachment 7.1.1).

COUNCIL RESOLUTION

92/2025 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 August 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

7.2 COMMITTEE MEETINGS

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	10/09/2025
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 – August 2025

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of August 2025.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

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.

All payments are 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 there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

93/2025 Moved: Cr. Dickinson

Seconded: Cr. Leach

That Council receives the list of accounts paid during the month of August 2025 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

EFT Payments	EFT21619 – EFT21722	\$308,186.77
Direct Debit Payments		\$48,016.37
EFT Payroll Payments		\$141,669.04
Total Municipal Account Payments		\$497,872.18

Edna Stevenson Trust Account

EFT Payments	EFT21616	\$1,897.80
Total Edna Stevenson Trust Account Payments		\$1,897.80

Trust Account

EFT Payments	EFT21617 – EFT21618	\$179.45
Total Trust Account Payments		\$179.45

Licensing Trust Account

Direct Debit Payments		\$41,358.80
Total Licensing Trust Account Payments		\$41,358.80

Total of all Accounts

\$541,308.23
Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/09/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 August 2025

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 August 2025.

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

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 31 August 2025. Whilst August Financials have been prepared to date, they may be subject to change with the finalisation of the Audit and Annual Financial Report.

Item	Reference
Cash at Bank The total cash as at 31 August 2025 was \$11,138,946. This is composed of \$3,049,071 municipal funds (Municipal Bank Account and various till floats), \$2,870,710 in short term investment, and \$4,450,533 in reserve funds.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions The capital budget is approximately 3% complete at the 31 August 2025.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding is \$983,151.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$7,153,294 which is composed of \$11,971,528 Current Assets less \$702,335 Current Liabilities less \$4,115.899 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the August 2025 financial position is in the explanation of material variances included in each of the monthly financial reports, please refer to page 6.

STATUTORY ENVIRONMENT

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

r. 34 Local Government (Financial Management) Regulations 1996

r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

94/2025 Moved: Cr. Weguelin

Seconded: Cr. Fare

That Council accepts the Statement of Financial Activity for the month ending 31 August 2025 as presented, along with notes of any material variances.

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.1.3 2025/2026 COMMUNITY ASSISTANCE PROGRAM – REQUEST TO WAIVE FEES

Applicant:	Shire of Corrigin
Date:	04/09/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.1.3 – Letter from Corrigin Kelpies – Request to Waive Fees

SUMMARY

Council has received a request from the Corrigin Kelpies to waive fees for the Wheatbelt Senior Games, scheduled for 24 March 2026, under the 2025/2026 Community Assistance Program. A copy of the request is attached.

BACKGROUND

As a part of the 2025/26 Adopted Budget, Council provided eight assistances to various Community groups in the community assistance program. Corrigin Kelpies did originally put an application in but withdrew the application and subsequently sent a request of in-kind support of \$936.30. Council has put aside \$2,000 in the budget to support any further requests during the 2025/2026 financial year that were not adopted in the original budget.

Council previously reviewed the 2025/2026 Community Assistance Program (CAP) applications during a budget workshop on 16 April 2025. The program, guided by Council policy last reviewed in 2022, provides financial and in-kind support to not-for-profit organisations and community groups for projects, events, sponsorships, and awards.

Eight applications were originally received, with one later withdrawn by the Corrigin Kelpies. This left seven applications under consideration, requesting a combined total of \$33,941.35 in funding. At the May 2025 Ordinary Council Meeting, Council endorsed six applications for inclusion in the draft 2025/2026 Budget (Resolution 49/2025). Council also requested further engagement with the Corrigin Triathlon regarding costings and traffic management, which resulted in a revised application being submitted in late May 2025. A further application was also received from the Corrigin Tidy Town Committee.

COMMENT

The Corrigin Kelpies is a local seniors' group that has been participating in the Senior Games since 2000. Corrigin previously hosted the event in 2011, with Council supporting the group at that time by waiving hall hire fees of \$100. The 2026 Games will again be hosted in Corrigin and are expected to attract senior participants and visitors from surrounding towns, contributing positively to the local economy and community spirit.

The group has requested in-kind support totalling \$936.30 to assist with running the event. This request includes:

- \$200 for secretarial services, printing, and laminating provided by the CRC (to produce certificates, programs, and related documents, as well as technical support)
- Hire fees for the hall and PA system

A detailed breakdown of the request is provided in the attachment. While the CEO has delegated authority to waive fees up to a maximum of \$500, the current request exceeds this threshold and therefore requires a decision of Council.

The request is consistent with the objectives of the Community Assistance Program, supporting a local not-for-profit group to deliver an event that promotes active ageing, community wellbeing, and regional engagement, while also showcasing Corrigin as a welcoming host community.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 Community Assistance Program

FINANCIAL IMPLICATIONS

Funding for such requests is available within the \$2,000 allocation Council set aside in the 2025/2026 Budget for community assistance applications not adopted in the original budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Desired Outcome: Inclusive, healthy and resilient community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.3	High standard of community and recreation activities and facilities	1.3.6	Promote and deliver the Shire's Community Grant Scheme
		1.3.8	Support the Corrigin Senior Citizens group in initiatives that promote and deliver benefits for our seniors.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

95/2025 Moved: Cr. Leach

Seconded: Cr. Weguelin

That Council approves the request from the Corrigin Kelpies for in-kind support to the value of \$936.30 (hall and PA hire fees, secretarial services, printing, laminating, and associated costs) for the Wheatbelt Senior Games to be held on 24 March 2026, with the funding to be allocated from the \$2,000 Community Assistance Program provision in the 2025/2026 Budget.

Carried by Absolute Majority 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.1.4 LONG TERM FINANCIAL PLAN 2025/26 – 2035/36

Applicant:	Shire of Corrigin
Date:	11/09/2025
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	CM.0049
Attachment Ref:	Attachment 8.1.4 – Shire of Corrigin Long Term Financial Plan 2025/26 – 2035/36

SUMMARY

Council is asked to endorse the Long-Term Financial Plan 2025/26 – 2035/36, which outlines the Shire's financial sustainability and capacity to deliver services and infrastructure over the next 10 years.

BACKGROUND

Following an extensive period of community consultation in 2025, the Shire of Corrigin developed a new Council Plan 2025–2035, which was formally adopted at the August 2025 Council Meeting. The Council Plan comprises the Strategic Community Plan and the Corporate Business Plan (CBP), prepared in accordance with Section 5.56 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

The adoption of the Council Plan is a key step in ensuring that the Shire meets its legislative requirements under the Integrated Planning and Reporting Framework (IPRF). The Council Plan provides a clear framework to guide decision-making and resource allocation, aligning Council actions with community expectations. It also informs the Shire's annual budget and reporting processes, with progress measured against delivery of the Plan's priority actions.

The Council plan is supported by a suite of informing documents, including the Workforce Plan, Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP). The AMP and various 10 year plans are scheduled for review in 2025/26.

The LTFP is the mechanism through which the Shire assesses its capacity to sustainably deliver services and infrastructure. It provides the financial framework for setting short, medium, and long-term priorities within available resourcing capacity. Together, the Council Plan and LTFP ensure that strategic objectives are translated into achievable annual budgets.

As part of the major review, Council engaged 150 Square Pty Ltd, and Accwest to assist in preparing the LTFP. Shire staff have worked closely with the consultants to ensure the updated Plan reflects current conditions and is aligned with the adopted Council Plan.

The Shire's previous LTFP was adopted on 19 April 2022 and reviewed in October 2023. The updated LTFP has been comprehensively revised to reflect significant changes in economic conditions since 2023 and to ensure alignment with the Council Plan 2025–2035. A draft LTFP was presented to Councillors at the August 2025 Council Forum for review and discussion.

COMMENT

To maintain alignment with Council priorities, the LTFP is to be reviewed annually and directly inform the development of the annual budget. This process ensures that the Shire's strategic objectives are being met and that financial planning remains responsive and relevant.

Councillors reviewed the Draft LTFP in August 2025, considering various scenarios and assumptions to ensure the forecasts are realistic, achievable, and support a high level of service delivery to the community.

Key features of the Draft LTFP include:

- Financial modelling based on the 2023/24 Annual Financial Statements, 2024/25 Budget, and 2025/26 Budget.
- A 10-year forecast period (2026/27 to 2035/36), with 2025/26 as the baseline year.
- Rate increases modelled at 4% per annum, consistent with recent trends.
- Year-end surplus/(deficit) modelled at \$0 to reflect sound budgeting practices.
- Adjusted reserve movements to ensure adequacy for planned expenditure.
- Loan repayments aligned with Western Australian Treasury Corporation schedules.
- The LTFP also incorporates inputs from the Shire's Resource Plans (2022), including the Plant Replacement Program and Road Renewal Program, to forecast future capital expenditure. Assumptions have been refined through input from senior staff and Council.

The LTFP provides:

- A narrative of projected financial performance over the 10-year period.
- Early identification of potential risks and challenges.
- Improved transparency and accountability in financial decision-making.
- Confidence that resources remain aligned with community priorities outlined in the Council Plan.

As an informing strategy within the Integrated Planning and Reporting Framework, the LTFP plays a critical role in guiding prioritisation and integration of Council activities. It supports decision-making across short, medium, and long-term horizons and serves as an indicator of the Shire's financial sustainability.

The LTFP does not commit Council to a fixed course of action. Where decisions diverge from the assumptions in the plan, the financial impact should be assessed and the LTFP updated accordingly.

The current LTFP has been modelled using the 2025/26 Budget as the first year of the 10-year rolling plan. It is expected to be updated annually in conjunction with the review of the Annual Budget and other strategic plans. Capital expenditure in the annual budget has been aligned with the Council Plan.

The LTFP is based on assumptions and strategies considered reasonable at the time of development. The modelled scenario will be reviewed in early 2026 to inform the 2026/27 Annual Budget. As an internal planning tool, the LTFP supports the Shire's broader strategic planning framework, particularly the Council Plan.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.56 – Planning for the future

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

POLICY IMPLICATIONS

2.7 Annual Budget Preparation

2.16 Motor Vehicle Replacement

2.19 Asset Disposal

FINANCIAL IMPLICATIONS

The Long-Term Financial Plan provides a 10-year financial forecast and underpins the Shire's capacity to deliver services and infrastructure in line with community expectations and available resources. It will guide the preparation of future Annual Budgets and support informed project

planning. All expenditure will be undertaken in accordance with the adopted 2025/26 Budget and subsequent Annual Budgets.

COMMUNITY AND STRATEGIC OBJECTIVES

The LTFP aligns with the Council Plan 2025–2035 and provides the financial resourcing to deliver on the Shire’s long-term strategic objectives. It enhances financial sustainability, guides capital expenditure planning, and ensures informed decision-making.:

Objective: Civic Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

96/2025 Moved: Cr. Leach

Seconded: Cr. Weguelin

That Council:

- 1. adopts the Shire of Corrigin Long-Term Financial Plan 2025–2036, as presented; and*
- 2. notes that the Long-Term Financial Plan forms part of the Shire’s Integrated Planning and Reporting Framework, ensuring alignment with the adopted Council Plan 2025–2035 and compliance with Section 5.56 of the Local Government Act 1995.*

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DUAL FIRE CONTROL OFFICERS 2025/26

Applicant:	Shires of Brookton, Pingelly, Wickepin and Kulin
Date:	28/08/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 – Dual Fire Control Officer Appointments

SUMMARY

The Shires of Brookton, Pingelly, Wickepin and Kulin have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2025/2026 bush fire season.

BACKGROUND

The Shire of Corrigin has received correspondence from the Shires of Brookton, Pingelly, Wickepin and Kulin advising the following people were appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2025/2025 bush fire season:

Shire of Brookton:

- Bevan Walters
- Darrell Turner
- Travis Eva

Shire of Pingelly:

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

Shire of Wickepin:

- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:

- Don Bradford
- David Lewis

COMMENT

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

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community Inclusive, Healthy and Resilient Community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.1	Access to key and enabling community infrastructure and services	1.1.2	Support initiatives to attract and retain emergency service volunteers

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

97/2025 Moved: Cr. Dickinson

Seconded: Cr. Fare

That Council endorse the following Dual Fire Control Officers in the Shire of Corrigin for the 2025/2026 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:

Shire of Brookton:

- *Bevan Walters*
- *Darrell Turner*
- *Travis Eva*

Shire of Pingelly:

- *Rodney Leonard Shaddick*
- *Brodie Cunningham*
- *Jeffrey Bernard Edwards*
- *Robert John Lee*
- *Sam Macnamara*

Shire of Wickepin:

- *David Stacey*
- *Jim Hamilton*
- *Matt Pockran*

Shire of Kulin:

- *Don Bradford*
- *David Lewis*

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	4/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0060
Attachment Ref:	Attachment 8.2.2.1 – Incident Management and Business Continuity Response Plan Attachment 8.2.2.2 – Incident Management and Business Continuity Response Procedures Manual

SUMMARY

Council is asked to review and endorse the Incident Management and Business Continuity Response Plan and Procedures Manual.

BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual forms part of the Shire of Corrigin overall risk management framework. The plan and procedures are reviewed every two years by the Chief Executive Officer (CEO) and the Incident Management Team before being endorsed by Council for consideration and adoption.

COMMENT

Council and management have previously identified the need to develop and maintain Incident Management and Business Continuity plans as part of the Shire's overall management of risk. The attached plan and procedures are important tools in assisting the Shire administration to recover from situations that may arise ensuring that decisions are made quickly – minimising financial, environmental and reputational impacts.

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

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

17. CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

Risk Management Policies and Framework

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Inclusive, Healthy and Resilient Community

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

98/2025 Moved: Cr. Leach

Seconded: Cr. Dickinson

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

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.3 WALGA AGM PROPOSED MOTIONS

Applicant:	Shire of Corrigin
Date:	8/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.3 – WALGA AGM 2025 Agenda

SUMMARY

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

BACKGROUND

The following motions are proposed in the agenda for the WALGA AGM to be held on Wednesday 23 September 2025:

7.1. Provision of Medical Services in Remote and very Remote Local Governments

Lake Grace motion that WALGA calls on the Western Australian Government and WA Grants Commission to:

1. increase the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and
2. recalculate distributions to those Local Governments in remote and very remote locations that are providing block cash payments to attract and retain general practitioners to allow affected Councils to redirect ratepayer funds to Local Government responsibilities.

7.2. Homelessness - Short-Term Accommodation Solutions

City of Kalgoorlie Boulder motion that WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in regional centres across Western Australia.

7.3. Revision of the Local Government Administration Regulations 1996 in Relation to the Holding of and Attendance at Meetings by Electronic Means

Shire of Dardanup motion that WALGA advocates for a change to the *Local Government (Administration) Regulations 1996* in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Shire President or Deputy Shire President.

7.4. Rating Exemption Advocacy Motion

City of Bunbury motion that WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:

1. 75% of the value of rates lost in applying the charitable purposes exemption; or
2. 1% of the total rate revenue of the Local Government.

7.5. Rateability of Miscellaneous Licenses

Shire of Mount Magnet motion that WALGA:

1. Formally oppose any move by the Local Government Minister to introduce amendments to the Local Government Act to restrict the application of rates on Miscellaneous Licenses.

2. Develop an advocacy position on sector consultation prior to any amendment to the *Local Government Act*.
3. Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.

COMMENT

Councillors are asked to provide direction to delegates on whether to vote in support or oppose the motions.

A summary of the issues raised in the proposed motions is included below and additional comments are included in the WALGA AGM Agenda.

7.1. Provision of Medical Services in Remote and very Remote Local Governments

Remote and very remote Local Governments are filling a critical gap in primary healthcare.

The Medical Facilities Cost Adjustor under the Financial Assistance Grants in WA is calculated and distributed by the WA Grants Commission.

The Adjuster does not reflect actual costs, leaving a significant funding gap for Local Governments.

The Shire of Lake Grace is requesting block funding and a recalculation criterion to remote and very remote local governments, distributed via the Financial Assistance Grants (Medical Facilities Cost Adjustor).

Supporting the advocacy for an increase in the Financial Assistance Grants (Medical Facilities Cost Adjustor) will benefit the Shire of Corrigin.

7.2. Homelessness - Short-Term Accommodation Solutions

The City of Kalgoorlie-Boulder's motion aligns with Western Australia's *All Paths Lead to Home - 10-Year Strategy on Homelessness 2020–2030*. The Strategy prioritises place-based responses for Aboriginal people, including culturally appropriate short-term accommodation and wrap-around support.

The motion addresses a critical gap in current policy by focusing on temporary homelessness or street presence which is not covered in state or national strategies.

7.3. Revision of the *Local Government Administration Regulations 1996* in Relation to the Holding of and Attendance at Meetings by Electronic Means

This motion addresses the need for greater flexibility for Councillors in the Shire of Dardanup (and potentially other local governments) who, due to work (e.g. FIFO), family, or personal commitments, may be away from the local area for extended periods.

The motion seeks to:

- ensure Councillors can still represent and serve the community effectively during such absences;
- reduce disruption to Council operations by expanding access to remote and electronic meeting participation;
- reflect the evolving demographic of Elected Members, including new parents, FIFO workers, shift workers, and those with disabilities or mobility issues;

- remove logistical and bureaucratic barriers that limit participation by some Councillors; and
- promote equity, inclusivity, and engagement by adapting Council practices to meet modern workforce and lifestyle realities.

The motion supports more inclusive and efficient Council operations by enabling all elected members to participate fully, regardless of personal circumstances.

7.4. Rating Exemption Advocacy Motion

City of Bunbury Impact:

- 443 properties (85 organizations) receive rate exemptions
- \$1.67million annual revenue loss (3.4% of rates)
- Significantly affects City's ability to fund community services

Scale of Charitable Exemptions:

- 407 properties (\$1.23M) are specifically for charitable purposes
- Represents majority of exempted properties under Section 6.26(2)

Current System Issues:

- Exemptions extended beyond original intention
- Includes non-charitable purposes
- Creates unfair burden on other ratepayers

Proposed Solution:

- Better definition of charitable purposes is needed
- Recommend WA Government establish reimbursement system
- Suggest threshold based on local government band levels

7.5. Rateability of Miscellaneous Licenses

The Supreme Court determined on 8 July 2025 that occupied Miscellaneous Licenses are rateable under s 6.26(1) of the *Local Government Act 1995*.

The Minister for Local Government announced on 1 August 2025 that an amendment of the *Local Government Act 1995* would be swiftly introduced to Parliament to provide certainty to Local Governments and the resources sector that Miscellaneous Licenses are not rateable.

STATUTORY ENVIRONMENT

s 6.26(1) *Local Government Act 1995*

Local Government Administration Regulations 1996

POLICY IMPLICATIONS

Policy 8.4 Elected Members' Fees, Allowances and Benefits

Policy 8.5 Elected members' Training, Professional Development, and Expenses Policy

FINANCIAL IMPLICATIONS

Advocacy for additional funding for medical services will reduce expenditure for the Shire of Corrigin of up to \$300,000 annually.

If successful, the advocacy position relating to rating exemptions could increase Shire of Corrigin revenue by approximately \$23,000 - \$32,000.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

99/2025 Moved: Cr. Leach

Seconded: Cr. Fare

That Council:

1. endorse delegates to **support** the Lake Grace motion that WALGA calls on the Western Australian Government and WA Grants Commission to:
 1. increase the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and
 2. recalculate distributions to those Local Governments in remote and very remote locations that are providing block cash payments to attract and retain general practitioners to allow affected Councils to redirect ratepayer funds to Local Government responsibilities.
2. endorse delegates to **support** the City of Kalgoorlie Boulder motion that WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in regional centres across Western Australia.
3. endorse delegates to **support** the Shire of Dardanup motion that WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Shire President or Deputy Shire President.
4. endorse delegates to **support** the City of Bunbury motion that WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:
 1. 75% of the value of rates lost in applying the charitable purposes exemption; or
 2. 1% of the total rate revenue of the Local Government.

5. *endorse delegates to **support** the Shire of Mount Magnet motion that WALGA:*
 1. *Formally oppose any move by the Local Government Minister to introduce amendments to the Local Government Act to restrict the application of rates on Miscellaneous Licenses.*
 2. *Develop an advocacy position on sector consultation prior to any amendment to the Local Government Act.*
 3. *Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.*

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

UNCONFIRMED

8.2.4 ROE REGIONAL ORGANISATION OF COUNCILS RECOMMENDATION – ROE ROC MOU AMENDMENT

Applicant:	Roe Regional Organisation of Councils (RoeROC)
Date:	5/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.4 –Roe ROC Memorandum of Understanding Revised 2025

SUMMARY

This item seeks Council endorsement of the revised Roe Regional Organisation of Councils Memorandum of Understanding (MOU).

BACKGROUND

The Roe Regional Organisation of Councils (Roe ROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin, and Narembeen.

The Memorandum of Understanding (MOU) was presented to Council in June 2023 to endorse minor amendments to the purpose, objectives and principles.

Council subsequently passed a resolution (RES40/2024) at the ordinary Council Meeting on 21 May 2024 endorsing further minor amendments to include the Executive Officer position.

The MOU was updated in September 2025 following a governance review aimed at modernising and clarifying the governance framework. This review was initiated through resolutions at Roe ROC Committee and Executive meetings held in late 2024 and early 2025.

Key outcomes of the review included:

- merging the existing MOU and Terms of Reference into a single, cohesive governance structure;
- defining roles for the Roe ROC Committee, Roe ROC Executive, and associated working groups;
- replacing the Terms of Reference with Operational Guidelines to provide a framework for procedural matters without requiring changes to the MOU.

COMMENT

Roe ROC delegates reviewed the proposed changes to the MOU at the meeting held on 4 September 2025

The revised MOU better reflects the collaborative approach to future projects and strengthens the governance arrangements.

It is recommended that Council endorse the revised Roe ROC MOU for the period 2025 – 2029,

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The Roe ROC MOU includes provision for member council to make an annual financial contribution towards the operations in equal shares and may also be requested to contribute towards specific projects or initiatives.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

100/2025 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council:

- 1. endorse the Roe ROC Memorandum of Understanding for the period September 2025 to June 2029 as provided in Attachment 8.2.5.*
- 2. authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire of Corrigin Common Seal.*

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.5 ROE REGIONAL ORGANISATION OF COUNCILS – APPLICATION FOR MEMBERSHIP BY THE SHIRE OF WICKEPIN

Applicant:	Roe Regional Organisation of Councils (RoeROC) Shire of Wickepin
Date:	8/09/2025
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.5 – Shire of Wickepin Request to Join Roe ROC Discussion Paper

SUMMARY

Council is requested to consider a formal request from the Shire of Wickepin to join the Roe Regional Organisation of Councils (Roe ROC).

BACKGROUND

The Roe ROC Committee comprising delegates from the Shires of Corrigin, Kondinin, Kulin and Narembeen considered an application from the Shire of Wickepin to join Roe ROC at the meeting on 4 September 2025. A comprehensive Discussion Paper, prepared by the Roe ROC Executive Officer in consultation with Chief Executive Officers from member local governments assessed the strategic, financial, and governance implications of the application.

The application aligns with the governance principles of Roe ROC and has received in-principal support from all CEOs, including commentary from the Shire of Kulin suggesting support subject to an entry contribution and potential review after 12–18 months.

The Roe ROC Committee passed a resolution supporting the proposal in principle at the meeting held on 4 September 2025. Formal endorsement from all existing member local governments is now required under the Roe ROC Memorandum of Understanding (2024–2029).

In accordance with Section 9 of the Roe ROC MOU, admission of a new member requires a unanimous resolution of all current member Councils.

COMMENT

The inclusion of the Shire of Wickepin was viewed by Roe ROC delegates as strategically beneficial, strengthening regional capacity and furthering collaboration in shared services, advocacy, and infrastructure planning.

Although Wickepin will not be participating in legacy projects such as the Bendering Waste Site or the Roe Health EHO Scheme, it has expressed strong interest in contributing to new and emerging initiatives, including:

- Shared Services Working Group (SSWG)
- Enterprise Resource Planning (ERP) procurement
- Renewable Energy Policy Framework
- Digital resource platforms

The Shire of Wickepin has also agreed to:

- Pay a one-off entry contribution of \$8,869 (equal to 1/5th of Executive Officer cost);
- Participate in ongoing cost-sharing arrangements for the Roe ROC Executive Officer and joint projects.

This financial arrangement will result in reduced Executive Officer costs for all existing members following the admission of the Shire of Wickepin to Roe ROC.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.65

Roe ROC Memorandum of Understanding 2024–2029 – Section 9 (Admitting New Members)

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Reduction in Executive Officer costs from \$11,087 to \$8,869 per annum for each member Shire.

One-off entry contribution from the Shire of Wickepin will offset governance and administrative costs incurred to date.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

101/2025 Moved: Cr. Dickinson

Seconded: Cr. Leach

That Council supports the application by the Shire of Wickepin to become a member of the Roe Regional Organisation of Councils (RoeROC) in accordance with Section 9 of the RoeROC Memorandum of Understanding 2024–2029 and authorises the Shire President and Chief Executive Officer to execute any documentation required to give effect to this decision.

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.2.6 SHIRE OF WICKEPIN DRAFT LOCAL PLANNING STRATEGY 2025

Applicant:	Shire of Wickepin
Date:	8/09/2025
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	LUP.0015
Attachment Ref:	Attachment 8.2.6 – Shire of Wickepin Local Planning Strategy – Opportunity to Comment Letter

SUMMARY

Council is requested to consider the Shire of Wickepin Draft Local Planning Strategy 2025, which has been released for public consultation.

BACKGROUND

The Shire of Wickepin has prepared the Draft Local Planning Strategy 2025 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The long-term strategy outlines a vision for the next 10–15 years, shaping future amendments to the Local Planning Scheme. It addresses several thematic areas, including:

- **Community, Urban Growth and Settlement** – planning for population change, townsites, and residential areas.
- **Economy and Employment** – supporting agriculture, tourism, economic diversification, and employment.
- **Environment** – conserving natural assets and managing hazards, including flood and bushfire risk.
- **Infrastructure** – improvements to transport, utilities, digital networks, and community facilities.

The Shire of Corrigin shares a boundary with the Shire of Wickepin to the southwest.

The Draft Local Planning Strategy can be viewed on the Shire of Wickepin website: [Shire of Wickepin Draft Local Planning Strategy 2025](#)

COMMENT

The Draft Local Planning Strategy does not propose zoning or land use changes along the shared boundary that would conflict with the Shire of Corrigin Local Planning Scheme.

The focus areas, such as settlement planning, rural land use, environmental management, and infrastructure provision, align with the State Planning Strategy 2050 and relevant State Planning Policies.

While the strategy is primarily concerned with the Shire of Wickepin planning framework, there may be opportunities for indirect benefits to the Shire of Corrigin through regional collaboration, particularly in areas such as infrastructure coordination, tourism promotion, environmental conservation, and economic development initiatives.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Strong Governance and Leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

102/2025 Moved: Cr. Weguelin

Seconded: Cr. Fare

That Council thank the Shire of Wickepin for referring the draft Shire of Wickepin Local Planning Strategy 2025 for consideration and advise that the Shire of Corrigin has no objections to the strategy and therefore does not wish to make a submission.

Carried 5/0

For: Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Leach & Cr. Fare

Against: Nil

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

The Chief Executive Officer report was provided to Council during the Discussion Forum

10 PRESIDENT'S REPORT

Deputy President Cr. Jacobs:

- Attended all pre-harvest breakfasts and was pleased with the strong community turnout.
- Attended the Corrigin Show and commended the community, volunteers and Agricultural Society for an excellent event.
- Acknowledged this as Cr Fare's final meeting and wished him well in future endeavours.
- Acknowledged this as Cr Weguelin's final meeting, commending his innovative ideas, service as Deputy President, strong support of many committees, and the significant contributions he made during his term.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 21 October 2025 at 6pm.

16 MEETING CLOSURE

The Deputy President Cr. S Jacobs closed the meeting at 6:35pm.



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING **Thursday 2 October 2025**

Commenced at 4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

CORRIGIN BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 NAME

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

2.0 ROLE OF THE ADVISORY COMMITTEE

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

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

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

4.0 MEMBERSHIP

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

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

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

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

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

5.0 PRESIDING MEMBER

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

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

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

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

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the

committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

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

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

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

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

7.0 DELEGATED POWERS

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

1. DECLARATION OF OPENING

The Chairperson, Shire Deputy President Cr. S Jacobs opened the meeting at 4:09pm.

2. ATTENDANCE/APOLOGIES

Shire Deputy President	Cr S Jacobs
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
DFES Area Officer Narrogin West	B Davies
Acting Community Emergency Services Manager (CESM)	R Northey
Fire Control Officers (FCOs)	S Jacobs
	T George
	K Courboules
	J Hewett
	C Jespersen
	J Bell (4:19pm)

APOLOGIES

FCO's	B Talbot
	A Rendell
	C Poultney
	B Grylls
	B Talbot
	G Connelly

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 3 April 2025
(Attachment 3.1).

COMMITTEES RESOLUTION

Moved: G Evans

Seconded: K Courboules

*Minutes of the Bush Fire Advisory Committee meeting held on Thursday 3 April 2025
(Attachment 3.1) be confirmed as a true and correct record.*

Carried

4. GENERAL BUSINESS

4.1. SEASON BRIEFING

Chief Bush Fire Control Officer gave an overview on weather outlook and fuel loads.

4.2. DFES UPDATE – B DAVIES

B Davies gave an overview of the DFES Pre Season Report

Three pre-season planning forums will be held across the region in October (Brookton, Woodanilling, and Hyden), covering the seasonal outlook, RDC role, transfer of control processes, aviation services, communications, and warning systems. Members were reminded of the importance of calling Comcen as soon as possible upon arrival at incidents and ensuring timely submission of Sitreps to assist with coordination and support.

The “Two Tank Rule” for establishing control at incidents was discussed, along with the correct use of Emergency WA for public information and the need for timely alerts and warnings. Guidance was also provided on transfer of control procedures under the *Bush Fires Act 1954*, asset protection requests, and accessing additional capabilities such as air

support or machinery through the Regional Duty Coordinator (RDC). The State Hazard Plan – Fire has been updated (August 2025), and operational support fleet allocations for the upcoming season will be confirmed soon.

Full report will be provided to BFAC members as an attachment to the minutes.

4.3. CESM UPDATE

R. Northey provided an update on training completed and outlined plans to work with brigades to identify priority training needs for next season so sessions can be booked early.

A new on-road driving course is being introduced and is expected to be a high priority for members who drive fire appliances. There will be a strong focus on ensuring incident response forms are completed and submitted promptly as fires occur, rather than delayed or omitted. Members were also reminded to use the PAFTACS format when calling in incidents or requesting water bombers, to ensure clear and consistent communication with Comcen and DFES.

4.4. REVIEW OF STATE HAZARD PLAN – FIRE

The attached letter from the Department of Fire and Emergency Services (Attachment 4.3.1) advises that the State Hazard Plan – Fire has been reviewed and formally approved by the State Emergency Management Committee. DFES has highlighted key changes, including clarification of roles and responsibilities, improved operational coordination, and the introduction of minimum training standards for fire ground operations.

The new Plan (provided as attachment 4.3.2) was published on 21 August 2025 and took effect immediately, replacing the previous version, which has now been revoked. The Plan has undergone a comprehensive review to strengthen fire management arrangements and ensure alignment with supporting legislative instruments, including the *Work Health and Safety Act 2020*. A key amendment to the Plan is the introduction of Hazard Management Agency (HMA) recommended minimum training standards for fire ground operations. These standards are now incorporated into the Plan and will have implications for local governments involved in fire response and coordination.

The minimum training standards are attached (Attachment 4.3.3).

4.5. CORRIGIN AIRSTRIP – POTENTIAL WATER BOMBER REFUELLING AND REFILLING STATION

Discussion took place on the potential use of the Shire airstrip as a location for water bombing refuelling and refilling during bushfire operations. Initial advice indicates that if Corrigin was deemed a viable site, Department Biosecurity, Conservation and Attractions (DBCA) would supply and maintain a pump station, with a requirement for six to ten local personnel to undertake annual training. The nearest existing landing and refuelling points are currently at Quairading, Beverley and Narrogin. It is assumed that approximately 120,000 litres of onsite water storage would be required. Input from a DBCA representative has been sought to confirm requirements, assess feasibility, and outline possible next steps.

4.6. RESTRICTED AND PROHIBITED BURNING PERIOD

Restricted and prohibited dates are noted below

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

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

Check fire danger index at www.emergencywa.gov.au

Action: Permit Book - Yellow copies to shire for record keeping.
Permit holders to contact Comcen to advise of burning.

4.7. FIREBREAKS

Property owners were advised in a brochure with their rates notices that fire breaks are to be completed by 31 October each year.

The Ranger will conduct preliminary checks of town properties in mid-October, and a reminder will be sent following the inspection for properties that are not yet compliant.

Properties will be inspected on, or just after 1 November and non-compliant property owners will be issued with a \$250 fine (no extensions will be given). Discussion on higher fines.

Action: FCO's to inspect rural properties and notify shire of any non-compliance so that reminders and fines can be issued. Reports of non-compliant fire breaks on rural properties are to be accompanied with photographic evidence and details of the **exact location** as well as a record of the date and time of the inspection.

4.8. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Mondays at 8:00am starting on 20 October 2025.

Test Harvest Weather Radio to be conducted on Monday 13 October 2025 at 8:00am.

Harvest Ban Officers

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

Action: ESO to set up automatic text message reminder for 7:00am 13 October for the initial harvest ban radio check.

4.9. FIRE WEATHER OFFICER PROCESS CHECKLIST

A checklist has been provided as attachment 4.9 for Fire Weather Officers to complete when fulfilling duties within the role.

- Greg Evans - is responsible for Town Centre and Southwest quadrant of Corrigin
- Steven Bolt - is responsible for the Northwest quadrant of Corrigin
- Sandow Jacobs - is responsible for the Northeast quadrant of Corrigin
- Adam Rendell - is responsible for the Southeast quadrant of Corrigin.

4.10. INCIDENT REPORT FORMS

Reminder to send Incident and Attendance Forms to roger.northey@dfes.wa.gov.au for every incident.

New books available at shire administration office.

4.11. BRIGADE MEMBERSHIP

Updated brigade lists for review, and application forms to be provided to volunteers not on the DFES register. Send new and completed applications to eso@corrigin.wa.gov.au

Brigade Captain to review brigade membership list and advise ESO of any changes.

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

4.12. TRAINING

The following training has been conducted:

Fire Safety Awareness
Firefighting Skills
Ground Controller

An FCO Course is being held in Brookton on 7 October 2025.

4.13. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES

Confirm brigade captains and secretaries and advise the Shire of any updates to the following positions.

Bilbarin

Captain: Steven Bolt
Secretary: Sandow Jacobs

Bullaring

Captain: Juan Baker
Secretary: (please confirm)

Bulyee

Captain: Kim Sturges
Secretary: Amy Lee

Corrigin East

Captain: Tim George
Secretary: Kim Courboules

Corrigin Central

Captain: Garrick Connelly
Secretary: Liam Shaw

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

4.14. DUAL FCO'S

Council has endorsed Dual Fire Control Officer's that were appointed by the Shires listed below:

Shire of Brookton:

- Bevan Walters
- Darrell Turner
- Travis Eva

Shire of Pingelly:

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

Shire of Wickpin:

- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:

- Don Bradford
- David Lewis

4.15. MEDALS

Captains to advise who will receive medals.

Action: Captains to consult with brigades to determine who should be recognised for service honours.

4.16. PERSONAL PROTECTIVE EQUIPMENT

Uniforms are available at the Shire office. Boots will need to be ordered. Samples are available to try on at the Shire.

Action: Brigade Secretary to provide uniform order form to brigade members.

Action: Equipment Officer to advise CESM or ESO if any PPE needs replacing in the trucks.

4.17. TRUCK SERVICING

Brigade Equipment Officer to ensure truck servicing is up to date.

Truck serving to be done by CJS Agri Mechanics (Curtis Szczecinski): 0457 827 777

Pumps, hoses and equipment to be checked.

Action: Contact Jo Fawkes, Depot Admin, Work Health and Safety Officer for purchase order 0429 632 203.

4.18. RADIO SERVICING

Radios were serviced in July/August by Communications, Security & Energy Solutions Australia.

4.19. TRUCK DEFIBRILLATORS

Defibrillators were professionally checked in August

4.20. AUTOMATIC VEHICLE LOCATOR TESTING

Automatic Vehicle Locator (AVL) tests to be done regularly and monthly testing from October to April is recommended.

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

4.21. FUEL ALLOCATION

Captains to send login credentials to eso@corrigin.wa.gov.au once received so the cards can be activated and monitored in the Shire.

NOTE: cards may not work without being activated. If login credentials aren't received, we can't activate the cards or monitor how much is left on each card.

ESO will advise FCO's via email when fuel cards arrive. Volunteer fuel cards will expire in June 2026. See Shire to confirm allocated limit and to collect fuel cards.

Funds to be allocated to each card are as follows:

Bilbarin BFB - \$1,000

Bullaring BFB - \$1,000

Corrigin Central BFB - \$1,000

Bulyee/Kunjia BFB - \$1,000

Corrigin East - \$1,000

Bushfire Control Officers - 2025/2026

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 750.00
Steven Bolt	\$ 500.00
Sandow Jacobs	\$ 250.00
Paul McBeath	\$ 250.00
Juan Baker	\$ 250.00
Craig Jespersen	\$ 250.00
Joel Bell	\$ 250.00
Kim Sturges	\$ 250.00
John Hewett	\$ 250.00
Braden Grylls	\$ 250.00
Craig Poultny	\$ 250.00
Tim George	\$ 250.00
Kim Courboulos	\$ 250.00
Bruce Talbot	\$ 250.00
Garrick Connelly	\$ 250.00
Adam Rendell	\$ 250.00
Extra	\$ 250.00
	\$ 5,000.00

4.22. CHRISTMAS SMS MESSAGE

The following text message will be used during Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2025, Boxing Day 26 December 2025 and New Year's Day 1 January 2026.

Note there are approximately 1200 people on the shire SMS message list.

4.23. GENERAL BUSINESS

S Bolt discussed having an overall Shire brigades WhatsApp and suggested Corrigin could use a similar system to Bruce Rock which seems to work well. Agreed that a whole shire What's App could be beneficial. S Bolt is going to look at setting up a new WhatsApp group prior to the fire season.

5. MEETING CLOSURE

The Chairperson, Shire Deputy President Cr. S Jacobs closed the meeting at 5:32pm.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21723	04/09/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	\$ 2,637.07
EFT21724	04/09/2025	ARROW BRONZE	NICHE WALL PLAQUE	\$ 423.53
EFT21725	04/09/2025	AVON WASTE	RUBBISH COLLECTION FOR JULY 2025	\$ 22,936.29
EFT21726	04/09/2025	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,000 LITRES OF EMULSION	\$ 6,160.00
EFT21727	04/09/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - 3 JANES DRIVE, ROTARY PARK	\$ 989.34
EFT21728	04/09/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	2025/2026 MEMBERSHIP RENEWAL	\$ 130.00
EFT21729	04/09/2025	CONNELLY IMAGES	SIGNS FOR ROTARY PARK	\$ 55.00
EFT21730	04/09/2025	CORRIGIN HISTORICAL SOCIETY (INC)	REIMBURSEMENT - 2025/2026 PERSONAL ACCIDENT INSURANCE	\$ 405.63
EFT21731	04/09/2025	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR MAY AND JUNE 2025	\$ 205.25
EFT21732	04/09/2025	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR JULY 2025	\$ 75.41
EFT21733	04/09/2025	CORRIGIN ROADHOUSE	CATERING AND REFRESHMENTS FOR AUGUST 2025	\$ 183.00
EFT21734	04/09/2025	CORRIGIN TYREPOWER	PLANT PARTS & REPAIRS - FORKLIFT, ROLLER	\$ 620.00
EFT21735	04/09/2025	CORSIGN WA PTY LTD	VARIOUS STREET TRAFFIC SIGNS	\$ 2,376.00
EFT21736	04/09/2025	CUBALLING WINDSCREENS	PLANT PARTS - COLORADO UTE	\$ 750.00
EFT21737	04/09/2025	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR JULY 2025	\$ 3,909.75
EFT21738	04/09/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR JULY 2025 INCLUSIVE OF FUEL CARD PURCHASES	\$ 10,952.74
EFT21739	04/09/2025	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	10 YEAR ROAD PROGRAM REVIEW - PROJECT MANAGEMENT JULY 2025	\$ 5,500.00
EFT21740	04/09/2025	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR JULY 2025	\$ 743.17
EFT21741	04/09/2025	MCLEODS LAWYERS	ONGOING LEGAL ADVICE - FREEDOM OF INFORMATION REQUESTS	\$ 2,879.14
EFT21742	04/09/2025	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR JULY 2025	\$ 48.00
EFT21743	04/09/2025	NARROGIN BETTA HOME LIVING	NEW OVEN FOR 3 JANES DRIVE	\$ 649.00
EFT21744	04/09/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS & REPAIRS - HILUX UTE, TIPPER TRUCK, GENERATOR, DAM PUMP	\$ 2,669.25
EFT21745	04/09/2025	NUTRIEN AG SOLUTIONS LIMITED	220 LITRES OF ROUNDUP ULTRA MAX	\$ 1,916.82
EFT21746	04/09/2025	PATHWEST LABORATORY MEDICINE W.A.	PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	\$ 49.50
EFT21747	04/09/2025	SEEK LIMITED	SEEK ADVERTISEMENTS - BUILDING OFFICER, GENERAL HAND PLANT OPERATOR	\$ 1,463.00
EFT21748	04/09/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 103.31
EFT21749	04/09/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 756.39
EFT21750	04/09/2025	WECO PTY LTD	ARCHITECTURAL CONCEPT DESIGN - CREC SPORTS HALL SHADE STRUCTURE	\$ 3,960.00
EFT21752	04/09/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 67.77
EFT21753	04/09/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT21756	10/09/2025	150 SQUARE PTY LTD	CONSULTANCY SERVICES - STRATEGIC COMMUNITY PLAN, CORPORATE BUSINESS PLAN	\$ 39,060.00
EFT21757	10/09/2025	A & M MEDICAL SERVICES PTY LTD	ANNUAL SERVICE OF SHIRE DEFIBS AND MEDICAL OXYGEN EQUIPMENT	\$ 2,602.49
EFT21758	10/09/2025	ADVANCED AUTOLOGIC PTY LTD	1,000 LITRES OF KEROSENE	\$ 3,900.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

EFT21759	10/09/2025	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$	53.02
EFT21760	10/09/2025	AUSTRALIA POST	POSTAGE CHARGES FOR AUGUST 2025	\$	53.91
EFT21761	10/09/2025	BARBARA LYNN DAVIS	CUSTOMER REFUND	\$	768.49
EFT21762	10/09/2025	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$	707.79
EFT21763	10/09/2025	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - GRADER, SIDE TIPPER TRAILER, CREW CAB TRUCK	\$	10,161.90
EFT21764	10/09/2025	CALEY, LESLIE GAVIN	STAFF REIMBURSEMENT	\$	250.00
EFT21765	10/09/2025	CHESTER, REGAN LOUISE	STAFF REIMBURSEMENT	\$	87.00
EFT21766	10/09/2025	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$	65.00
EFT21767	10/09/2025	CONNELLY IMAGES	SIGNS FOR CORRIGIN TIP, QR CODE STICKERS FOR RESOURCE CENTRE	\$	333.30
EFT21768	10/09/2025	CORRIGIN ENGINEERING PTY LTD	REINFORCING MESH FOR CORRIGIN TIP	\$	1,844.70
EFT21769	10/09/2025	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR AUGUST 2025	\$	7,528.10
EFT21770	10/09/2025	CORRIGIN HISTORICAL SOCIETY (INC)	2025/2026 COMMUNITY GRANT - BILLY GOAT GARDEN VACUUM CLEANER	\$	3,119.00
EFT21771	10/09/2025	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR AUGUST 2025	\$	630.21
EFT21772	10/09/2025	CORSIGN WA PTY LTD	VARIOUS STREET TRAFFIC SIGNS	\$	304.81
EFT21773	10/09/2025	D&L STUDIO PTY LTD T/AS - METAL ARTWORK CREATIONS	STAFF NAME BADGE	\$	15.24
EFT21774	10/09/2025	DEPT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVIES FOR AUGUST 2025	\$	1,182.20
EFT21775	10/09/2025	DANIEL PHILPOTT'S TILING SERVICE	WALL RENDER, WATER PROOFING AND TILING AT JOSE STREET UNIT	\$	10,500.00
EFT21776	10/09/2025	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2025/2026 ESL FIRST QUARTER CONTRIBUTION	\$	28,915.01
EFT21777	10/09/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	20 LITRES TERRAIN FLOW, 80 LITRES TRICLOPYR	\$	3,872.00
EFT21778	10/09/2025	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR AUGUST 2025	\$	1,890.15
EFT21779	10/09/2025	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR SEPTEMBER 2025	\$	14,497.79
EFT21780	10/09/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR AUGUST 2025 INCLUSIVE OF FUEL CARD PURCHASES	\$	20,266.72
EFT21781	10/09/2025	HERSEY'S SAFETY PTY LTD	KEY STORAGE CABINET	\$	258.50
EFT21782	10/09/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM - STAFF REGISTRATION	\$	3,950.00
EFT21783	10/09/2025	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR AUGUST 2025	\$	110.00
EFT21784	10/09/2025	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - DISPOSAL OF PROPERTY	\$	751.16
EFT21785	10/09/2025	MALLEE TREE CAFE & GALLERY	CATERING AND REFRESHMENTS FOR JULY AND AUGUST 2025	\$	309.00
EFT21786	10/09/2025	MCMILES INDUSTRIES PTY LTD	PLANT PARTS - DAM PUMP	\$	1,050.00
EFT21787	10/09/2025	MICROCHIPS AUSTRALIA PTY LTD	MICROCHIP READER	\$	264.00
EFT21788	10/09/2025	MOLDAVIA FARMING (WA) PTY LTD	CUSTOMER REFUND	\$	5,820.71
EFT21789	10/09/2025	MOORE AUSTRALIA W A PTY LTD	WALGA TAX WEBINARS - STAFF REGISTRATIONS	\$	1,188.00
EFT21790	10/09/2025	NATSALES ADVERTISING PTY LTD	70 BIN STICKER PANELS	\$	750.00
EFT21791	10/09/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PUMP FOR CHEMICAL SHED, PLANT SERVICE - EVEREST SUV, D-MAX UTE	\$	1,654.41
EFT21792	10/09/2025	PINGELLY COMMUNITY RESOURCE CENTRE	GRANT WRITING & AI WORKSHOP - STAFF REGISTRATION	\$	300.00
EFT21793	10/09/2025	PHILIPPS, CONNIE LINDA	STAFF REIMBURSEMENT	\$	11.00
EFT21794	10/09/2025	RAY'S CONTRACTING	WHITE HOT TRUCK WASH	\$	470.00
EFT21795	10/09/2025	SCAVENGER FIRE & SAFETY	SERVICE FIRE EQUIPMENT IN SHIRE BUILDINGS	\$	2,382.60

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

EFT21796	10/09/2025	SHIRE OF KONDININ	REIMBURSEMENT - STAFF ATTENDANCE TO OPEN BENDERING TIP	\$	165.00
EFT21797	10/09/2025	STATE LIBRARY OF WESTERN AUSTRALIA	2025/2026 BETTER BEGINNINGS PACKS	\$	38.50
EFT21798	10/09/2025	TALIS CONSULTANTS PTY LTD	BENDERING LANDFILL MANAGEMENT PLAN 6.0 IMPLEMENTATION WORKSHOP	\$	6,154.50
EFT21799	10/09/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	936.42
EFT21800	10/09/2025	TREMAR CONTRACTING	REPAIR FENCE AT TIP, REPLACE GUTTERS AT 15 MCANDREW AVE AND 32 CAMM ST	\$	7,777.00
EFT21801	10/09/2025	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$	866.25
EFT21802	10/09/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2025/2026 CENTRAL COUNTRY ZONE RENEWAL, LG CONVENTION REGISTRATIONS	\$	10,263.00
EFT21803	10/09/2025	WESTERN IRRIGATION	PIPE FITTINGS FOR TOWN DAM RETICULATION	\$	713.32
EFT21804	10/09/2025	WINC AUSTRALIA PTY LTD	MAGNETIC WHITEBOARD FOR DEPOT, CRC SCHOOL HOLIDAY ACTIVITY SUPPLIES	\$	453.78
EFT21805	18/09/2025	CORRIGIN FOOTBALL CLUB	PAYMENT CANCELLED - INCORRECT BANK DETAILS	\$	-
EFT21806	18/09/2025	CRAIG ROBERT POULTNEY	CUSTOMER REFUND	\$	969.44
EFT21807	18/09/2025	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR AUGUST 2025	\$	647.70
EFT21808	18/09/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	67.77
EFT21809	18/09/2025	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	145.00
EFT21810	18/09/2025	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT21811	18/09/2025	CORRIGIN FOOTBALL CLUB	BOND REFUND	\$	400.00
EFT21812	23/09/2025	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	\$	55.00
EFT21813	23/09/2025	CORRIGIN AGRICULTURAL SOCIETY (INC)	BOND REFUND	\$	250.00
EFT21814	23/09/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INTRODUCTION TO LOCAL GOVERNMENT WORKSHOP - STAFF REGISTRATION	\$	585.00
EFT21815	24/09/2025	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	\$	1,900.26
EFT21816	24/09/2025	ACRES OF TASTE	CATERING AND REFRESHMENTS FOR AUGUST 2025 (ROE ROC)	\$	824.00
EFT21817	24/09/2025	ARROW BRONZE	NICHE WALL PLAQUE	\$	767.29
EFT21818	24/09/2025	AUSTRALIA'S GOLDEN OUTBACK	AUSTRALIA'S GOLDEN OUTBACK HOLIDAY PLANNER ADVERTISEMENT	\$	2,524.50
EFT21819	24/09/2025	AVON WASTE	RUBBISH COLLECTION FOR AUGUST 2025	\$	21,815.93
EFT21820	24/09/2025	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$	14.26
EFT21821	24/09/2025	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - JOSE STREET UNIT	\$	338.80
EFT21822	24/09/2025	BUDGET CASH REGISTER	SWIMMING POOL CASH REGISTER PROGRAM AND SERVICE	\$	714.80
EFT21823	24/09/2025	CJS AGRI-MECHANICS	PLANT SERVICE - GRADER	\$	4,839.76
EFT21824	24/09/2025	CTI LOGISTICS	FREIGHT CHARGES	\$	2,757.04
EFT21825	24/09/2025	CITY OF KALAMUNDA	BUILDING SERVICES - FEBRUARY TO JULY 2025	\$	2,496.89
EFT21826	24/09/2025	CORRIGIN CARAVAN PARK - RICK BUTTON & RHYS WALSH	GAS BOTTLE FOR 1 SPANNEY ST	\$	200.00
EFT21827	24/09/2025	DAISY POOL COVERS	CADDY PRO DRIVE DRUM, REMOVAL OF OLD SWIMMING POOL COVERS	\$	516.70
EFT21828	24/09/2025	ECOSCAPE AUSTRALIA	NATIVE VEGETATION CLEARING PERMIT ASSISTANCE FOR CORRIGIN-WICKEPIN ROAD	\$	1,699.50
EFT21829	24/09/2025	I SWEEP TOWN & COUNTRY	STREET SWEEPING CORRIGIN TOWNSITE	\$	4,125.00
EFT21830	24/09/2025	JTAGZ PTY LTD	CAT AND DOG REGISTRATION TAGS	\$	112.20
EFT21831	24/09/2025	KENNARDS HIRE PTY LTD	PLANT HIRE - MINI LOADER	\$	1,454.00
EFT21832	24/09/2025	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR SEPTEMBER 2025	\$	110.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

EFT21833	24/09/2025	MADDINGTON CONCRETE PRODUCTS PTY LTD	SUPPLY L SHAPE RETAINING WALL FOR CORRIGIN TIP	\$ 7,990.40
EFT21834	24/09/2025	MOORE AUSTRALIA W A PTY LTD	ANNUAL REPORT NOTES AND DISCLOSURES FOR BENDERING LANDFILL	\$ 22,000.00
EFT21835	24/09/2025	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR AUGUST 2025	\$ 37.94
EFT21836	24/09/2025	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS & REPAIRS - TRACTOR, BBQ TRAILER, D-MAX UTE	\$ 1,011.69
EFT21837	24/09/2025	QUEST INNALOO	ACCOMMODATION FOR STAFF TRAINING	\$ 217.00
EFT21838	24/09/2025	REAC SYSTEMS	PLANT SERVICE & REPAIRS - POOL WATER HEATER, POOL AIR-CONDITIONING UNIT	\$ 1,144.00
EFT21839	24/09/2025	REST A WHILE COFFEE	COMPLIMENTARY HOT DRINKS AT PRE-HARVEST BREAKFASTS - SEPTEMBER 2025	\$ 1,453.50
EFT21840	24/09/2025	SAFEMASTER SAFETY PRODUCTS PTY LTD	ANNUAL ROOF ACCESS AND SAFETY REPORT - CREC, TOWN HALL	\$ 2,662.00
EFT21841	24/09/2025	SIGMA TELFORD GROUP	SWIMMING POOL CHEMICALS	\$ 873.40
EFT21842	24/09/2025	STREAM WATER APPLIANCES (BARONIAL PTY LTD)	WATER FOUNTAIN FOR SWIMMING POOL	\$ 1,441.75
EFT21843	24/09/2025	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 145.20
EFT21844	24/09/2025	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 737.46
EFT21845	24/09/2025	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$ 693.00
EFT21846	24/09/2025	WILKY'S CONTRACTING	PLANT SERVICE - ADMIN OFFICE GENERATOR	\$ 165.00
EFT21847	24/09/2025	WICKEPIN COMMUNITY RESOURCE CENTRE INC	FORKLIFT COURSE - STAFF REGISTRATION	\$ 88.99
EFT21848	24/09/2025	WOODFORDIA INC	FESTIVAL OF SMALL HALLS - BULYEE	\$ 3,517.00
TOTAL EFT PAYMENTS				\$ 368,188.77

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17789.1	02/09/2025	SYNERGY	ELECTRICITY CHARGES	\$ 9,426.74
DD17908.1	02/09/2025	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 1,419.42
DD17857.1	03/09/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,274.58
DD17857.2	03/09/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 443.83
DD17857.3	03/09/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,586.33
DD17857.4	03/09/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,749.77
DD17857.5	03/09/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 416.08
DD17857.6	03/09/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 294.99
DD17921.1	17/09/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,335.45
DD17921.2	17/09/2025	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 486.46
DD17921.3	17/09/2025	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,573.22
DD17921.4	17/09/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,836.19
DD17921.5	17/09/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 416.08
DD17921.6	17/09/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 294.99
DD17873.1	18/09/2025	SYNERGY	ELECTRICITY CHARGES	\$ 106.57
DD17874.1	18/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 823.89
DD17875.1	19/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$ 4,297.43

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

DD17982.1	22/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$	20.52
DD17876.1	23/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$	2,252.13
DD17872.1	24/09/2025	SYNERGY	ELECTRICITY CHARGES	\$	4,547.95
DD17882.1	24/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$	3,256.34
DD17907.1	25/09/2025	WATER CORPORATION OF WA	WATER CHARGES	\$	4,050.03
				TOTAL DIRECT DEBIT PAYMENTS	\$ 59,908.99

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE030925	04/09/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 68,020.14
PPE170925	18/09/2025	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 71,782.38
TOTAL EFT PAYROLL PAYMENTS				\$ 139,802.52

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 567,900.28

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21754	10/09/2025	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR AUGUST 2025	\$ 113.44
EFT21755	10/09/2025	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR AUGUST 2025	\$ 22.56
TOTAL EFT PAYMENTS				\$ 136.00

TRUST ACCOUNT - TOTAL PAYMENTS \$ 136.00

EDNA STEVENSON TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT21751	04/09/2025	CORRIGIN DISTRICT HIGH SCHOOL	EDNA STEVENSON SPONSORSHIP - CYBER SAFETY AND DIGITAL WELLNESS WORKSHOPS	\$ 2,755.81
TOTAL EFT PAYMENTS				\$ 2,755.81

EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS \$ 2,755.81

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17841.1	01/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 483.45
DD17844.1	02/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,845.70
DD17846.1	03/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 919.30
DD17863.1	04/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 689.45
DD17868.1	05/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,330.65
DD17878.1	08/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 137.80
DD17883.1	09/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,194.50
DD17895.1	10/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 763.30
DD17897.1	11/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 321.60
DD17899.1	12/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 127.60
DD17901.1	15/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 22.40
DD17906.1	16/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 155.30
DD17916.1	17/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,298.35
DD17925.1	18/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 5,034.30
DD17927.1	19/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,116.40
DD17929.1	22/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 185.50
DD17934.1	23/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,310.70
DD17940.1	24/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,465.45
DD17948.1	25/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,371.15
DD17950.1	26/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,502.00
DD17955.1	30/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 14,362.95
DD17957.1	30/09/2025	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,474.90
TOTAL DIRECT DEBIT PAYMENTS				\$ 46,112.75

LICENSING TRUST ACCOUNT - TOTAL PAYMENTS \$ 46,112.75

TOTAL MUNICIPAL ACCOUNT PAYMENTS \$ 567,900.28

TOTAL TRUST ACCOUNT PAYMENTS \$ 136.00

TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS \$ 2,755.81

TOTAL LICENSING TRUST ACCOUNT PAYMENTS \$ 46,112.75

TOTAL OF ALL ACCOUNT PAYMENTS \$ 616,904.84

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2025

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
04/08/2025	OFFICEWORKS	STATIONERY SUPPLIES FOR RESOURCE CENTRE	\$ 68.02
11/08/2025	AUSTRALIA POST - CORRIGIN	FAREWELL GIFT FOR RESIGNING STAFF MEMBER	\$ 105.95
20/08/2025	CORRIGIN SHIRE LICENSING	VEHICLE REGISTRATION RENEWAL - MEDICAL SERVICES VEHICLE CR1000	\$ 372.10
21/08/2025	HAINES EDUCATIONAL	SUPPLIES FOR CASE OF EMERGENCY WORKSHOP AT CORRIGIN DISTRICT HIGH SCHOOL	\$ 798.89
27/08/2025	BIZ DISPLAY ELITE	SILVER SNAP FRAMES CREC CHANGE ROOMS AND WALTON STREET TOILETS	\$ 74.46
TOTAL CREDIT CARD PURCHASES			<u>\$ 1,419.42</u>

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/07/2025	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR JULY 2025	\$ 593.70
31/07/2025	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR JULY 2025	\$ 260.89
31/07/2025	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR JULY 2025	\$ 185.27
31/07/2025	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR JULY 2025	\$ 369.97
31/07/2025	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR JULY 2025	\$ 727.79
31/08/2025	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR AUGUST 2025	\$ 800.82
31/08/2025	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR AUGUST 2025	\$ 275.04
31/08/2025	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR AUGUST 2025	\$ 573.12
31/08/2025	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR AUGUST 2025	\$ 383.38
31/08/2025	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR AUGUST 2025	\$ 1,186.10
TOTAL FUEL CARD PURCHASES			<u>\$ 5,356.08</u>



MONTHLY FINANCIAL REPORT

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

For the period ended 30 September 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note						
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,185,550	3,181,798	3,179,755	(2,043)	(0.06%)	
Rates excluding general rates	98,446	98,446	98,446	0	0.00%	
Grants, subsidies and contributions	1,543,011	572,567	635,836	63,269	11.05%	▲
Fees and charges	843,808	401,761	357,963	(43,798)	(10.90%)	▼
Interest revenue	283,990	27,312	13,811	(13,501)	(49.43%)	▼
Other revenue	261,461	47,907	158,849	110,942	231.58%	▲
Profit on asset disposals	218,867	47,264	0	(47,264)	(100.00%)	▼
	6,435,133	4,377,055	4,444,660	67,605	1.54%	
Expenditure from operating activities						
Employee costs	(3,045,931)	(761,743)	(636,340)	125,403	16.46%	▲
Materials and contracts	(2,500,851)	(621,301)	(427,759)	193,542	31.15%	▲
Utility charges	(374,880)	(93,615)	(55,776)	37,839	40.42%	▲
Depreciation	(4,714,278)	(1,178,424)	0	1,178,424	100.00%	▲
Finance costs	(51,087)	0	0	0	0.00%	
Insurance	(346,106)	(173,038)	(149,402)	23,636	13.66%	▲
Other expenditure	(216,439)	(42,583)	(42,850)	(267)	(0.63%)	
Loss on asset disposals	(235,609)	(132,395)	0	132,395	100.00%	▲
	(11,485,181)	(3,003,099)	(1,312,127)	1,690,972	56.31%	
Non cash amounts excluded from operating activities	2(c) 4,714,322	1,263,555	0	(1,263,555)	(100.00%)	▼
Amount attributable to operating activities	(335,726)	2,637,511	3,132,533	495,022	18.77%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,545,354	100,000	0	(100,000)	(100.00%)	▼
Proceeds from disposal of assets	547,000	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	0	0	0.00%	
	2,259,434	100,000	0	(100,000)	(100.00%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(2,252,500)	(644,000)	(176,123)	467,877	72.65%	▲
Acquisition of infrastructure	(3,061,509)	0	(24,907)	(24,907)	0.00%	
	(5,314,009)	(644,000)	(201,030)	442,970	68.78%	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	0	0	0.00%	
Amount attributable to investing activities	(3,056,019)	(544,000)	(201,030)	342,970	63.05%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	234,660	0	183,078	183,078	0.00%	
	234,660	0	183,078	183,078	0.00%	
Outflows from financing activities						
Repayment of borrowings	(103,465)	0	0	0	0.00%	
Transfer to reserves	(427,708)	0	0	0	0.00%	
	(531,173)	0	0	0	0.00%	
Amount attributable to financing activities	(296,513)	0	183,078	183,078	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,688,258	3,688,258	3,886,924	198,666	5.39%	
Amount attributable to operating activities	(335,726)	2,637,511	3,132,533	495,022	18.77%	▲
Amount attributable to investing activities	(3,056,019)	(544,000)	(201,030)	342,970	63.05%	▲
Amount attributable to financing activities	(296,513)	0	183,078	183,078	0.00%	
Surplus or deficit after imposition of general rates	0	5,781,769	7,001,505	1,219,736	21.10%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,915,716	6,213,438
Trade and other receivables	194,271	605,617
Other financial assets	4,259,215	4,259,215
Inventories	167,803	153,666
Contract assets	297,762	297,182
Other assets	1,272	25,202
TOTAL CURRENT ASSETS	8,836,039	11,554,320
NON-CURRENT ASSETS		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	1,045,000
Property, plant and equipment	34,611,523	34,787,646
Infrastructure	171,720,420	171,745,327
TOTAL NON-CURRENT ASSETS	207,473,760	207,674,790
TOTAL ASSETS	216,309,799	219,229,110
CURRENT LIABILITIES		
Trade and other payables	319,963	129,646
Other liabilities	35,706	12,801
Borrowings	103,466	103,466
Employee related provisions	374,081	374,081
TOTAL CURRENT LIABILITIES	833,216	619,994
NON-CURRENT LIABILITIES		
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
TOTAL NON-CURRENT LIABILITIES	1,077,731	1,077,731
TOTAL LIABILITIES	1,910,947	1,697,725
NET ASSETS	214,398,852	217,531,385
EQUITY		
Retained surplus	34,363,840	37,679,451
Reserve accounts	4,450,533	4,267,455
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	214,398,852	217,531,385

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

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 October 2025

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.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 September 2025
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	589,909	3,915,716	6,213,438
Trade and other receivables	68,435	194,271	605,617
Other financial assets	4,452,263	4,259,215	4,259,215
Inventories	77,240	167,803	153,666
Contract assets	0	297,762	297,182
Other assets	33,872	1,272	25,202
	5,221,719	8,836,039	11,554,320
Less: current liabilities			
Trade and other payables	(137,850)	(319,963)	(129,646)
Other liabilities	(36,154)	(35,706)	(12,801)
Borrowings		(103,466)	(103,466)
Employee related provisions	(345,400)	(374,081)	(374,081)
Other provisions	(57,292)	0	0
	(576,696)	(833,216)	(619,994)
Net current assets	4,645,023	8,002,823	10,934,326
Less: Total adjustments to net current assets	2(b) (4,645,023)	(4,115,899)	(3,932,821)
Closing funding surplus / (deficit)	0	3,886,924	7,001,505

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(4,643,581)	(4,450,533)	(4,267,455)
Less: Current assets not expected to be received at end of year			
- Current financial assets at amortised cost - self supporting loans			
- Rates receivable	36,154	0	0
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	0	103,466	103,466
- Current portion of unspent capital grants held in reserve	(37,596)	0	0
- Current portion of employee benefit provisions held in reserve	0	231,168	231,168
Total adjustments to net current assets	2(a) (4,645,023)	(4,115,899)	(3,932,821)

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 September	YTD Actual 30 September 2025
\$	\$	\$

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities			
Less: Profit on asset disposals	(218,867)	(47,264)	0
Add: Loss on asset disposals	235,609	132,395	0
Add: Depreciation	4,714,278	1,178,424	0
Non-cash movements in non-current assets and liabilities:			
- Employee provisions	(16,698)	0	0
Total non-cash amounts excluded from operating activities	4,714,322	1,263,555	0

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Movement in current unspent capital grants associated with restricted cash	(1,444)	0	0
Total non-cash amounts excluded from investing activities	(1,444)	0	0

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 local governments' operational cycle.

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	63,269	11.05%	▲
Received more Financial Assistance Grant than anticipated this will need to be adjusted during the Annual Budget review.			
Fees and charges	(43,798)	(10.90%)	▼
Fees and charges under anticipated YTD budget across all programs.			
Interest revenue	(13,501)	(49.43%)	▼
Received less in interest than anticipated			
Other revenue	110,942	231.58%	▲
This is a timing variance related to the sale of Granite Rise blocks, will be processed once Audit is completed.			
Profit on asset disposals	(47,264)	(100.00%)	▼
Sale of various asset still to be completed.			
Expenditure from operating activities			
Employee costs	125,403	16.46%	▲
Employee costs are below the anticipated budget across all programs.			
Materials and contracts	193,542	31.15%	▲
This is a timing variance in expenditure on materials and contracts, as the budget has only just been adopted and quotes are still being called on various projects.			
Utility charges	37,839	40.42%	▲
Timing issues of various utility charges still to be invoiced and paid.			
Depreciation	1,178,424	100.00%	▲
Depreciation is yet to be processed and will be completed after the final audit.			
Insurance	23,636	13.66%	▲
This is a timing variance related to various insurance payments.			
Loss on asset disposals	132,395	100.00%	▲
Sale of various asset still to be completed.			
Non cash amounts excluded from operating activities	(1,263,555)	(100.00%)	▼
Depreciation is yet to be processed and will be completed after the final audit.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(100,000)	(100.00%)	▼
This is a timing variance related capital grants not received yet.			
Outflows from investing activities			
Acquisition of property, plant and equipment	467,877	72.65%	▲
This is a timing variance in expenditure on Capital purchases, as quotes are still being called on various projects.			
Surplus or deficit after imposition of general rates	1,219,736	21.10%	▲
As described above			

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.69 M	\$3.69 M	\$3.89 M	\$0.20 M
Closing	\$0.00 M	\$5.78 M	\$7.00 M	\$1.22 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.47 M	% of total
Unrestricted Cash	\$6.21 M	59.3%
Restricted Cash	\$4.27 M	40.7%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.13 M
Trade Payables	\$0.10 M
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables	
	\$0.07 M
Rates Receivable	\$0.54 M
Trade Receivable	\$0.07 M
Over 30 Days	8.9%
Over 90 Days	6.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	\$2.64 M	\$3.13 M	\$0.50 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.18 M	% Variance
YTD Budget	\$3.18 M	(0.1%)

Grants and Contributions		
YTD Actual	\$0.64 M	% Variance
YTD Budget	\$0.57 M	11.1%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.36 M	% Variance
YTD Budget	\$0.40 M	(10.9%)

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)
(\$3.06 M)	(\$0.54 M)	(\$0.20 M)	\$0.34 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.55 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.02 M	% Spent
Adopted Budget	\$3.06 M	(99.2%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.55 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.30 M)	\$0.00 M	\$0.18 M	\$0.18 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$1.13 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$4.27 M
Net Movement	(\$0.18 M)

Refer to 4 - Cash Reserves

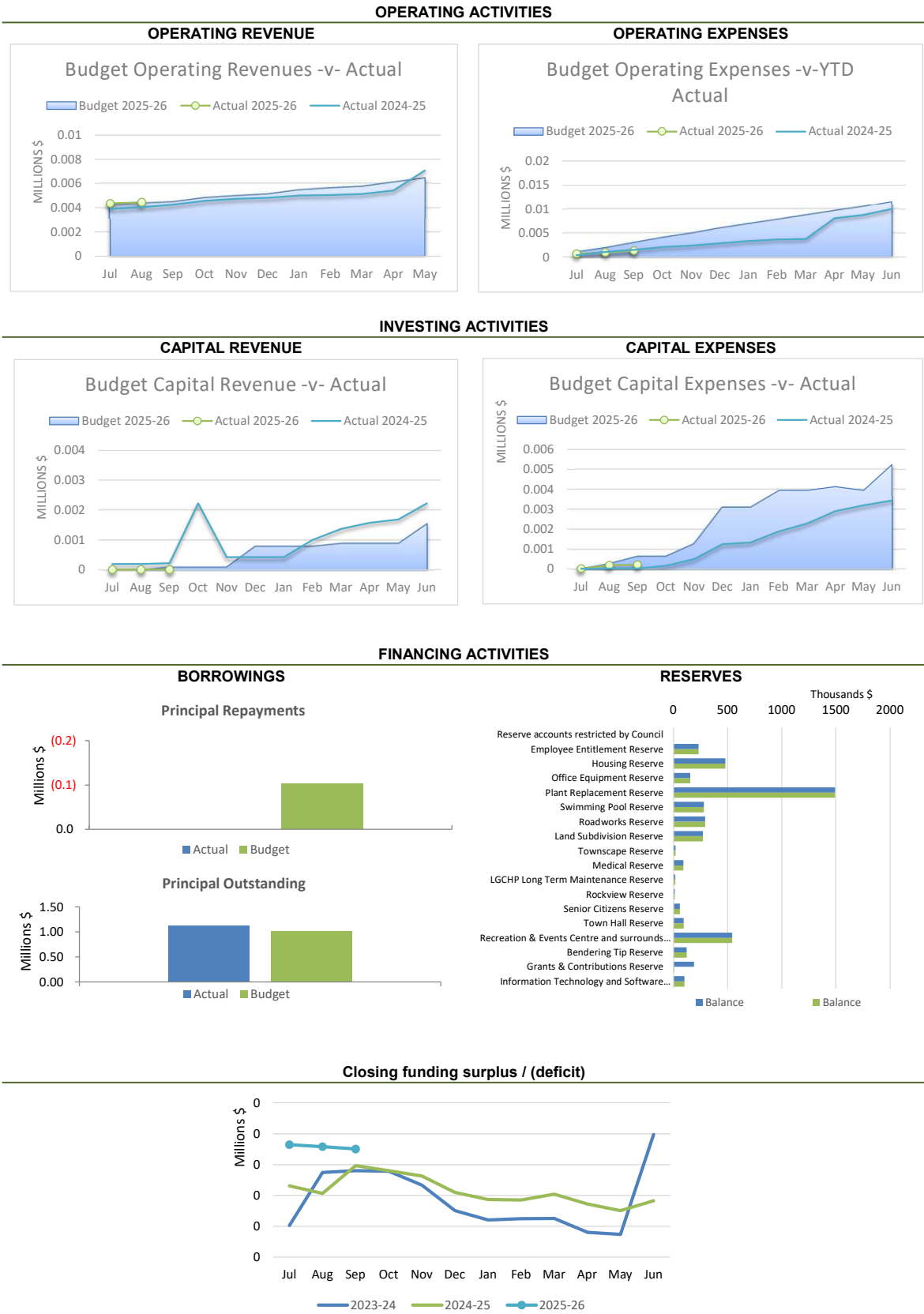
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CORRIGIN

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 KEY INFORMATION - GRAPHICAL



INVESTING ACTIVITIES

CAPITAL REVENUE

Budget Capital Revenue -v- Actual

CAPITAL EXPENSES

Budget Capital Expenses -v- Actual

FINANCING ACTIVITIES

BORROWINGS

Principal Repayments

Principal Outstanding

RESERVES

Reserve Account	Balance (Thousands \$)
Reserve accounts restricted by Council	~100
Employee Entitlement Reserve	~100
Housing Reserve	~400
Office Equipment Reserve	~100
Plant Replacement Reserve	~1500
Swimming Pool Reserve	~300
Roadworks Reserve	~300
Land Subdivision Reserve	~300
Townscape Reserve	~100
Medical Reserve	~100
LGCHP Long Term Maintenance Reserve	~100
Rockview Reserve	~100
Senior Citizens Reserve	~100
Town Hall Reserve	~100
Recreation & Events Centre and surrounds...	~500
Bendering Tip Reserve	~100
Grants & Contributions Reserve	~200
Information Technology and Software...	~100

Closing funding surplus / (deficit)

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

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash Float on Hand	Cash and cash equivalents	400		400				
Municipal Fund	Cash and cash equivalents	833,985		833,985		NAB	0.00%	At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	2,533,577		2,533,577		WATC/NAB	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents	0	8,240	8,240		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents	0		0	111,049	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	57,467	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	708	NAB	0.00%	At Call
Municipal Cash at Bank at Call	Cash and cash equivalents	2,837,236		2,837,236				
Reserves Fund	Financial assets at amortised cost	0	4,259,215	4,259,215		NAB	4.10%	06/2026
The Stevenson Trust	Financial assets at amortised cost	0		0	768,633	NAB	5.01%	06/2026
Total		6,205,199	4,267,455	10,472,653	937,857			
Comprising								
Cash and cash equivalents		6,205,199	8,240	6,213,438	169,224			
Financial assets at amortised cost - Term Deposits		0	4,259,215	4,259,215	768,633			
		6,205,199	4,267,455	10,472,653	937,857			

KEY INFORMATION

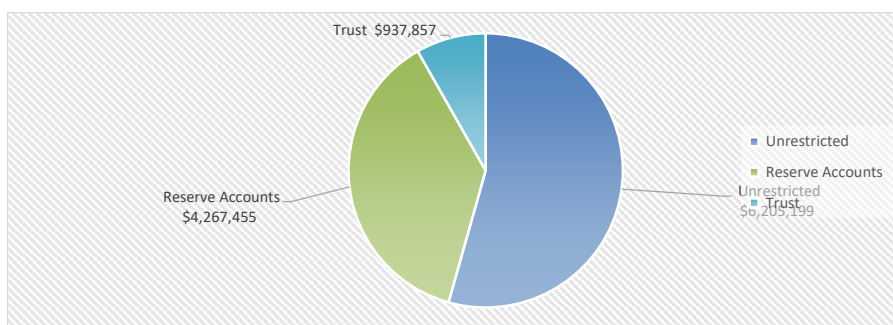
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 8 - Other assets.



SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	231,168	19,069	0	250,237	231,168	0	0	231,168
Housing Reserve	478,383	28,771	0	507,154	478,383	0	0	478,383
Office Equipment Reserve	153,372	11,018	0	164,390	153,372	0	0	153,372
Plant Replacement Reserve	1,490,691	78,491	0	1,569,182	1,490,691	0	0	1,490,691
Swimming Pool Reserve	280,725	16,015	0	296,740	280,725	0	0	280,725
Roadworks Reserve	291,759	11,448	0	303,207	291,759	0	0	291,759
Land Subdivision Reserve	271,631	77,738	0	349,369	271,631	0	0	271,631
Townscape Reserve	20,048	787	(20,835)	0	20,048	0	0	20,048
Medical Reserve	91,447	13,588	0	105,035	91,447	0	0	91,447
LGCHP Long Term Maintenance Reserve	18,418	723	(15,000)	4,141	18,418	0	0	18,418
Rockview Reserve	12,113	1,475	0	13,588	12,113	0	0	12,113
Senior Citizens Reserve	60,279	2,365	0	62,644	60,279	0	0	60,279
Town Hall Reserve	94,211	8,697	0	102,908	94,211	0	0	94,211
Recreation & Events Centre and surrounds Rese	542,227	31,276	0	573,503	542,227	0	0	542,227
Bendering Tip Reserve	122,743	14,816	0	137,559	122,743	0	0	122,743
Grants & Contributions Reserve	191,318	7,507	(198,825)	0	191,318	0	(183,078)	8,240
Information Technology and Software Reserve	100,000	103,924	0	203,924	100,000	0	0	100,000
	4,450,533	427,708	(234,660)	4,643,581	4,450,533	0	(183,078)	4,267,455

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	0	3,600	3,600
Furniture and equipment	107,500	0	0	0
Plant and equipment	1,775,000	644,000	172,523	(471,477)
Acquisition of property, plant and equipment	2,252,500	644,000	176,123	(467,877)
Infrastructure - roads	2,279,009	0	3,547	3,547
Infrastructure - other	162,500	0	21,360	21,360
Infrastructure - parks and ovals	620,000	0	0	0
Acquisition of infrastructure	3,061,509	0	24,907	24,907
Total capital acquisitions	5,314,009	644,000	201,030	(442,970)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,545,354	100,000	0	(100,000)
Other (disposals & C/Fwd)	547,000	0	0	0
Reserve accounts				
Townscape Reserve	20,835	0	0	0
LGCHP Long Term Maintenance Reserve	15,000	0	0	0
Grants & Contributions Reserve	198,825	0	183,078	183,078
Contribution - operations	2,986,995	544,000	17,952	(526,048)
Capital funding total	5,314,009	644,000	201,030	(442,970)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the 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. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

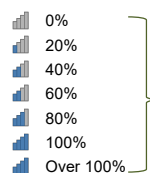
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

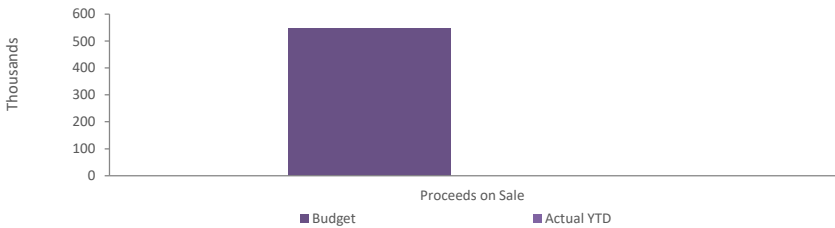


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	0	0	0
Housing	Replace Carpets - 1 Spanney	10,000	0	0	0
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	0	0	0
CREC	Construct Shade Shelter indoor Netball Court	80,000	0	3,600	(3,600)
CREC	Install Fans Indoor Netball court	60,000	0	0	0
CREC	Construct portico at entrance (carryover 24/25)	50,000	0	0	0
Loch Ness Dam	Aerator - Dam	20,000	0	0	0
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0	0
Pool- Main	New PA and Sound System	6,000	0	0	0
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	0	0	0
Salé Yard	eTag's Reader	10,000	0	0	0
ROE Health	ROE EHO Vehicle - 4CR	65,000	0	0	0
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	0	0	0
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	220,000	0	220,000
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	0	0	0
Roads and Civil	Tipper Truck - CR4 (carryover 24/25)	231,000	231,000	0	231,000
Roads and Civil	Crew Cab Truck - CR18	140,000	140,000	0	140,000
Roads and Civil	Crew Cab Truck - CR16 (carryover 24/25)	130,000	0	0	0
Roads and Civil	Prime Mover - CR19	350,000	0	0	0
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	0	172,523	(172,523)
Other Property& Services	MWS Vehicle - 1CR	65,000	0	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	0	0	0
Other Property& Services	7x5 Tandem Tipper Trailer - CR3246 (carryover 24/25)	15,000	0	0	0
Other Property& Services	Miscellaneous small plant (> \$5,000)	20,000	0	0	0
Other Property& Services	Forklift - CR4030 (carryover 24/25)	53,000	53,000	0	53,000
Other Property& Services	CEO Vehicle - CR1	85,000	0	0	0
Other Property& Services	DCEO Vehicle - 2CR	60,000	0	0	0
Lynch Street near Church	Reseal	21,375	0	0	0
Bendering Rd - renewal	Reseal	36,000	0	464	(464)
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	0	0	0
Dry Well Rd	Shoulder Reconditioning	197,066	0	0	0
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	311,684	0	0	0
Doyle Road	Widen and Gravel Resheet	56,160	0	0	0
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	0	0	0
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	0	0	0
Corrigin - Bruce Rock Road - WSFN	Finalise design and pavement analysis	30,400	0	0	0
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	0	464	(464)
Corrigin South Rd	Reconstruct	443,200	0	0	0
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	0	2,619	(2,619)
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	0	0	0
Bilbarin - Quairading Rd	Reseal	139,104	0	0	0
Transfer Station	Concrete retaining wall - hook bin	20,000	0	21,360	(21,360)
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	0	0	0
Pool - Surrounds	Awning (replace shade sails)	7,500	0	0	0
Pool - Surrounds	Basketball Refurbishments	15,000	0	0	0
Main Street Car Bays (CWA)	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0	0
Caravan Park	Install Patio	20,000	0	0	0
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	0	0	0
Rotary Park	Shade Shelter - over BBQ's - Rotary Park	10,000	0	0	0
Old Tennis Courts (Skate Park)	Redevelopment of old tennis courts	100,000	0	0	0
Hill Street	Lighting the Way Project - Solar Bollard Lighting - Hill Street	10,000	0	0	0
		5,314,009	644,000	201,030	442,970

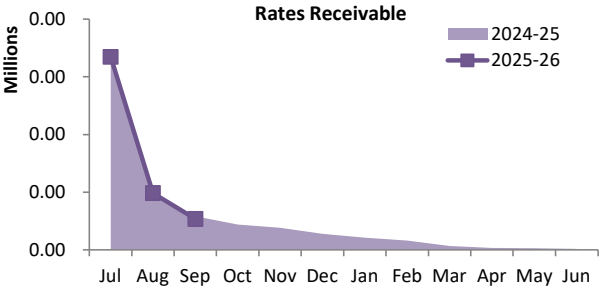
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
Buildings									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)			0	0
100549	Rockview Homestead (Demolition)	59,155	0	0	(59,155)			0	0
212	Rotary Park Toilet Block (Demolition)	65,836	0	0	(65,836)			0	0
Plant and equipment									
1001141	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 4CR	46,222	65,000	18,778	0			0	0
100722	2013 Hino 5 Tonne Tipper Truck (CR4) (carryover 24/25)	0	48,000	48,000	0			0	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16) (carryover 24/25)	0	30,000	30,000	0			0	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)(carryover 24/25)	23,111	40,000	16,889	0			0	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13) (carryover 24/25)	0	25,000	25,000	0			0	0
100579	2008 Mack Prime Mover (CR19)	16,187	40,000	23,813	0			0	0
100746	2014 Isuzu 5 tonne Crew Cab (CR18)	20,111	30,000	9,889	0			0	0
1001140	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 1CR	46,222	65,000	18,778	0			0	0
1001138	2025 Toyota Prado DSL GXL Wagon Glacier White - CEO Vehicle - CR1	59,101	70,000	10,899	0			0	0
1001109	Mazda CX-5 M 6A Maxx Sport Petrol FWD Sonic Silver 2023 - 2CR	26,864	27,000	136	0			0	0
10413	2006 Caterpillar Forklift (CR4030)(carryover 24/25)	5,315	15,000	9,685	0			0	0
100489	2007 John Papas Trailer (1THY294)(carryover 24/25)	0	5,000	5,000	0			0	0
549	1996 7x5 Tandem Tipper Trailer (CR3246)(carryover 24/25)	0	2,000	2,000	0			0	0
Parks and Ovals									
246	Oval Reticulation	81,000	0	0	(81,000)			0	0
		563,742	547,000	218,867	(235,609)	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2025	30 Sep 2025
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,278,201
Less - collections to date	(3,189,888)	(2,757,302)
Net rates collectable	14,442	535,341
% Collected	99.5%	83.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,015)	34,681	458	290	2,454	35,868
Percentage	(5.6%)	96.7%	1.3%	0.8%	6.8%	
Balance per trial balance						
Trade receivables						35,868
Receivables for employee related provisions						34,408
Total receivables general outstanding						70,276
Amounts shown above include GST (where applicable)						

KEY INFORMATION

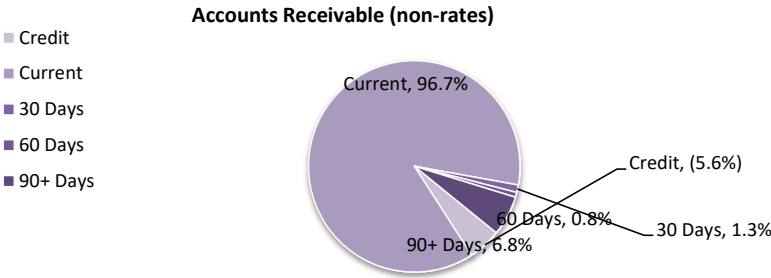
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
	\$	\$	\$	\$
Other current assets				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
Inventory				
Fuel	67,803	5,708	(19,845)	53,666
Land held for resale				
- Cost of acquisition	100,000	0	0	100,000
Other assets				
Prepayments	0	394		394
Joint Ventures	1,272	70,253	(46,717)	24,808
Contract assets				
Contract assets	297,762	0	(580)	297,182
Total other current assets	4,726,052	76,355	(67,142)	4,735,265

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Land held for resale

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

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

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

Sale of Land held for resale	Original Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Description	\$	\$	\$	\$	\$	\$	\$	\$
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	0	0	0	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	0	0	0	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 4 Lawton Rise	0	0	0	0	30,000	43,636	13,636	0
Granite Rise - 5 Lindsay Rise	25,000	41,000	16,000	0	25,000	37,273	12,273	0
	100,000	167,080	67,080	0	80,000	120,909	40,909	0

Contract assets

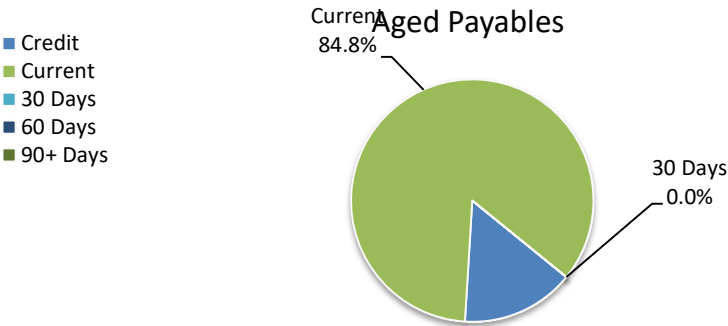
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(22,726)	127,244	0	0	0	104,518
Percentage	(21.7%)	121.7%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						104,518
Payroll Creditors						25,771
Accrued Expenses						(643)
Total payables general outstanding						129,646
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.



10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars		Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Recreation & Events Centre		102	1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Total			1,126,584	0	0	0	(103,465)	1,126,584	1,023,119	0	(51,087)
Current borrowings			103,465					103,466			
Non-current borrowings			1,023,119					1,023,118			
			1,126,584					1,126,584			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Excess Rates		35,706	0	32,575	(55,480)	12,801
Total other liabilities		35,706	0	32,575	(55,480)	12,801
Employee Related Provisions						
Provision for annual leave		125,158	0	0	0	125,158
Provision for long service leave		189,919	0	0	0	189,919
Other employee leave provisions		34,121	0	0	0	34,121
Employment on-costs		24,883	0	0	0	24,883
Total Provisions		374,081	0	0	0	374,081
Total other current liabilities		409,787	0	32,575	(55,480)	386,882

Amounts shown above include GST (where applicable)

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

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.

Contract liabilities

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

Capital grant/contribution liabilities

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

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2025	Liability	Liability	30 Sep 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue		Actual
Grants and subsidies								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	166,908	192,875
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	96,539	111,886
DFES LGGS Funding	0	0	0	0	0	115,000	28,750	19,890
CRC Funding Income	0	0	0	0	0	114,967	28,742	57,484
Wage Offset Income	0	0	0	0	0	1,000	0	0
Direct Grants Income - Main Roads	0	0	0	0	0	250,253	250,253	250,253
	0	0	0	0	0	1,535,011	571,192	632,388
Contributions								
CRC Grant Funding Income	0	0	0	0	0	5,500	1,375	2,903
Other Culture Income	0	0	0	0	0	2,500	0	545
	0	0	0	0	0	8,000	1,375	3,449
TOTALS	0	0	0	0	0	1,543,011	572,567	635,836

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025		(As revenue)	30 Sep 2025	30 Sep 2025	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	135,000	0	0
Grant - Regional Road Group Income	0	0	0	0	0	400,000	100,000	0
Grant - Roads to Recovery Income	0	0	0	0	0	696,426	0	0
Grant - MRWA Blackspot Income	0	0	0	0	0	207,789	0	0
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	2,000	0	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	9,898	0	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	59,536	0	0
Public Utilites Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	0	0
	0	0	0	0	0	1,545,354	100,000	0

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

14 TRUST FUND

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 30 September 2025
	\$	\$	\$	\$
Community Funds Held	110,912	0	0	110,912
Edna Stevenson Educational Trust	830,721	33	(4,655)	826,099
Police Licensing	3,485	142,645	(145,422)	708
Westrail Bus Ticketing	106	370	(338)	138
	945,224	143,048	(150,415)	937,857



Audit, Risk and Improvement Committee Expression of Interest Form

Expressions of interest are requested to be submitted by **4pm on 15 October 2025**.

Electronic responses may be lodged with Natalie Manton, Chief Executive Officer via email at ceo@corrigin.wa.gov.au

Name:

Janeane Mason

Address:

32 Jones Dr Corrigin 6375

Mobile:

0417 095 804

Email:

janeane.mason@gmail.com

Signature:

JMason

Date:

8/10/2025

Please complete the following (tick as many as are applicable):

☐	I have expertise in financial management
☐	I have expertise in risk management
☒	I have experience in local government financial management and reporting
☐	I have experience in public sector management
☐	I have experience in corporate management
☐	I have qualifications in Business
☐	I have qualifications in Commerce
☐	I have qualifications in Law
☐	I have qualifications in Risk Management
☐	I am an Accountant in Public Practice
☐	I am an Accountant in Auditing
☒	I am actively involved in community activities in Corrigin
☒	I am free from any management, business or other relationship that could reasonably be perceived to materially interfere with my ability to act in the best interests of Council. (Note: Committee members will need to ensure that they do not have any conflicts of interest that would preclude them from being members of the Committee).
☒	I have read and understood my responsibilities and obligations outlined in the Shire of Corrigin Code of Conduct for Councillors, Committee Members and Candidates
☐	I have attached my CV and any additional relevant information about me.

Please outline your motivation and interest in participating in the Shire of Corrigin Audit, Risk and Improvement Committee:

After serving on Shire for 8 years and then moving away from town temporarily, I am back and keen to contribute to my community.



Audit, Risk and Improvement Committee Expression of Interest Form

Expressions of interest are requested to be submitted by **4pm on 15 October 2025**.

Electronic responses may be lodged with Natalie Manton, Chief Executive Officer via email at ceo@corrigin.wa.gov.au

Name:

Lynette Baker

Address:

PO Box 304,
Corrigin WA 6375

Mobile:

0427 097 141

Email:

relbaker@bigpond.com

Signature:

Lynette Baker

Date:

09/10/2025

Please complete the following (tick as many as are applicable):

☐	I have expertise in financial management
☐	I have expertise in risk management
☒	I have experience in local government financial management and reporting
☐	I have experience in public sector management
☐	I have experience in corporate management
☐	I have qualifications in Business
☐	I have qualifications in Commerce
☐	I have qualifications in Law
☐	I have qualifications in Risk Management
☐	I am an Accountant in Public Practice
☐	I am an Accountant in Auditing
☐	I am actively involved in community activities in Corrigin
☒	I am free from any management, business or other relationship that could reasonably be perceived to materially interfere with my ability to act in the best interests of Council. (Note: Committee members will need to ensure that they do not have any conflicts of interest that would preclude them from being members of the Committee).
☒	I have read and understood my responsibilities and obligations outlined in the Shire of Corrigin Code of Conduct for Councillors, Committee Members and Candidates
☐	I have attached my CV and any additional relevant information about me.

Please outline your motivation and interest in participating in the Shire of Corrigin Audit, Risk and Improvement Committee:

As a past Councillor and President of the Shire of Corrigin, I continue to be interested in the goings on of our Local Government. While I have no formal qualifications, I would be happy to assist the Shire in taking up either of these positions.

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2023

BETWEEN:

the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;

the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;

the SHIRE OF KULIN of Johnston Street, KULIN, WA;

the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and

the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.

collectively known as the (Member Councils)

BACKGROUND

- A. Each of the Member Councils are local government authorities established under the *Local Government Act 1995*.
- B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the *Health Act 1911*.
- C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. (the Scheme).
- D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS)**. The Scheme will operate under the shortened title of **Roe Health**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this MOU in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

AND THE MEMBER COUNCILS AGREE:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

- 1.1.1 **Act** means the Local Government Act 1995;
- 1.1.2 **Scheme Costs** means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 **Billing Period** means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 **Costs Schedule** means Schedule 1 attached to this Memorandum;
- 1.1.5 **Host Council** means the **Shire of Corrigin**;
- 1.1.6 **Environmental Health Services** means the services outlined in Schedule 1 attached to this Memorandum;
- 1.1.7 **Committee** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.8 **Scheme** means the Roe Regional Environmental Health Services Scheme;
- 1.1.9 **Memorandum** means this Memorandum of Understanding;
- 1.1.10 **Operating Guidelines** means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;
- 1.1.11 **Other Member Councils** means the Member Councils that are not the Host Council.

1.2 Interpretation

Unless the contrary intention appears:

- 1.2.1 Words noting the singular shall include the plural and vice versa.
- 1.2.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. TERM

- 2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2023 and expiring on the 30 June 2028, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. NEGOTIATE IN GOOD FAITH

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. THE MEMBER COUNCILS OBLIGATIONS

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme**.

4.1 Host Council

On behalf of the Other Member Councils, the Host Council agrees with the following arrangements:

4.1.1 Administration

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme.

4.1.2 Membership of the Committee

- 4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee.
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme.
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.1.3 Finances

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network.

4.1.4 Environmental Health Officers

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement (EA) or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate.
- 4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any).

- 4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be provided to enable the Environmental Health Officers to effectively carry out their duties.
- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;
 - (a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and
 - ~~(b) supervise the conduct of and compliance of Environmental Health Officers. Administrator with the EA;~~
- 4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, approval means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote.

4.2 The Other Member Councils

The Other Member Councils agree;

4.2.1 Finance

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 Membership of the Committee

- 4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;
- 4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;
- 4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 All Member Councils

The Member Councils agree:

4.3.1 Reporting

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

5. SCHEME COMMITTEE

- 5.1 The Member Councils agree to establish a Committee for the purposes specified below.
 - 5.1.1 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;
 - 5.1.2 considering the strategic direction of the Scheme;
 - 5.1.3 considering any major policy issues in relation to the Scheme; and
 - 5.1.4 reviewing, discussing and preparing budgets for the Scheme.
- 5.2 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.
- 5.3 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.
- 5.4 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.
- 5.5 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.
- 5.6 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

6. OPERATIONAL GUIDELINES

- 6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.

- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. **VARIATION**

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. **WITHDRAWAL**

- 8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the Notice Period) to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.
- 8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. **ADDITIONAL MEMBERS**

- 9.1.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
- 9.1.2 to be bound by the terms and conditions of this Memorandum;
- 9.1.3 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. **NO PARTNERSHIP**

This Memorandum does not create or evidence a partnership between the Member Councils.

11. **ACKNOWLEDGEMENT**

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

12. WINDING UP

- 12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:
 - 12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and
 - 12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.
- 12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

13. DISPUTES BETWEEN MEMBER COUNCILS

- 13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.
- 13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.
- 13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.
- 13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF CORRIGIN
was hereunto affixed in the presence of:

President

Chief Executive Officer



THE COMMON SEAL of SHIRE OF KONDININ
was hereunto affixed in the presence of:

President

Chief Executive Officer



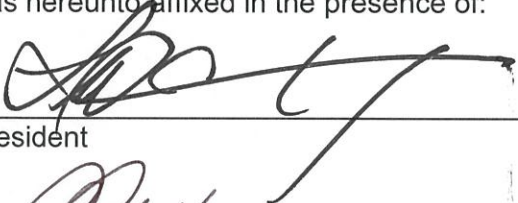
THE COMMON SEAL of SHIRE OF KULIN
was hereunto affixed in the presence of:

President

Chief Executive Officer



THE COMMON SEAL of SHIRE OF LAKE GRACE)
was hereunto affixed in the presence of:



President



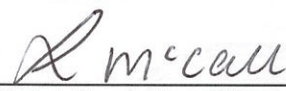
Chief Executive Officer



THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:



President



Chief Executive Officer



SCHEDULE 1

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH) OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of Roe Health.

Role of the Scheme

Governance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

Environmental Health Services
Undertake the effective delivery of environmental health services to Councils within the Roe Region including: • General health application enquiries; • Caravan park and camping grounds compliance and licensing; • Effluent disposal applications; • Food premises inspections, enforcement and general enquiries; • Hairdressing premises compliance; • Liquor licencing compliance in relation to environmental health requirements; • Investigation of notifiable diseases; • Pest control licencing and enforcement; • Public building inspections and enforcement; • Boarding house licenses; • Tobacco products compliance; • Unauthorised discharge issues; • Waste management coordination; • Wastewater reuse scheme compliance; • Water sampling; • Pool fence inspections • Compliance and enforcement of Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016 and subsidiary legislation; • Training of administrative staff in Environmental Health administration; and • Any other services broadly consistent with Environmental Health Services.
Implement and maintain environmental health programs within Council policies and guidelines.
Ensure a customer focused quality service is provided to the community in relation to all environmental health matters.
Undertake submission of statutory and statistical reports as required.
Council Support
Prepare reports and summaries of activities in a written format for presentation to Council in the monthly Council meeting agenda as required.
Attend Committee and Council Meetings as required.
Develop and maintain strong relationships with key stakeholders.
Bendering Landfill Site
Oversee waste contract for Bendering Landfill site.

Ensure annual waste received at facility is collated.
Report to Roe ROC on management of Bendering Landfill site.
Liaise with Local Government staff, contractors and community members regarding access to the Bendering Landfill site, waste permits and waste volumes.

Visitation Schedule

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	23.08%	3
Shire of Kulin	15.38%	2
Shire of Kondinin	23.08%	3
Shire of Lake Grace	23.08%	3
Shire of Narembeen	15.38%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme Equipment and Resources

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO

Service Delivery

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

Access to Information Technology Networks

Member Councils will provide reasonable access for Environmental Health Officers to Information technology networks and the internet.

Record Keeping

Member Councils will establish appropriate records management systems for environmental health related records.

Administrative Support

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison Person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Scheme Committee Meetings; and
- c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council**Financial records and reporting**

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

Human Resource Management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record Keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

~~1 July 2024~~ (Date of Adoption) to 30 June 2029



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AGREEMENT

This Memorandum of Understanding (MOU) dated ~~1 July 2024~~ (new date) between
the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and
the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and
the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and
the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

(the Member Councils)

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 OBJECTIVES

The objectives of RoeROC shall be:

- a) To provide regional leadership
- b) To advocate on regional issues as they are identified and supported by member Councils
- c) To form an alliance for the achievement of strategic goals in accordance with the group's Strategic Priorities;
- d) To retain and improve regional infrastructure, services, and population;
- e) To promote cooperation and resource sharing for financial and service efficiency;
- f) To foster economic development, marketing, environmental protection, and local government initiatives;
- g) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Our principles;

- a) Working proactively
- b) Regional commitment, whilst acknowledging the organisations voluntary status
- c) Communicating effectively
- d) Consideration of the interests and diversity of each Shire
- e) Forward thinking
- f) Transparent
- g) Committed

3 DEFINITIONS

In this MOU unless the context requires otherwise;

Act means the Local Government Act WA 1995 and associated regulations;

Project means the undertaking of any activity for a Regional Purpose described in clause 2(b);

Proposal means the proposal to undertake a Project;

Region means the districts of the Member Councils;

Regional Purposes means any regional purpose referred to in clause 2.

RoeROC means the Roe Regional Organisation of Councils;

Secretariat means the host Member Council providing secretarial support to the RoeROC.

4 THE ORGANISATION

4.1 Appointment of members

- a) The RoeROC Committee shall consist of the following;
 - Shire President of member Council
 - Deputy Delegate – one elected member from each member Council
 - Chief Executive Officer of the member Shire
 - Proxy Officer – one officer from each member Council
- b) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 4.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings as an observer.

4.2 Voting

- a) Each member Shire of RoeROC that has formally committed to, or is actively participating in, the project under consideration is entitled to one vote on matters requiring a decision, irrespective of the number of representatives in attendance. For the purposes of this clause, “actively participating” includes making a financial contribution, entering into a formal agreement, or otherwise committing resources to the project.
- b) All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

4.3 Tenure of members of RoeROC

A member of RoeROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Member Council or
- b) The member is removed by the Member Council.

4.4 Election of Chairperson and Deputy Chairperson

- (1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat for a two year term on a rotational basis as decided by Member Councils following the bi-annual local government elections.
- (2) The Chair shall be rotated accordingly;

March 2023-2025	Shire of Corrigin
March 2025 - 2027	Shire of Narembeen
November 2027 – 2029	Shire of Kulin
November 2029 – 2031	Shire of Kondinin

If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

4.5 Tenure of Chairperson and Deputy Chairperson

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 4.3 (1).
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 4.3 (1)

4.6 Role of Chairperson

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC;
- d) Advocates for the RoeROC on issues and projects of significance;
- e) Meets with stakeholders on behalf of the RoeROC, together with the RoeROC EO;
- f) Performs such other functions as are given to the Chair by the members;
- g) Liaises with the EO on affairs and the performance of its functions

4.7 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
 - a) The office of Chairperson is vacant; or

- b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson.

4.8 Role of Members of Roe Regional Organisation of Councils

A member of RoeROC:

- a) Ensures the organisation is on purpose
- b) Ensures the achievement of the strategic direction of the RoeROC and its management;
- c) Oversees the delivery of the annual implementation plan;
- d) Works cooperatively with other members;
- e) Supports the involvement of CEO's and senior staff in the RoeROC;
- f) Promotes the RoeROC;
- g) Represents the interests of the electors and residents of the region and their respective Council
- h) Facilitates communication between the community of the region and RoeROC;
- i) Participates in strategic decision-making processes at meetings of the RoeROC and its committees;
- j) Represents and undertakes actions on behalf of RoeROC as authorised by the RoeROC Council;
- k) Form sub committees; and
- l) Performs such other functions as are given to the member

4.9 Role of RoeROC Executive

To consist of the CEO of each member Shire, the role of the Executive Committee is to:

- 1) Assist in the achievement of the RoeROC purpose;
- 2) Assist in the strategic direction of the RoeROC and its management;
- 3) Identify opportunities and advocacy for the RoeROC Committee;
- 4) Participate in RoeROC's decision-making processes at Executive meetings of the RoeROC;
- 5) Represent and undertake actions as directed by the RoeROC Council;
- 6) Assist to ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 7) Perform such other functions as are given by the RoeROC Committee.

4.10 Role of RoeROC Secretariate

The RoeROC host Council shall provide the Secretariate for Roe ROC

The role of the CEO Host Council Secretariate is to:

- 1) Perform as the Chair RoeROC Executive Meetings;
- 2) Ensure the advice and information is available to the RoeROC Committee so that informed decisions can be made;
- 3) Affect the RoeROC Committee decisions to be implemented;
- 4) Together with the RoeROC Chair, meets with stakeholders on behalf of the RoeROC;
- 5) Liaise with the RoeROC Chair and RoeROC Executive Officer on the affairs of the RoeROC;
- 6) Manage the RoeROC Executive Officer;
- 7) Ensure that records and documents of the RoeROC are properly kept (delegated to the Executive Officer);
- 8) Perform any other function specified or delegated by the RoeROC Committee.

4.11 Role of Executive Officer of RoeROC

An Executive Officer (EO) shall be appointed by RoeROC to:

- 1) Be hosted and managed by the designated Lead Shire.
- 2) Coordinate the governance framework;
- 3) Report to both the RoeROC Executive (CEOs) and the RoeROC Committee;
- 4) Custody of all books, documents, records and registers of RoeROC;
- 5) Assist in the implementation of Strategic Priorities;
- 6) Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation);
- 7) Foster partnerships;
- 8) Undertake regular communication within the RoeROC and with key stakeholders;

- 9) Provide executive support to Working Groups;
- 10) Undertake other functions as specified or directed by the RoeROC Council, Chair or CEO.

4.12 Governance Structure and Terminology

RoeROC adopts the following formal terminology;

- a) **RoeROC Committee** – Full delegates (Presidents and CEOs);
- b) **RoeROC Executive** – CEO - level meetings;
- c) **Working Groups** – e.g., Bendering Landfill Site Working Group, Shared Services Working Group, aligned with Lead Shires.

5 FINANCIAL CONTRIBUTIONS

5.1 RoeROC Executive Officer

Each Member Council shall make an annual financial contribution, in equal shares, toward the engagement of a RoeROC Executive Officer. These contributions shall be paid to the Lead Council responsible for administering the engagement of the Executive Officer, in accordance with an agreed invoicing schedule.

Where additional projects or initiatives are undertaken that require significant time or services beyond the Executive Officer's core responsibilities, Member Councils may be requested to contribute additional funding. Such contributions must be agreed to by all Member Councils prior to commencement of the additional work and shall also be invoiced and administered by the Lead Council.

Shire of Corrigin	1/4 th
Shire of Kulin	1/4 th
Shire of Kondinin	1/4 th
Shire of Narembeen	1/4 th

5.2 Bendering Landfill Site

Each Member Council of the Bendering Landfill Site (the Project) shall make an annual financial contribution towards the operational, management, and legislative requirements of the Project. Contributions shall be made in equal shares and will be invoiced by the Lead Council responsible for the Bendering Landfill Site.

Shire of Corrigin	1/4 th
Shire of Kulin	1/4 th
Shire of Kondinin	1/4 th
Shire of Narembeen	1/4 th

5.3 Specific Projects

For projects or initiatives that are agreed to and undertaken by one or more participating Member Councils — including, but not limited to, contributions toward specific projects, initiatives, or the acquisition of capital assets — those participating Councils shall make financial contributions in equal shares, unless otherwise agreed. Each participating Council will be responsible for making the necessary budget provision within its own annual budget. Management and delivery of such projects will be coordinated by the designated Lead Council or as otherwise agreed by the participating Councils, with appropriate oversight and reporting provided.

6 PROJECTS OR SERVICES

6.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) RoeROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Note: In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59. Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

6.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

6.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;
- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

6.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

6.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

6.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

6.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 6.7(b).

6.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out

in this Agreement.

6.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

6.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

6.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

6.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7 TERM AND TERMINATION

7.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2029.

7.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

7.3 Division of Assets

If RoeROC is to be wound up and there remains, after the satisfaction of all debts and liabilities, any property or assets of RoeROC, those remaining assets shall be realised and the proceeds—along with any surplus funds—shall be distributed among the Member Councils. Distribution shall be made in proportion to each Member Council's financial contributions to the specific projects or initiatives to which the assets or surplus relate. A Member Council shall only be entitled to a share of assets or funds arising from projects in which it participated and to which it contributed financially.

7.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

8 WITHDRAWAL OF A MEMBER COUNCIL

8.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

8.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 8.1 is given.

8.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

- a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds

- which would have been payable if RoeROC was wound up; or
- b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

8.4 Distribution in the Absence of Available Funds

If RoeROC is unable to meet a distribution referred to in clause 8.3(a) from available funds, then—unless otherwise agreed by all Member Councils—any shortfall shall be paid by the remaining Member Councils (excluding the withdrawing Council) in proportions equal to their respective equities in the specific project(s) to which the distribution relates.

8.5 Financial Arrangements and Project Commitments

RoeROC does not maintain a central bank account or hold funds on hand. All financial contributions toward the engagement of the RoeROC Executive Officer are made directly by the Member Councils on an annual basis and in equal shares. Similarly, all RoeROC projects are undertaken by agreement between participating Member Councils, with associated costs funded directly by those Councils. Member Councils that commit to a specific project are financially responsible for their agreed share of costs through to the completion of that project, regardless of any subsequent withdrawal from RoeROC.

9 ADMITTING NEW MEMBERS

The Roe Regional Organisation of Councils (RoeROC) recognises the value of expanding its membership where such inclusion enhances the organisation's strategic capacity, fosters regional cooperation, and supports the efficient delivery of shared objectives.

9.1 Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.

9.2 Eligibility and Consideration Criteria

A local government may seek membership of RoeROC by submitting a formal written request to the Executive Officer. To facilitate informed consideration, the application must include a statement or presentation addressing the following criteria;

- a) Strategic Alignment – The alignment of the applicant's community priorities and strategic goals with RoeROC's Strategic Objectives and regional development vision.
- b) Community and Regional Fit – Demonstration of the applicant's regional characteristics, needs, and potential mutual benefits of membership.
- c) Value and Contribution – An outline of the specific resources, skills, or opportunities the applicant would contribute to RoeROC.
- d) Project Participation – Identification of existing or future RoeROC initiatives the applicant seeks to join or support.
- e) Financial and Governance Commitment – Confirmation of the applicant's ability to meet RoeROC's financial contributions and governance responsibilities as detailed in this MOU.
- f) Long-Term Engagement – A commitment to active participation, shared leadership, and long-term collaboration with RoeROC.

9.3 Application Process

- a) Upon receipt of a request, the RoeROC Executive may invite the applicant's Shire President or representative to present at a scheduled RoeROC meeting.
- b) The RoeROC Executive Officer will prepare an application review and assessment framework for consideration, ensuring consistency and transparency in decision-making.
- c) A decision to admit a new member requires a simple majority vote by existing members at a formal RoeROC meeting.

9.4 Membership Contributions

A new member, upon acceptance, must agree to:

- a) Pay an entry contribution as determined and agreed by the existing members;
- b) Provide a financial contribution equal to that of current members, unless varied by resolution of the RoeROC Committee;
- c) Contribute to the costs of shared projects and services on an equitable basis, as defined within applicable project plans or service agreements.

9.5 MOU Review and Flexibility

RoeROC acknowledges the need for clarity and responsiveness in its governance framework. Accordingly, this clause shall be subject to periodic review and may be amended by agreement of the member Councils to ensure alignment with best practice, strategic intent, and emerging regional needs.

9.6 Voting Requirements for Admitting New Members

The admission of a new member to RoeROC shall require a **unanimous resolution** of all existing member Councils, passed at a duly convened RoeROC Committee Meeting.

This provision ensures collective agreement and alignment among all members prior to any change in the composition of the organisation. The requirement for unanimous consent recognises the strategic, financial, and governance implications associated with membership expansion.

No new member shall be admitted unless all current member Councils have formally resolved to support the application in accordance with this clause.

10 DISPUTE RESOLUTION

10.1 Dispute

In the event of any dispute or difference arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this MOU, then a Member Council or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing (Dispute Notice) adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

10.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

10.3 Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

11 INTERPRETATION

11.1 Interpretation

In this MOU unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;

- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this MOU include its schedules.

11.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this MOU.

11.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

12 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) This MOU may be amended only with the unanimous agreement of all Member Councils, with any such amendments requiring formal resolution and endorsement by each respective Council.
- (2) This MOU can be amended to include another local government as a party to the amending agreement.

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN) was
hereunto affixed in the presence of:)

President

Chief Executive Officer

Appendix 1 – Existing Agreements and Services

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2024 and expires on 30 June 2029.

Roe Health Scheme Memorandum of Understanding

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

Bendering Waste Facility Land Details Avon Location 23945 Kondinin-Narembeen Road, Bendering
Deposited Plan 151345 CT 1044/171

Agreement to Use Land – Lot 23495 on DP 151345

Agreement with Kondinin Community Recreation Council for cropping lease expires March 2028 with an option to renew for 5 years.

Deed of Easement

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002

Contract for the Supply of Waste Disposal Goods and Services – Avon Waste

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bendering Tip Facility. Waste disposal contract supersedes Regional Waste Site Agreement

Bendering Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bendering Landfill Management Plan 2025

Completed by Talis Consultants and adopted by RoeROC Committee in March 2025.

Replaces previous versions.

Bendering Landfill Facility Operations Management Plan and Procedures

Reviewed and updated, adopted by RoeROC Committee in March 2025.

Replaces previous versions

Bendering Landfill Site Working Group Terms of Reference

Adopted by RoeROC Committee in March 2025, to be reviewed in March 2026.

Shared Services Working Group Terms of Reference

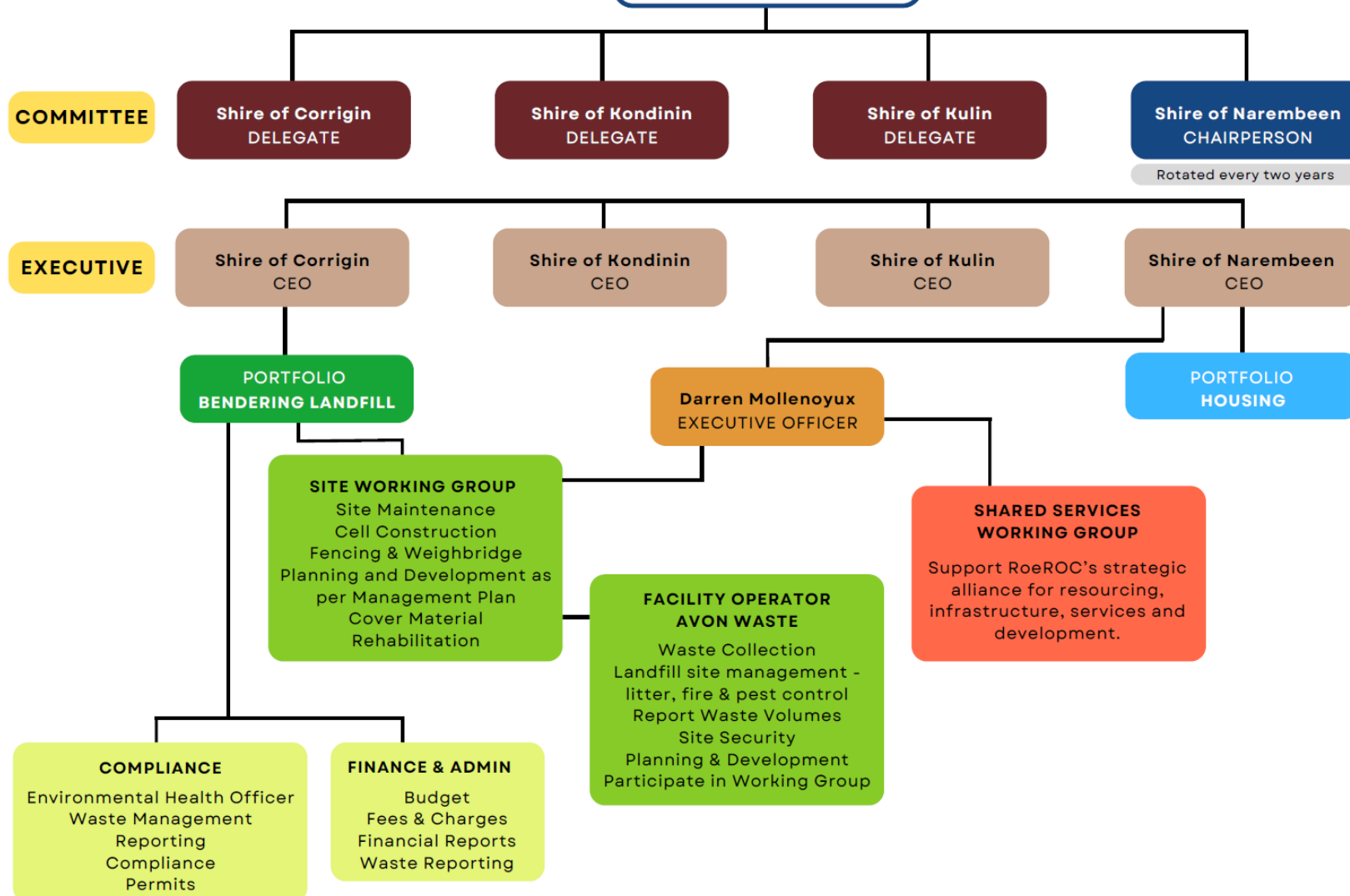
Adopted by RoeROC Committee in September 2024

RoeROC Executive Officer Position Contract

Contract between RoeROC and 150Square for the provision of Executive Officer Services July 2024 – 30 June 2027.

Appendix 2 – Operational Procedures

- 1. Name**
- 2. Role of the Committee**
- 3. Objectives of RoeROC**
- 4. No Delegated Powers**
- 5. Host Shire Rotation**
- 6. Schedule of Meetings**
- 7. Conduct of Meetings**
 - 7.1 Membership
 - 7.2 Presiding Member
 - 7.3 Voting
- 8. Arrangements for Projects and Non-Ongoing Agreements**
- 9. Annual Events: Rotating RoeROC Dinner**
- 10. Working Group Protocols and Structure**
 - 10.1 Bending Landfill Site Working Group
 - 10.2 Shared Services Working Group
 - 10.3 General Protocols



Note: Lead Council Portfolios will be added as projects commence

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

OPERATIONAL GUIDELINES

Appendix 2 – RoeROC Memorandum of Understanding

1. Name

The name of the organisation is the **Roe Regional Organisation of Councils (RoeROC)**.

2. Role of the Committee

The role of the RoeROC Committee is to:

- Facilitate collaboration among Member Councils on matters of mutual interest;
- Provide a forum for regional leadership, shared decision-making, and advocacy;
- Oversee the development, coordination, and delivery of joint projects, services, and initiatives;
- Consider strategic regional issues affecting the Member Councils and propose coordinated responses; and
- Provide guidance and direction to working groups and the RoeROC Executive Officer.

3. Objectives of RoeROC

The objectives of RoeROC are to:

- Provide strong regional leadership and strategic direction;
- Advocate on regional priorities identified and supported by Member Councils;
- Form a collaborative alliance to improve infrastructure, community services, and economic resilience across the region;
- Promote cooperation and resource sharing for greater efficiency and cost-effectiveness;
- Pursue joint initiatives that enhance environmental management, tourism, health services, and local government capability; and
- Support sustainable population retention and regional development without diminishing the autonomy or relationships of individual Member Councils with their communities or external stakeholders.

4. No Delegated Powers

RoeROC is an advisory and collaborative body and does **not** hold any delegated authority under the *Local Government Act 1995* or any other legislation. All decisions and recommendations made by RoeROC must be referred to the respective Member Councils for formal resolution, endorsement, or implementation unless otherwise provided for in a specific agreement or project.

5. Host Shire Rotation

The Host Shire provides secretariat and administrative support to RoeROC and rotates on a biennial basis, aligned with the local government election cycle. The indicative rotation is as follows:

- March 2023–2025: Shire of Corrigin
- March 2025–2027: Shire of Narembeen
- November 2027–2029: Shire of Kulin
- November 2029–2031: Shire of Kondinin

The Executive Officer shall have primary responsibility for the coordination of meeting arrangements and the preparation of agendas, in consultation with the Chairperson. The Host Shire shall provide strategic oversight and administrative support to the Executive Officer in the execution of these duties, ensuring alignment with the objectives and protocols of RoeROC.

6. Schedule of Meetings

RoeROC Committee meetings will generally be held quarterly on the third Thursday of **March, June, September, and November** at 1:00 PM, unless otherwise agreed. Written notice shall be given at least 7 days prior to each meeting.

The Host Shire will provide lunch for delegates prior to meetings.

Typical agenda items:

- **Every meeting:**
 - Financial reports for Roe Environmental Health Scheme and Bendering Waste Facility
- **March:**
 - Review of business cases and potential joint projects
 - Fees and charges for Bendering Landfill
 - Invitation to Shire of Lake Grace (Roe Health Scheme)
- **June:**
 - Invitation to Avon Waste as contractor
- **September:**
 - Updates on active joint projects
- **November:**
 - Identification of new projects
 - Review of contracts and agreements due to expire

7. Conduct of Meetings

Membership:

The RoeROC Committee includes:

- The Shire President of each Member Council
- One elected member (Deputy Delegate)
- The Chief Executive Officer of each Member Council
- One senior officer (Deputy Officer)

Deputy CEOs and observers may attend at the discretion of their Council.

Presiding Member:

The Chairperson and Deputy Chairperson are elected every two years in line with the Host Shire rotation. If the Chairperson is unavailable, the Deputy or a nominated member will preside.

Voting:

- Each Member Council has **one vote**, regardless of the number of representatives present.
- All resolutions or decisions of RoeROC (whether by the Committee or the Executive) are to be determined by a simple majority vote of members present and eligible to vote.

8. Arrangements for Projects and Non-Ongoing Agreements

Projects may only proceed where participating Member Councils have agreed. Each participating Council must make necessary budget provisions for their share. A formal Project Plan must be prepared outlining scope, timeline, financial commitments, and governance arrangements.

All RoeROC projects are managed by a Lead Council and supported by the Executive Officer, with reporting provided to participating Councils. Councils that commit to a project are financially responsible until its completion, regardless of later changes to membership.

9. Annual Events: Rotating RoeROC Dinner

Member Councils take turns hosting the annual RoeROC Dinner. The dinner fosters collaboration and recognises achievements.

Host Schedule:

- 2024 – Corrigin
- 2025 – Narembreen
- 2026 – Kondinin
- 2027 – Kulin

The host Shire is responsible for organising the event in consultation with the Chair and Executive Officer.

10. Working Group Protocols and Structure

RoeROC may establish Working Groups to support its strategic or operational objectives. These groups report to the RoeROC Executive and Committee through the Executive Officer.

Current examples include:

- **Bendering Landfill Site Working Group:**
 - Includes Works Managers, RoeROC EHO, and Avon Waste
 - Oversees civil works, planning, and compliance
 - Meets biannually (March and September)
 - Coordinates access and approves annual plant/labour rates
- **Shared Services Working Group:**
 - Explores joint service delivery and administrative collaboration
 - Coordinates shared staffing, systems, or procurement

General protocols:

- Working Groups are formed by RoeROC resolution
- Members are nominated by participating Councils
- Clear terms of reference are to be established
- Regular reporting to the Executive Officer is required



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION FREQUENTLY ASKED QUESTIONS

Question: When are nominations due back?

Answer: Completed nominations are due Friday 21 November 2025

Question: What is the term the local government DAP members will be nominated for?

Answer: The Minister for Planning and Lands will appoint local government DAP members from 27 January 2026 until 26 January 2028.

Question: What's the email address to return completed nominations or if we have any queries about the nominations?

Answer: dapnomination@dplh.wa.gov.au

Question: Is there anything else that we need to provide with the completed nomination form?

Answer: Yes, along with the completed form, a copy of the council resolution nominating up to four (4) elected council members from the respective local government

Question: Are Local Government DAP Members representatives of the Council on a DAP?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While Local Government DAP Members are mostly elected members of the relevant local government, they are not bound by any previous decision or resolution of the local government. All DAP Members are required to exercise independent judgment in relation to any DAP application before them and consider the application on its planning merits

Question: Why don't DAP member terms align with Councillor terms?

Answer: A transition period of 3 months is provided to allow sufficient time for nominations by the Local Government, registration by the Minister, and training requirements.

Question: Is being a councillor considered my employment?

Answer: No, employment details refer only to external employment and does not include your role as a Local Government member. If you don't have employment outside of being a councillor, then mark yourself as unemployed.

Question: How do I know if I am eligible for payment?

Answer: Eligibility for DAP sitting fees is determined in accordance with the [Premiers Circular 2025/15](#).

Board members may not be eligible for remuneration (other than reimbursement for travel expenses) if they:

- are being paid from public monies including:
- current full time local, State and Australian Government employees;
- current Members of Parliament;
- current and retired judicial officers (except magistrates);
- current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six (6) months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.



Question: What if I am employed part time in one of the above and would like to receive payment for sitting on a DAP meeting?

Answer: Please provide evidence of your part time status from your employer, which will accompany the nomination. Your request to receive payment is required to be approved by the Minister for Planning and Lands.

Question: If I am eligible for payment, what are the sitting fees?

Answer: The sitting fees are as per schedule 2 of the *Planning and Development (Development Assessment Panels) Regulations 2011*. For a Local Government DAP Member, as at 1 March 2024 they are currently as follows:

- Per meeting to determine DAP applications (Form 1) - \$425
- Per meeting to determine DAP applications to amend or cancel determination (Form 2) - \$100
- Attendance at a SAT proceeding - \$425
- DAP Member training - \$400
- DAP member re-training - \$200

Question: I have undertaken Local Government training as a Councillor, is it the same thing?

Answer: The role as a Local Government DAP Member is independent of your role as a Local Government Councillor and is covered by different legislation. While there may be some common themes, it is important you attend the training to ensure you are aware of the specific requirements and responsibilities of DAP Members.

Question: When can I sit on a DAP meeting?

Answer: Before you can sit on a DAP meeting, you will need to complete the DAP member training run by the DAP Secretariat. If you have previously completed training the DAP Executive Director will consider time since you completed that training and/or since you last participated on a DAP meeting to determine whether you are required to attend a refresher training before participating on another DAP meeting. We do encourage everyone to attend a training session, even if you have attended training previously, to ensure you are aware of any recent changes to DAP procedures and protocols.

Question: When will training sessions be held?

Answer: Once the Minister registers the local government DAP members, the DAP Secretariat will contact those who are within a Local Government district where there is a current DAP application that will require a DAP meeting within the next 3-4 months.

As of January 2026, the DAP Secretariat will be holding regular training sessions that will be extended to those who have not received training and are expected to be required on an upcoming DAP meeting. These training sessions have been staggered to ensure members have received training within a reasonable timeframe of participating on a DAP meeting.

Question: Where will training sessions be held?

Answer: Training sessions will be hosted by the DAP secretariat at the Department of Planning, Lands and Heritage, at 140 William Street, Perth. While attendance in person is encouraged, it is acknowledged that this is not also possible. Online attendance is available to those who cannot attend in person.



Dear Local Government CEO

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Representation of local interests is a key aspect of the Development Assessment Panel (DAP) system. The combination of local knowledge with technical expertise provides for informed and balanced decision making by DAPs. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) provides for this local knowledge in the constitution of a DAP by requiring the local government to nominate elected members for inclusion on the register of Local Government DAP Members.

All existing Local Government DAP Members are currently appointed for a term ending 26 January 2026. Prior to this date, your local government is required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands. With the upcoming local government elections on 18 October 2025, there may be changes in the composition of your Council and this is considered to be the appropriate time to review nominations for Local Government DAP Members ahead of the expiry date.

Please note that if an existing member is not re-elected as a Councillor, they will cease to be a Local Government DAP Member as of 19 October 2025.

Pursuant to Regulation 25 of the DAP Regulations, your local government is requested, by Friday 21 November 2025, to nominate four elected council members to sit as DAP members for your local government district. The nominations must include two members who will be the primary Local Government DAP Members for your district and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

Please complete the attached nomination form and provide it to the DAP Secretariat, along with a copy of the council resolution. If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will include the nominees on the register of Local Government DAP Members for the term ending 26 January 2028.

Nominations should be submitted via email to the DAP Secretariat at dapnomination@dplh.wa.gov.au.

The WA Government is committed to increasing the diversity and backgrounds of Government Board and Committee members along with the total number of women appointed. Therefore, I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further information about can be found in the [Premier's Circular 2025/15 – State Government Boards and Committees](#) as well as the [Department of the Premier and Cabinet's State Government Boards and Committees – Classification and Appointment Guidelines](#).

If you have any queries regarding this request for nominations, please contact Zoe Hendry at the DAP Secretariat on (08) 6551 9919 or via email to dapnomination@dph.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General

10 October 2025

Att 1 – LG DAP Members – Nomination Form
Att 2 – LG DAP Members – Nomination Form FAQ
Att 3 – Local Government Contact List 2025



SHIRE OF CORRIGIN

REGISTER OF COUNCIL POLICIES

Adopted by Council XXXX

Council Resolution XXXX

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1 ADMINISTRATION POLICIES

1.1 COMMUNICATIONS

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	31 March 1989
Amended:	21 April 2015, 17 October 2017, 20 October 2020, 23 October 2023

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

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

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

Correspondence Received

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

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

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

Presidential Correspondence

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

Elected Member Correspondence – incoming

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

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

Stationery

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

Communication between Elected Members and Staff

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

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

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

Media Contact

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

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

Publications

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

All publications are available on request in alternative formats.

Advertising

All statutory advertisements requiring local public notice shall be published in The West Australian or The Narrogin Observer and if possible, be published in The Corrigin Windmill, unless in the opinion of the CEO, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be posted on notice boards at the Corrigin Community Resource Centre, main street noticeboards and the Shire Administration Centre as well as on the Shire of Corrigin website.

1.2 LEGAL REPRESENTATION

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

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

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

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

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

Legal Representation Costs that may be approved

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

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

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

Application for Payment

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

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

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

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

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

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

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

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

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

Legal Representation Costs – Limit

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

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

Council Powers

The council may –

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

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

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

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

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

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

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

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

Repayment of Legal Representation Costs

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

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

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

1.3 SHIRE OF CORRIGIN OPERATIONAL HOURS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 15 August 2006
Amended: 21 March 2016, 19 October 2021

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

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

The Corrigin Community Resource Centre shall be open to the public from 8.30am to 4.30pm, Monday to Friday.

All with the exception of public holidays.

1.4 OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

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

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

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

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

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

1.5 FLYING FLAGS

Policy Owner:	Corporate and Community Services
Person Responsible:	Customer Service Officer
Date of Approval:	1 June 2014
Amended:	19 July 2016, 17 October 2017

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

Policy: The following underpins the policy position:

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

Flags Flown From two (2) Administration Building Poles

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

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

Australian Aboriginal Flag

Where flags are flown from only two (2) Administration Building flagpoles, and where requested by the National Aboriginal and Islander Day Observance Committee (NAIDOC), Council agrees to a temporary Australian Aboriginal flag¹ at the Shire Administration Street offices during opening hours in NAIDOC week each year.

Flags Flown From Three (3) Administration Building Poles

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

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

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

Flags Flown at Half Mast

Flags may be flown at half-mast:

- at the Shire Office as a sign of mourning at the passing of a local resident or past resident of the Shire of Corrigin;
- for a period of up to 2 working days from the time of notification of a local resident or past resident's death with the Flags also flown at half-mast on the day of their funeral; or

- when directed by the National or State Government; and at the discretion of the CEO and President.

1.6 INFORMATION PRIVACY POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 16 October 2018
Amended:

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

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

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

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

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

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

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

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

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

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

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

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

1.7 FREEMAN – GUIDELINES FOR APPOINTMENTS

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

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

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

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

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

Award Criteria

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

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

Process of Nomination

The process of nominations will be as follows:

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

Entitlements

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

Limitations

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

1.8 COMMUNITY RECOGNITION

Policy Owner: Governance and Compliance

Person Responsible: Executive Support Officer

Date of Approval: 15 October 2024

Amended:

Objective: To provide guidance on the recognition of community members for achievements and milestones.

Policy: Council recognises community members for two significant categories of achievement: life memberships bestowed by local clubs/groups and milestone birthdays and anniversaries. The recognition process is outlined as follows:

Life Membership Recognition

- Once per year on a Council meeting day, invite new life membership recipients and their partners to a presentation ceremony, during which the life members will be presented with a certificate signed by the Shire President and CEO.
- Following the presentation ceremony, recipients along with their partners are welcome for lunch or afternoon tea with Council.

Recognition of Milestone Birthdays and Anniversaries

- Community members reaching milestone birthdays or anniversaries will be recognised upon request of a friend or relative, and will be in the form of a signed certificate by the Shire President and CEO
- Birthday Milestones include 90th and 100th Birthday
- Wedding Anniversaries include 50th, 60th and 70th year Anniversary

1.9 COMMON SEAL USAGE POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended: 17 October 2017, 15 October 2024

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

Policy: Common seal to be affixed with adherence to section 9.49A of the *Local Government Act 1995*.

Documents Requiring the Common Seal to be Affixed

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

Procedures for the use of the Common Seal

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

Wording of the Common Seal Clause

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

Dated: _____

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

Name of Shire President
Shire President

Name of Chief Executive Officer
Chief Executive Officer

2 COUNCIL/ELECTED MEMBERS

2.1 INVITATION TO END OF YEAR LUNCHEON

Policy Owner: Governance and Compliance

Person Responsible: Executive Support Officer

Date of Approval: 20 November 1996

Amended: 16 October 2018

Objective: To ensure the continuity of the annual end of year luncheon hosted by Council.

Policy: That all current Councillors, past Presidents, Freeman of the Shire and local Members of Parliament, including partners are invited to the annual end of year luncheon of Council.

All senior designated employees and partners are also to be invited to the luncheon. Any other members of staff may be invited at the CEO's discretion.

2.2 DRESS STANDARD

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 20 June 2001
Amended:

Objective: To present a tidy and professional image of staff and elected members to the community.

Policy: Dress requirements for Councillors and staff attending the following meetings will be:

- Special and Ordinary Council meetings is to be business attire.
- Committee Meeting is to be neat casual clothes or good work clothes (depending on the nature of the business to be discussed).

2.3 MONTHLY ORDINARY COUNCIL MEETINGS AND COUNCILLOR DISCUSSION PERIOD

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 19 December 2006
Amended: 17 October 2017, 20 October 2020, 18 March 2025

Objective: To provide guidance to the Executive staff on the appropriate day and time for the regular meetings of Council.

Definitions: **Ordinary Council Meeting**
A meeting of Council that is open to the public, conducted at least once every three (3) months dealing with general business of the Local Government.

Councillor Discussion Period
A forum convened to discuss strategic or important operational matters and receive presentations from community organisations and government agencies.

Explanatory Notes
A Local Government is required to hold an Ordinary Council Meeting at least once in every three (3) month period pursuant to s5.3(2) of the *Local government Act, 1995*.

A Councillor Discussion Period is conducted between Councillors and staff to discuss strategic items, receive project updates and be briefed on important operational matters and may be of a confidential or sensitive nature. This forum is also used to receive presentations from community organisations and government agencies but is not to facilitate or debate on forthcoming prepared agenda items.

Policy:

1. That Ordinary Council Meetings be conducted on the third Tuesday of each month, except January, unless otherwise determined by Council as a Special meeting.
2. That Council meetings commence at 6.00pm unless otherwise determined by the Shire President.
3. The CEO may convene a Councillor Discussion Period on the third Tuesday of each month (prior to or following the Council meeting), except January unless a Special meeting has been determined by Council.
4. Councillor Discussion Period is closed to general public with attendance by invitation only by the Shire President.

2.4 ELECTED MEMBERS' FEES, ALLOWANCES AND BENEFITS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: 15 August 2006
Amended: 17 October 2017, 16 October 2018

Objective: To clearly outline the timing of payment to Elected Members of Members fees and allowances within the provisions of the *Local Government Act 1995*.

Policy: At the end of December and June, Council staff shall arrange payment to Councillors for all entitled allowances within the provisions of the *Local Government Act 1995*.

The determination of allowances to be paid will be set out during the annual budget adoption process including information technology and telephone allowance.

Elected members payments are to be provided by electronic funds transfer with elected members notifying the Deputy CEO of their account details upon election.

A statement of payments received will be provided to elected members at the end of the financial year on request.

2.5 ELECTED MEMBERS' TRAINING, PROFESSIONAL DEVELOPMENT, AND EXPENSES POLICY

Policy Owner: Governance and Compliance
Person Responsible: President, Councillors and Chief Executive Officer
Date of Approval: 15 October 2024
Amended:

Objective: To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities while providing clear guidelines for covering expenses related to conducting Council business, attending conferences, or participating in training.

Policy: **Training and Professional Development**
Elected Members are strongly encouraged to participate in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development. (I.e. \$2,000 per Councillor plus an additional \$3,000 for the President to attend an interstate conference or function annually).

Mandatory Training

Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following mandatory training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed within the first 12 months following their election to Council. The training is valid for a period of five years.

It is Council preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Additional Authorised Training / Conferences

Elected Members are permitted to attend the following training opportunities without requiring further Council authorisation:

- WALGA Elected Member Training Modules, seminars, forums webinars, and workshops;
- WALGA Annual Local Government Week Conference and associated training courses;
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums; and

- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email.

Requests for participation in additional training or conferences should be forwarded to the CEO for approval, and attendance is subject to a cost limit of \$5,000 per Councillor and \$8,000 for the President annually. All training and conferences must be organised by an industry-recognised training provider.

Expenses Related to Training and Conferences

- **Approval and Budget:** Any approval for travel by Elected Members shall be subject to the availability of adequate funds allocated in the budget for this purpose.
- **Prepaid Expenses:** Accommodation, travel, business or conference expenses, and meals will be prepaid where possible.
- **Expense Limits:**
 - Moderate claims for alcoholic beverages, when consumed in conjunction with a meal, are acceptable. Unrelated mini-bar costs, alcoholic beverages, and in-house movie hire are considered personal expenses and will not be paid for or reimbursed by Council.
 - No Business Class or First Class air travel is permitted unless approved by Council.
 - All expenses incurred by an accompanying partner will be at the personal expense of the Elected Member other than shared accommodation costs unless otherwise resolved by Council.

Conference Attendance

- The following conferences have ongoing approval for the Shire President or their nominee and the CEO or their nominee: Sustainable Economic Growth for Regional Australia, Australian Local Government Association - National General Assembly, and National Roads Forum.
- Attendance at conferences not identified in this policy requires a report to Council for merit assessment.

WALGA Local Government Convention

The CEO or their nominee and all interested Elected Members are approved to attend with associated costs (accommodation, travel, meals) covered, excluding partner social or non-business related activities. The Shire President and Deputy Shire President, or their nominees, will be the voting delegates at the WALGA Annual General Meeting (AGM).

Training Days

Elected Members can access an allocation of two training days per year through WALGA or the Department of Local Government, including registration, travel, meals, and accommodation, without Council approval. Training attendance beyond this allocation requires Council approval.

Training Register

A register of elected member training will be published on the Shire of Corrigin website and updated regularly.

Reporting Back on Attendance

Councillors who represent the Shire at meetings or seminars shall make every effort to present a written report back to Council for the Agenda, where minutes are not made available. If a written report is not possible, Councillors may provide a verbal report during the Councillors' report section of the Council meeting.

Reimbursement of Expenses

- **Information Technology:** allowance is determined in the budget.
- **Child Care:** Section 5.98 of the *Local Government Act 1995* states Councillors with children are allowed to claim professional child care fees where meetings are scheduled that require their children to be put into child care
 - costs incurred to attend Council meetings are reimbursed at actual cost per hour or \$25 per hour
 - Child carer can not be a close relative of the member, being for example husband, wife, grandparent
 - Reimbursements will only be paid on production of receipt of costs incurred including dates expenses were incurred
- **Travel Costs:**
 - For local travel, actual costs will be reimbursed.
 - For travel beyond 100 kilometres, costs are reimbursed from the outer boundary of an adjoining local government district.
 - For regional travel, actual costs are reimbursed.
 - Travel by privately owned or leased vehicles is reimbursed at rates specified in the *Local Government Officers' Interim Award 2011*
- **Other Costs:** Reimbursed upon presentation of sufficient evidence of the cost incurred, in accordance with the *Public Service Award 1992*.

2.6 ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 18 February 2020
Amended:

Objective: The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire of Corrigin representatives or not.

Policy: This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Corrigin in their capacity as an Elected Member or employee of the Shire.

When considering whether an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues are:

- The business, community group or individual offering the gift, ticket or benefit.
- Value of the benefit.
- Expectation of anything of value in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards.
- Whether the value of that contribution outweighs the value of the benefit.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

In accordance with the *Local Government Act 1995 s 5.90A*, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

Entertainment Events

Any tickets accepted by an elected member, or employee, without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire of Corrigin or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or President's representative attends the event in an official capacity to perform a civic function. Where there is commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost.

Other Commercial (non-entertainment) Events

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend (such as for their professional development or to undertake a function as an elected member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost to enable attendance.

If the Shire of Corrigin does not pay for the event, free registration or any other benefit (such as hospitality) given to an elected member or employee would be classified as a 'gift' unless the contribution of the elected member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the elected member or employee.

Community/Local Business Events

Acceptance of reasonable and modest hospitality by an elected member or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the elected member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the elected member or employee attends the event in his or her capacity as an elected member or employee - preferably where the attendance has been requested by the sporting club or community group, and is specifically authorised by the Shire of Corrigin, but otherwise where the person is performing his or her functions as an elected member or employee.

Conflicts of Interest

Attendance at events may lead to a perceived or actual conflict, which may prevent council members participating, or employees, providing advice at a future meeting. If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate in the discussion and vote on the condition that the interest, the Council decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the Council or CEO must apply to the Minister for permission to allow the member or employee to participate.

Scope

The policy provides guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the *Local Government Act 1995* (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift is still required to be recorded on the “gift register”.

Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

The Shire approves attendance at the following events by elected members, the Chief Executive Officer and employees of the Shire:

- a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (elected members, the Chief Executive Officer only);
- b) Meetings of clubs or organisations within the Shire of Corrigin;
- c) Any free event held within the Shire of Corrigin;
- d) Australian or West Australian Local Government events;
- e) Events hosted by sporting clubs or not for profit organisations within the Shire of Corrigin to which the Shire President, elected member, Chief Executive Officer or employee has been officially invited;
- f) Shire hosted ceremonies and functions;
- g) Shire hosted events with employees;
- h) Shire run tournaments or events;
- i) Shire sponsored functions or events;
- j) Community art exhibitions within the Shire of Corrigin or District;
- k) Cultural events/festivals within the Shire of Corrigin or District;
- l) Events run by a Local, State or Federal Government;
- m) Events run by schools and universities within the Shire of Corrigin;
- n) Major professional bodies associated with local government at a local, state and federal level;
- o) Opening or launch of an event or facility within the Shire of Corrigin or District;
- p) Recognition of Service events within the Shire of Corrigin or District;
- q) Where Shire President, elected member or Chief Executive Officer representation has been formally requested.

All elected members, the Chief Executive Officer and employees with the approval of the CEO, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire of Corrigin by way of reimbursement.

If there are more elected members than tickets provided then the Shire President shall allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of Corrigin of the person attending.
- Alignment to the Shire of Corrigin Strategic Objectives.
- The number of Shire representatives already approved to attend.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in avoidance with Council Policy:

- Elected Members Training, Professional Development and Expenses Policy

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to elected members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, elected member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire of Corrigin representative.

Free or discounted invitations / offers or tickets that are provided to the Shire of Corrigin without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on:

- the relative benefit to the organisation in attending the event,
- the overall cost in attending the event, inclusive of travel or accommodation,

- availability of representatives, and
- the expected role of the relevant elected member or employee.

Legislation

Local Government Act 1995

- s 5.90A – requirement to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

- s 5.87A and 5.87B council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and

- are valued over \$300; or

- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

Local Government (Administration) Regulations 1996 –

- r.34B – required code of conduct contents about gifts to employees

Local Government (Rules of Conduct) Regulations 2007.

Department Circular No 11-2019 – New Gifts Framework

Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

2.8 USE OF VEHICLE FOR COUNCIL RELATED BUSINESS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 20 April 2005
Amended:

Objective: To supply elected members with a means of transportation in order that they may provide effective and efficient services.

Policy: Council allows Councillors, staff and other members of the community use of a Shire vehicle to attend training seminars, conferences or meetings when they are acting as a representative of Council, at the discretion of the CEO and/or President.

If a suitable car is unavailable the attendee will be reimbursed a rate specified in the *Local Government Industry Award 2020* for use of their private vehicle, provided an appropriate claim form/invoice is submitted.

2.9 RECOGNITION OF SERVICE - ELECTED MEMBERS – COUNCIL GIFT/FUNCTIONS

Policy Owner: Corporate and Community Services

Person Responsible: Chief Executive Officer

Date of Approval: 15 October 2024

Amended:

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of an Elected Member.

Policy: Upon resignation/retirement of an Elected Member who has provided satisfactory service to Council for four (4) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that member.

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
 - a) \$50.00 per year for each Elected Member,
 - b) an additional \$50.00 per year for each year of service as President,
 - c) an additional \$25.00 per year for each year of service as Deputy President
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

Functions

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 4 years	Nil	At the discretion of Council
4-8 years	\$200	Council sponsored sun downer (all elected members and partners) with nibbles, beer, wine and soft drink.
8 – 16 years	\$1000	Council sponsored sun downer (Elected Members, staff partners) with nibbles, beer, wine and soft drink.

16- 20yrs plus	\$2,000	Council sponsored reception (Elected Members, staff and partners as well as previous CEO's and elected members from neighbouring Councils).
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The executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift.

Statutory context: Local Government Act 1995 –

s.5.60 – when a person has an interest

s.5.60A – financial interest

s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings

s.5.100A – gifts to elected members may only be made in prescribed circumstances

Local Government (Administration) Regulations 1996 – r.34AC – gifts to council members, when permitted etc.

(1) at least one 4 year term must be completed

(2) maximum gift of \$100 per year of service to maximum of \$1,000

2.10 CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS

Policy Owner: Governance and Compliance

Person Responsible: Chief Executive Officer

Date of Approval: 23 October 2023

Amended:

Objective: To establish the Shire of Corrigin decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and *Regulations 14C, 14CA, 14D and 14E* of the *Local Government (Administration) Regulations 1996*.

Policy:

Definitions

Electronic Means: refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

Members: refers to a Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.

Electronic Attendance at an In-Person Meeting

1. For efficiency and to avoid unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity.
2. Requests must be received in sufficient time to be considered and the necessary technology and meeting protocols to be implemented.
3. A request for electronic attendance at an in-person meeting:
 - a) Is to be provided to the President.
 - b) Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved).
 - c) Where the President rejects a request, the requester may ask Council to re-consider the request; and
 - d) The President may refer their own request to the Deputy President, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). A request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

4. Where a request meets the following criteria, approval will not be unreasonably withheld:
 - a) The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting.
 - b) The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed; and
 - c) The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means.
5. Records of requests and decisions about requests must be retained:
 - a) Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Shire of Corrigin Record Keeping Plan and protocols established by the CEO; and
 - b) Where Council makes the decision, the decision must be recorded in the minutes.
6. The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

Conducting a Meeting by Electronic Means

1. Ordinary meetings will primarily be held as in-person meetings.
2. Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:
Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means.
3. Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means, subject to:
 - a) The prescribed limitation is not exceeded on the number of electronic meetings allowed.

- b) The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution.
 - c) The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
 - d) Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained. In the absence of such a declaration, a member is prohibited from participation in the meeting, or that part of the meeting, that is closed.
4. Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
- a) published on the Local Government's Official webpage.
 - b) provided in the Notice of Meeting/Agenda; and
 - c) broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Participating in Meetings by Electronic Means

1. **Presiding at Meeting**
Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President for the purpose of presiding at the meeting.
2. **Conduct**
Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
3. **Meeting Procedures**
Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
4. **External Parties Participating in Closed Meetings**
Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Electronic Means

1. Platform

The Shire of Corrigin utilises the Microsoft Teams or Zoom platform for electronic meetings. Alternative software will be considered for members that request an alternative when making a written request to join a meeting by electronic means.

2. Equipment

Members attending meetings electronically must ensure they have access to a computer or laptop with a working microphone, camera and either speakers or a headset.

3. Network

Members must also ensure they are using a suitable connection for electronic attendance. Suitable networks include a private home internet, either LAN or WIFI, or a mobile hotspot from a trusted personal mobile device. Public WIFI is not considered suitable.

4. Location

Members must confirm the location from which they are attending from is safe, quiet, private, devoid from distractions, and where a meeting or part thereof is closed to the public, a place where confidentiality can be maintained.

3 FINANCE POLICIES

3.1 PURCHASING POLICY

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval:	20 February 2007
Amended:	15 December 2016, 17 October 2017, 20 February 2018, 16 October 2018, 19 May 2020, 18 October 2022

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

Policy: Ensure that all purchasing activities:

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

1. Ethics and Integrity

1.1 Code of Conduct

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

1.2 Purchasing Principles

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

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

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

2. Value for Money

2.1 Policy

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

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

2.2 Application

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

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

3. Purchasing Requirements

3.1 Legislative / Regulatory Requirements

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

3.2 Policy

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.

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

3.3 Purchasing Value Definition

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

3.3.1 Exclusive of Goods and Services Tax (GST).

3.3.2 The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3.3.3 Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing from Existing Contracts

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

3.5 Purchasing Thresholds

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

Purchase Value Threshold	Purchasing Requirement
Up to \$1,000	Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire.
Over \$1,000 and up to \$5,000	Obtain at least one (1) oral or written quotation from a suitable supplier, either from: - an existing panel of pre-qualified suppliers administered by the Shire; or - a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or - from the open market. - Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.
Over \$5,000 and up to \$50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: - an existing panel of pre-qualified suppliers administered by the Shire; or - from the open market. Or Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.

	Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Purchase Value Threshold	Purchasing Requirement
Over \$50,000 and up to \$250,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over \$250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Emergency Purchases (Within Budget)	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.

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

3.6 Tendering Exemptions

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

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

3.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and

compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

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

3.8 Expressions of Interest

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

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

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

3.9 Unique Nature of Supply / Sole Source of Supply

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

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

3.10 Anti-Avoidance

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

3.11 Emergency Purchases

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

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

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

3.12 Contract Renewals, Extensions and Variations

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

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

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

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

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

4. Records Management

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

For each procurement activity, such documents may include:

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

5. Sustainable Procurement and Corporate Social Responsibility

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

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social

impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

6. Buy Local Policy

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e., servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

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

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

7. Exemptions

The following exemptions to the Purchasing Thresholds and Processes apply:

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

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

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

8. Purchasing From Disability Enterprises

Local Government (Functions and General) Regulations 1996 Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

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

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

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

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

9. Panels of Pre-Qualified Suppliers

9.1 Policy Objectives

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

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

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

9.2 Establishing a Panel

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

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

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

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

9.3 Distributing Work Amongst Panel Members

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

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

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

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

Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

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

9.4 Purchasing from the Panel

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

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

9.5 Recordkeeping

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

For the creation of a Panel, this includes:

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

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

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

10. Purchasing Policy Non Compliance

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

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

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

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

Where a breach is substantiated, it may be treated as:

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

3.2 AUTHORISATION TO PURCHASE GOODS AND SERVICES

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: 17 October 2017
Amended: 16 October 2018, 18 October 2022, 23 October 2023

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

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

The following employees are authorised, on delegation by the CEO, to purchase goods and services included in the annual budget

Position	Amount
Deputy CEO	\$50,000
Manager Works and Services	\$50,000
Building Officer	\$40,000
Pool Manager	\$5,000
Leading Hand – Roads & Civil	\$5,000
Leading Hand – Parks, Gardens & Town Maintenance	\$5,000
Customer Service Officer (Shire Administration), Administration Officer, Executive Support Officer, Finance Administration Officer, Finance/HR Officer, Senior Finance Officer, Community Resource Centre Coordinator and Workplace Safety and Depot Administration Officer	\$1,000

Purchase Orders

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

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

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

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

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

3.3 REGIONAL PRICE PREFERENCE POLICY

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

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

Legislative Requirements

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

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

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

Qualifying Criteria

1. Regional Tenderer

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

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

- b) some or all of the goods or services are to be supplied from regional sources. Goods and/or services that form a part of a tender submitted may be wholly supplied from regional sources; or partly supplied from regional sources, and partly supplied from non-regional sources. Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when the regional price preference policy is in operation.

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

2. Regional Price Preference Categories

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

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

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

3. Competitive Purchasing

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

4. Terminology

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

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

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

Services: means any task, consultancy, work or advice to be performed or provided that is procured by the Shire. Included are services such as

management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

3.4 SIGNIFICANT ACCOUNTING POLICIES

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer
Date of Approval:	21 April 2015
Amended:	16 October 2018, 20 October 2020, 18 October 2022, 19 December 2023, 20 May 2025

Objective: To establish financial management procedures that ensure full compliance with local government statutory requirements and accepted accounting policies, while providing clear direction for the preparation of financial transactions and reporting.

Policy: **The Local Government Reporting Entity.**
 In accordance with Australian Accounting Standards, for the purposes of budgets and financial reports, the reporting entity includes all activities of the Council and any other entities controlled by the Council.
 All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of the financial reports. All monies held in the Trust Fund are excluded from financial statements. A separate statement of those monies appears in the notes to the financial statements.

Basis of Preparation of the Annual Financial Report

The annual financial report for the Shire of Corrigin, which is a Class 4 local government is a general purpose financial report and has been prepared to comply with applicable Australian Accounting Standards (as they apply to local governments and not for profit entities) and disclosure requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The financial report has been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

Significant Accounting Policies

All significant accounting policies are included in the annual financial report and are updated and reviewed each year in accordance with applicable Australian Accounting Standards and the *Local Government (Financial Management) Regulations 1996*.

3.5 RUBBISH SERVICE CHARGE DISCOUNT

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

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

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

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

3.6 CHARITABLE ORGANISATIONS

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

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

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

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

3.7 ANNUAL BUDGET PREPARATION

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 18 October 2022
Amended:

Objective: To provide clear direction to elected members, staff, and community members on the adoption of the Annual Budget, in compliance with the *Local Government Act 1995*.

Policy: The decision to adopt the annual budget is an approval given by Council to the Chief Executive Officer (CEO) for all items of expenditure to be committed without further authorisation except:

- a) Major projects requiring a resolution of Council approving a design or concept
- b) Works subject to tenders that require Council approval in accordance with section 3.57 of the *Local Government Act 1995* and have not been delegated to the CEO under section 5.43(b) of the *Local Government Act 1995*.
- c) Any other items specified by Council at the time of adopting the annual budget requiring the approval of the Council.

A compliant, accurate, and well forecast budget is critical to the success of the overall finances of the Shire.

The budget must be consistent with the requirements and principles of the WA Local Government Accounting Manual, the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards Board.

This policy establishes a structure for the formalisation, administration and management of the Council budget that satisfies statutory and Council requirements.

Budget Formalisation Principles

In setting budget priorities, the Council Plan (CP) provide the required guidance to staff along with the following principles:

- Financial indicators from the CP form the basis of the annual budget.
- Revenue from rates will be to a level that produces a balanced budget while achieving the priorities and expectations as outlined in the CP.
- Evaluation of initiatives outside of the CP will be based on sustainability, value for money and community needs.
- Formalisation of the annual budget will include the end of year current surplus/deficit estimate.

Key Components of the Annual Budget

There are several key components of the Shire's annual budget:

- Operating Revenue
- Operating Expenditure
- Capital Expenditure
- Cash Backed Reserves

Budget Considerations for Reserve Funds

The requirement for each reserve fund and associated target values will be assessed and net transfers to reserves will be managed in accordance with the LTFP's goal of achieving target values.

Form and Content of Budget and Working Papers

The budget will be produced and considered at a series of executive briefings and Councillor budget workshops. The statutory budget will be presented to Council in accordance with Part 3 of the *Local Government (Financial Management) Regulations 1996*.

Mid-Year Budget Review

The Shire will conduct a budget review between January and March of each financial year for the purpose of addressing budget variations during the first half of the year in line with Part 3 section 33A of the *Local Government (Financial Management) Regulations 1996*. The review will be presented to Council for consideration no later than the Ordinary Meeting of Council in March of the financial year.

Budget Management Timetable

The timetable below includes all the major activities associated with Council budget processes including the adoption of the budget. It is only a guide and may be subject to minor changes.

January

- Review and prepare the application and advertisements for the Community Assistance Program with a closing date being the last Friday in April.
- Commence advertising of the Community Assistance Program to the community requesting submissions for the upcoming budget.

February

- DCEO to commence a review of the current budget

March

- CEO and DCEO to present the budget review to the Council at the Ordinary Meeting of Council.
- DCEO to set budget workshop dates and distribute to Council for comment and confirmation.
- Review of CP and identify community expectations for the relevant financial year.
- Commence a review of the fees and charges. Work towards listing all relevant statutory references and be cognoscente of the requirements of section 6.17(1)(a) of the *Local Government Act 1995* with respect to demonstrating how the cost of the service equates to the fee or charge.
- Works Supervisor to carry out review of informing strategies 10 year plant replacement program and 10 year road program.
- Building Officer to carry out asset inspections and review informing strategy 10 year building program.
- Pool Manager to review informing strategy 10 year swimming pool program.
- Community Resource Coordinator to commence preparation and design of annual budget and rates brochure.

April

- Population of operating expenditure and income budget worksheets.
- Workshop informing strategies, LTFP and rates and rubbish models with Councillors.
- Building Officer to submit annual building maintenance budgets.

May

- Calculate asset disposals and review against informing strategy.
- Prepare salaries and wages budget worksheets inline with the Shire of Corrigin Enterprise Agreement and workshop with CEO, Manager of Works and Services and HR Officer.
- Commence preparation of the Capital Road and Project budget worksheets and workshop with CEO and Manager of Works and Services.
- Workshop revenue budget, asset disposal calculations, Community Assistance Program applications and fees and charges with Councillors.
- All staff with information to go out with rate notices (excluding budget and rates brochure) to have it compiled, printed, and folded.

June

- Advise Community Assistance Program applicants of the status of the applications.
- Commence calculating depreciation and insurance budgets.
- Prepare elected member's remuneration budget.
- Commence review of carry forward surplus/deficit.
- Workshop operating expenditure, salaries and wages and capital expenditure with Councillors.

July

- Review borrowings budgets.
- Review annual material variance policy pursuant to regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.
- Finalise carry forward surplus/deficit
- Finalise fees and charges document
- Workshop entire budget workings with Council.
- Prepare Statutory Budget document.
- Review Budget Adoption resolution pursuant to relevant legislation.
- Present statutory budget and fees and charges to Councillors at the Ordinary Meeting of Council.
- Raise rates billing and send out rate notices before 31 July of each year, preferably within 3 days of the budget adoption.
- Publish fees and charges on Council website.
- Publish and promote final statutory budget on Council website.

August

- Advise Community Assistance Program applicants of the budget outcome.
- Submit statutory budget to the Department of Local Government; Sport and Cultural Industries Smarthub portal within 30 days of adoption.

3.8 ASSET ACCOUNTING CAPITALISATION AND DEPRECIATION THRESHOLDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: 18 August 2009
Amended: 21 April 2015, 16 October 2018, 20 October 2020, 20 May 2025

Objective: To provide a clear framework for the consistent reporting of the Shire's financial information to Council, in accordance with Australian Accounting Standards and the statutory requirements of the *Local Government Act 1995* (the Act) and the *Local Government (Financial Management) Regulations 1996* (the Regulations). This policy also establishes minimum capitalisation thresholds and standard depreciation rates for asset management.

Policy: This policy provides guidance for the development and presentation of the following financial documents:

- Management Reports
- Annual Financial Report
- Annual Budget
- Long Term Financial Plan (LTFP)

It ensures the correct recognition of capital expenditure and the subsequent capitalisation, depreciation, revaluation, and disposal of assets, which directly affect the Shire of Corrigin operating financial position. This policy should be read in conjunction with:

- Policy 3.18 Portable and Attractive Assets
- Policy 3.19 Asset Disposal

Recognition of Non-Current Assets

In accordance with AASB 116, expenditure on non-current assets must meet the following criteria:

- The asset has physical substance (unless it is classified as an intangible asset);
- The Shire has control over the asset;
- Future economic benefits or service potential are probable;
- The item is not held for sale and is expected to be used for more than 12 months;
- The cost can be measured reliably; and
- The value exceeds the Shire's capitalisation threshold.

Non-Current Assets Held for Sale

These are recognised in accordance with AASB 5 and measured at the lower of:

- Carrying amount, or
- Fair value less costs to sell.

Subsequent Measurement

Expenditure on a capitalised asset after its initial acquisition must be classified as either:

- Operating expenditure (maintenance), or
- Capital expenditure, if the following apply:
 1. The value of the works exceeds the capitalisation threshold (unless considered assumed maintenance during the initial acquisition); and either

2. The works extend the asset's life by more than 12 months, or
3. The works provide materially increased economic benefit or service potential.

If criterion (1) is not met, or if only criterion (1) is met but not (2) or (3), the expenditure is considered maintenance.

Capitalisation Threshold

The capitalisation threshold is \$5,000 (excluding GST) for all asset classes and displayed as per the below table.

Capitalisation Thresholds by Asset Class

Asset Class	Threshold
Land	\$Nil
Buildings	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment	\$5,000
Infrastructure – Roads	\$5,000
Infrastructure – Drainage	\$5,000
Infrastructure – Parks and Gardens	\$5,000
Infrastructure – Footpaths	\$5,000
Infrastructure – Other	\$5,000

*Note: Airports may include components from various asset classes. Apply the relevant threshold to each component.

Portable and Attractive Assets

Assets valued below the capitalisation threshold that are considered "portable and attractive" must still be tracked and monitored. This includes:

- Keeping records for identification, management, and maintenance;
- Implementing an annual stock take to prevent loss or theft;
- Reporting any discrepancies identified during this process.

Asset Classification – Renewal, Upgrade or New

All asset-related expenditure must be classified as:

- Renewal: Over the capitalisation threshold and extends the remaining useful life;
- Upgrade: Increases the economic benefit or service potential;
- New: The asset has not been previously recognised.

Note: If expenditure replaces a part of an existing asset but does not increase useful life or benefit, it is classified as maintenance.

Measurement Basis

Assets are initially measured at cost. Where assets are acquired at below or no cost (e.g., contributed assets), their cost is the fair value at the acquisition date.

If no market exists:

- Use current replacement cost, either through:
 - Market value, if available; or
 - Depreciated replacement cost, if not.

Assets acquired in prior years but not previously recorded are to be brought to account at current replacement cost as of the recognition date.

Annual Reviews

At the end of each financial year, the following must be reviewed for all assets:

- Replacement costs / unit rates
- Condition / consumption rating
- Pattern of consumption
- Useful life
- Residual value
- Recoverable amount

Depreciation

Depreciation is to be applied systematically over each asset's useful life using a method that reflects the pattern of consumption. Ensure:

- Depreciation method reflects consumption patterns;
- Major components with different consumption patterns are depreciated separately;
- Residual value is reviewed annually and factored into depreciation calculations.

Assets under construction are not depreciated until the project is completed and the asset is available for use. Assets under construction are to be recognised separately in the Annual Financial Report as Works In Progress.

All purchases of new assets are to be from Council approved capital budgets. Decisions and procedures to purchase new assets must be consistent with the Council procurement policy. Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis.

Useful Life Guidelines by Asset Class

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful Life
Buildings	30 to 120 years
Furniture and Equipment	3 to 15 years
Plant and Equipment	2 to 25 years
- Heavy Vehicles	15 to 25 years
- Light Vehicles	2 to 7 years
Sealed Roads and Streets - Formation	Not depreciated
- Pavement	15 to 80 years
- Seal (Bituminous / Asphalt)	15 to 80 years
Gravel Roads - Formation	Not depreciated
- Gravel Sheet	15 to 80 years
Footpaths – Slab	30 to 40 years
Sewerage Piping	100 years
Water Supply and Drainage Systems	30 to 50 years
Infrastructure – Parks and Ovals	5 to 50 years
Infrastructure – Other	5 to 50 years

Assets that are **not** depreciable:

- Freehold and Vested Land;
- Road Sub-grade;
- Artworks and Art Collections.

Revaluation

Assets will be revalued to fair value in accordance with regulation 17A of the *Local Government (Financial Management) Regulations 1996*. Fair value is determined using AASB 13.

The Shire applies a process of rolling revaluations by asset class, provided all assets within a class are valued in the same financial year and before the reporting date.

AASB 116 provides detailed guidance on managing changes to an asset's carrying amount, including the treatment of revaluation increases or decreases and the resulting adjustments to depreciation in the accounting records and financial reports.

Although not required by regulation, the Shire will continue to professionally revalue Plant, Equipment and Furniture in line with best practice and to support better financial management. Land, Buildings, and Infrastructure assets are revalued on a scheduled basis.

The Shire will apply the following five-year rolling revaluation cycle:

- 2025–26: Infrastructure – Roads, Footpaths, Drainage, and Other (e.g., Parks and Ovals)
Next scheduled revaluation: 2030–31
- 2026–27: Plant, Equipment and Furniture
Next scheduled revaluation: 2031–32
- 2027–28: Land and Buildings
Next scheduled revaluation: 2032–33

3.9 COMMUNITY ASSISTANCE PROGRAM

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: 18 October 2022
Amended:

Objective: To provide an overarching framework for financial assistance to not for profit community based organisations, event organisers and individuals which supports the promotion and development of social, economic, recreational, art and cultural projects that make a positive contribution to the quality of life within the Shire of Corrigin.

Policy: This policy provides prospective applicants with information about the financial assistance available from the Shire of Corrigin. The Shire receives a large number of requests throughout the year, this policy ensures the assessment process provides;

- Transparency and accountability to the Corrigin Community.
- Fairness and equity to all applicants.
- Eligibility criteria for each type of Financial Assistance.
- The amount of Financial Assistance available.
- Guidelines to assist applicants in completion and lodgement of forms; and
- For applications to be assessed by a Delegated Officer or Committee.

Types of Funding

1. Community Donations

Community donations are small grants up to \$500 that can be applied for by using the Community Donations application form.

Each organisation is eligible to submit several applications per financial year, provided the total cumulative number of successful applications does not exceed \$500.

2. Community Grants

The community grants funding provides financial assistance up to \$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.

Each organisation is eligible to submit one application per financial year.

3. 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 \$10,000 per financial year.

Each organisation is eligible to submit one application per financial year.

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.

Applications that will be considered for projects or events are outlined in the Corrigin Community Assistance Program Guidelines.

Eligibility

To be eligible for assistance from the Shire of Corrigin the applicant must be:

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

Ineligible applicants include:

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

Recurring Grants

No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Advertising

The Community Assistance Program applications will open in January and will be advertised in the Windmill, Shire website and social media.

Selection Criteria

Each application will be assessed against the criteria set out in the Shire of Corrigin Community Assistance Program Guidelines.

Administration of Financial Assistance

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

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of 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 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 this policy.

Timeframe

Applications will be presented to Council during the budget workshops held in May for Council to agree on which applications will be considered in the budget. Applicants will be advised in writing of the outcome.

The annual budget will be adopted by Council no later than the Ordinary Meeting of Council in August of each year and applicants notified of the final outcome of the application in writing no later than September.

Acquittal process and outcomes

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

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

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

3.10 INVESTMENT OF FUNDS

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

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

Policy: **Legislative Requirements**
All investments are to comply with the following:

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

Delegation of Authority

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

Prudent Person Standard

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

Approved Investments

Without approvals from Council, investments are limited to:

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

Investments may only be made with authorised institutions.

Definition of an “authorised institution” is as follows:

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

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

Prohibited Investments

Investments which are not allowed are as follows:

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

Risk Management Guidelines

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

Reporting and Review

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

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

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

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

3.11 RATES – PROCEDURE FOR UNPAID RATES

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

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

Policy: The Shire of Corrigin will:

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

Definitions

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

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

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

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

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

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

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

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

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

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

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

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

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

Guidelines and Procedures

1. Debt Recovery Process

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

2. Final Notice

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

3. **Notice of Intention to Summons (Demand Letter)**

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

4. **General Procedure Claim**

- Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
- Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
- Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Manager Finance. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
- The signed *Admission of Claim* must be returned to the Shire of Corrigin for the Negotiated Special Payment Arrangement to be accepted.
- A person who is experiencing difficulty in making a payment, can apply to the Shire of Corrigin to make a Negotiated Special Payment Arrangement.
- When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Corrigin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
- Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
- If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the CEO based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Corrigin is advised circumstances.
- If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

5. **Non-Service of General Procedure Claim**

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

6. **Property Sale and Seizure Order**

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

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

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

8. **Seizure of Rent (Section 6.60)**

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

9. **Sale of Land (Section 6.64)**

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

- from time to time lease the land;
- sell the land;
- have the land transferred to the Shire of Corrigin;

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

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

Debts (Other Than Rates and Service Charges)

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

Debt Management

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

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

Recovery Procedure:

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

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

Write-Off:

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

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

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

- Issue a Letter of Demand;
- Commencement of Court proceedings to recover the outstanding monies;
- Rescinding any seasonal hall/reserve booking licence (if applicable);

- Refusing further hire of facilities, private works, etc.;
- Request “up-front” bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt;
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt; and
- Report to the Council to consider cancellation of a Lease Agreement (if applicable).

Interest on Overdue Monies

- Interest will be calculated on the total outstanding debt/rates once it has exceeded the due date. The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the *Local Government Act 1995*.
- Interest will cease to be charged on overdue rates while a Negotiated Special Payment Arrangement is maintained.
- Should the ratepayer default in the Negotiated Special Payment Arrangement, the waiving of the interest will cease and interest, will be calculated from the date that the rates, or debt default occurred within the Negotiated Special Payment Arrangement.

Application for Negotiated Special Payment Arrangements

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

Delegated Authority

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

3.12 FINANCIAL HARDSHIP POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 15 October 2024
Amended:

Objective: To give effect to the Shire of Corrigin commitment to support those in need in our community to meet financial challenges if they arise.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to community members suffering hardship, while treating all members of the community with respect and understanding during financial hardship.

Policy: This Policy applies to all community members experiencing financial hardship and is applicable to outstanding rates and service charges as at the date of adoption of this Policy and as subsequently levied.

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

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

The provisions of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Rates and Charges (Rebates and Deferments) Act 1992* apply.

Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or sundry debt.

Financial hardship occurs where a person is unable to pay a debt without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Corrigin recognises that people in our community may be experiencing payment difficulties, financial hardship, and vulnerability.

Anticipated Financial Hardship

We recognise that some community members may experience financial hardship and we respect and anticipate the probability that additional financial difficulties will arise when rates notices or invoices are received.

We will write to community members at the time their rating account falls into arrears, to advise them of the terms of this policy and encourage eligible community members to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of financial hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment

- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

community members are encouraged to provide information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Exceptional Hardship/Circumstances

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

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

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

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

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

Payment Agreements

Payment arrangements may be made in accordance with Section 6.49 of the *Local Government Act 1995* and are to include an agreed payment frequency and amount. Rates financial hardship, payment plan applications will be considered in context of:

- The community member has made genuine effort to meet rate and service charge obligations in the past.
- The payment plan will clear the debt within an agreed end date that is realistic and achievable.
- The community member is responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment plan.

Interest Charges

In the case of severe financial hardship, the Shire may consider writing off interest accrued on rates and service charge debts.

Pension / Concession / Seniors Cardholders and Rates

Persons who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card may be eligible to claim a Rate Rebate, Emergency Services Levy Rebate or Deferment of Rates.

Ratepayers who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card and who are experiencing financial hardship may also apply for consideration under this policy.

Deferment of rates may apply for Ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Rates and Service Charge Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable rates and service charge payment arrangement with the community member.

Where a community member is unable to make payments in accordance with the agreed payment arrangement and the community member advises the Shire and makes an alternative arrangement before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a community member has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July of the current financial year, we will offer the community member one further opportunity of adhering to a payment plan that will clear the total debt by the end of the next financial year.

Rates and service charge debts that remain outstanding at the end of that next financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

The Shire will always maintain confidentiality about any financial hardship matter, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise community members of this policy and its application, when communicating in any format (i.e. verbal or written) with a community member that has an outstanding rates or service charge debt.

We recognise that applicants for financial hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communications and will communicate in alternative

formats where appropriate. We will ensure all communication with applicants is clear and respectful.

3.13 DEBT COLLECTION

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Office - Rates
Date of Approval:	19 July 2016
Amended:	16 October 2018, 21 April 2020

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

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

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

Invoicing

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

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

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

Recovery Procedure

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

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

Application for Special Payment Arrangement

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

Write-Off

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

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

Debt Raised in Error or Debt Adjustment

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

Other Action Which May be Taken

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

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

3.14 CORPORATE CREDIT CARDS

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval:	19 June 2012
Amended:	21 April 2015, 17 October 2017, 19 June 2018, 16 October 2018, 20 October 2020

Objective: To establish guidelines for the use of the Shire of Corrigin credit cards and the responsibilities of cardholders using the credit cards.

The policy ensures that the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the shire.

Policy: **Legislation**

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.
- Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulation 11(1)* (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Authority for the Use of Corporate Credit Cards

Shire of Corrigin credit cards may be issued to the following Shire of Corrigin employees, with credit card limits as described.

Officer	Credit Card Limit
CEO	\$10,000
Deputy CEO	\$5,000
Manager Works and Services	\$5,000

Approval for additional credit card holders and any change to credit card limits must be approved by Council.

The *Local Government Act 1995* does not allow for the issue of credit cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member.

An agreement between the cardholder and the Shire of Corrigin is to be signed which sets out the cardholder's responsibilities, legal obligations and action to be taken in the event that the cardholder fails to comply with procedures.

A register is to be kept of all current cardholders which includes card number, expiry date of credit card, credit card limit and details of goods and services the cardholder has authority to purchase.

All new and existing cardholders are to be provided with a copy of this policy relating to the use of credit cards on an annual basis.

Purchases and Use of Corporate Credit Cards

The shire's credit cards shall only be used for purchase of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash.

A compliant tax invoice/receipt must be provided for all purchases (irrespective of whether it has been purchased by facsimile, over the telephone or on the internet). The tax invoice/receipt and purchase order are to be forwarded to the responsible Finance Officer as soon as received. Credit card purchases will be checked and processed in accordance with normal accounts authorisation and payment processes. Credit card statements are to be reviewed and reconciled by the Manager Finance monthly.

For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Corrigin staff.

Card Lost or Stolen

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity the cardholder is to notify the CEO, Deputy CEO or Manager Finance so that the cancellation of the card can be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

Misuse of Corporate Credit Cards

Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the CEO which may result in the withdrawal of the card and/or disciplinary action. Cardholders that do not follow any component of this policy may also have their credit card cancelled and may be subject to disciplinary action.

Recovery of Unauthorised Expenditure

Unauthorised expenditure and expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the cardholder's salary.

Rewards/Bonus Points

Where the credit cards carry rewards or bonus points, these points will be accumulated in the name of the Shire of Corrigin. The CEO will decide how these points are to be utilised. Under no circumstances are reward or bonus points to be redeemed for a cardholder's private benefit.

Return of Cards

In the event that a cardholder's employment ceases with the Shire of Corrigin, takes an extended period of leave, or moves to a position which does not require the use of a credit card the credit card is to be handed to the Manager Finance for cancellation of the corporate card account and destruction of card. Credit cards are not to be transferred to other users.

Credit Card Reporting

A report is provided to Council on a monthly basis that addresses (but not limited to) an independent assessment undertaken by the Deputy CEO along with a copy of the credit card statement.

Payments

- The monthly credit card statement is paid via a direct debit on or before the due date.
- All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.
- The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the CEO.
- The CEO will authorise and sign the DCEO & MWS credit card statement and the DCEO will authorise and sign the CEO credit card statement.

Finance Officer Responsibilities

The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the CEO.
- Maintain a register of all cardholders.
- Provide cardholders with the credit card policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement on receipt of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

Cardholders Responsibilities and Obligations

Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the credit card policy and procedures and purchasing policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

3.15 TRANSACTION CARD POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 15 October 2024
Amended:

Objective: To provide the Executive Management Team with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

Policy: This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

Definitions

Cardholder: means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

Transaction Card: means a card facility (which may include credit, store, parking, cab-charge, and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Corrigin business activities only in accordance with relevant Shire of Corrigin Policies.

Management Oversight and Reporting

1. Legislation

- 1.1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
- 1.2 The *Local Government (Financial Management) Regulations 1996* prescribe:
 - a) Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
 - b) Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

2. Determining When Transaction Card Facilities are Appropriate

- 2.1 Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Corrigin operations by ensuring:
 - a) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Corrigin;
 - b) financial management and accounting standards are met; and
 - c) purchasing and payment functions are secure, efficient, and effective.
- 2.2 Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:

- a) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Corrigin to sufficiently administer the facility; and
- b) provide the Shire of Corrigin with protection and indemnification from fraudulent unauthorised transactions.

3. **Management Oversight**

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- a) Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Corrigin;
- b) Authorisation and appointment of suitably eligible Cardholders;
- c) Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- d) Monitoring and auditing of Transactional Card activities is planned and reported.

4. **Reporting**

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

5. **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

6. **Principles for Transaction Card Usage**

6.1 Allowable Transactions

6.1.1 Transaction Card facilities may only be used where:

- a) The expenditure is directly arising from a Shire of Corrigin operational business activity for which there is an Annual Budget provision;
- b) The expenditure is in accordance with legislation, the Shire of Corrigin Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
- c) The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
- d) Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
- e) Hospitality expenditure may only occur when it is in accordance with the Shire of Corrigin Hospitality Policy or is undertaken with the express written permission of the CEO.
- f) Official travel, accommodation and related expenses may only occur in accordance with Shire of Corrigin policies and procedures;
- g) Accounts payable payments are made under the direction of the Manager Finance;
- h) A sufficient record of each transaction is obtained and retained in the local government record.

6.1.2 Allowable transaction modes include:

- a) In-person and over the counter retail purchases;
- b) Telephone or facsimile purchasing;
- c) Mail order purchasing and subscriptions;
- d) Internet purchasing.

6.2 Prohibited Transactions

6.2.1 The Shire of Corrigin prohibits the use of Transaction Card facilities for:

- a) Cash advances;
- b) Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
- c) Making deposits onto the Card, whether to offset misuse or otherwise;
- d) Incurring Capital expenditure;
- e) Incurring expenditure for goods or services which are subject to a current supplier contract;
- f) Incurring expenses which are not in accordance with legislation, the Shire of Corrigin Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
- g) Expenses for which another Transaction Card is the approved facility (i.e. the Corporate Credit Card is not to be used for purchasing fuel or oil, as the Fuel Card is the approved facility for that purpose);
- h) Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
- i) Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

6.2.2 For clarity, Elected Members are prohibited from using Shire of Corrigin Transaction Cards as the Local Government Act 1995 does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

6.3 Cardholder duty of care and responsible use obligations

6.3.1 A Cardholder is required to:

- a) Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
- b) Only use the Transaction Card for allowable purposes and not for prohibited purposes.
- c) Obtain, create, and retain Local Government records that evidence transactions.
- d) Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- e) Return the Transaction Card to the Shire of Corrigin before termination of employment, inclusive of reconciliation records.
- f) Reimburse the Shire of Corrigin the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.

6.3.2 Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Corrigin and may

only be used for Shire of Corrigin business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Corrigin. Under no circumstances may such benefits be retained as a personal benefit.

6.4 Transaction evidence

6.4.1 A sufficient transaction record must include the following minimum information:

- a) Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
- b) Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

6.4.2 Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

- a) the number of persons entertained;
- b) the names of any employees in that number; and
- c) the purpose of providing the entertainment or hospitality.

3.16 MOTOR VEHICLE REPLACEMENT

Policy Owner:	Corporate Services
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer
Date of Approval:	17 November 2009
Amended:	17 October 2017, 23 October 2023

Objective: To facilitate better understanding and minimise the whole of life costs for the Shire of Corrigin light vehicle fleet.

Policy: Fleet cycle costs vary regularly due to a variety of factors including fuel costs, used vehicle prices, and market and industry trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost effective outcome at all times as part of the development of annual budgets and long term financial plan including the plant replacement program.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle type to minimise the whole of life costs to the Shire. This information will provide the basis of decision making as to when optimum replacement/changeover of light vehicles is deemed appropriate as market industry trends vary.

Vehicle changeover cycles will then be determined by Council through consultation between the CEO and the Deputy CEO after consideration of prevailing market conditions. Changeover will generally occur between one and six years or 50,000 to 100,000km. At all times, the net cost to Council will be the primary consideration in order to minimise change over costs.

The Policy will not override any relevant contractual arrangements with staff.

3.17 PETTY CASH POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: 16 October 2018
Amended:

Objective: Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Corrigin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy: The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed \$500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over \$50 including GST must include a tax invoice.
- Petty cash claims under \$50 including GST must include one of the following:
 - a tax invoice
 - a cash register docket
 - a receipt
 - an invoice.
 - the name and ABN of the supplier, the date of purchase, and a description of the items purchased, and the amount paid.
- Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:
 - Date of the transaction
 - GL or job number
 - Description of the purchase
 - Amount reimbursed to employee
 - Signature of the employee reimbursed
- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.
- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding \$100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- Date of transaction
- Name of supplier
- Amount including GST
- GST Amount
- Details of the transaction
- GL/Job allocation
- Balance of petty cash remaining

Regulation 11 of the *Local Government (Financial Management) Regulations 1996* states:

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) petty cash systems.

3.18 PORTABLE AND ATTRACTIVE ASSETS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 20 July 2021
Amended:

Objective: To establish guidelines on the management and recording of portable and attractive assets under the capitalisation threshold and that do not form part of the Asset Register.

Policy: **Statement**
 Portable and attractive assets are to be recorded in order to –

- a) be safeguarded against theft, fire and loss,
- b) enable the physical control of high risk, low value acquisitions,
- c) ensure that losses resulting from such items are minimised; and
- d) ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

Scope

This policy applies to all items –

- a) that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
 - i. portable – that is, the item can be easily moved between locations by one person; and
 - ii. attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
 - iii. valued at, or within the Shire's portable and attractive asset recognition thresholds.
- b) items defined as a portable and attractive asset –
 - iv. purchased by the Shire, irrespective of the funding source and
 - v. includes items gifted or donated to the Shire.

Assets \$5,000 ex GST and over

Assets having a fair value of \$5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with Policy 2.14 Asset Accounting Capitalisation Thresholds and Policy 2.15 Significant Accounting Policies.

1. Recording and Reporting

- a) To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Deputy Chief Executive Officer.
- b) Where possible, each item will be uniquely identified.
- c) Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number and any other relevant details are to be recorded within the appropriate register.
- d) Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

A report will be produced at least every three years containing information regarding

- a) the last time the item was part of a stocktake; and where applicable
- b) the condition of the item.

2. Stocktake

The DCEO is responsible for ensuring that a stock take of all registered portable and attractive items is carried out on a regular basis, but at least every three years.

All registered portable and attractive items will be subject to audits on a periodic basis by the DCEO responsible or their delegate, to ensure that adequate control over these items has been maintained.

Audits may take the following form –

- in conjunction with tag and testing
- recognition of existence through regular servicing/maintenance schedules
- include a condition rating

Outcomes of the stocktake will be reported to the CEO, highlighting those items identified as lost, stolen, or unaccounted for in detail.

3. Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 1.2.15 Disposing of Property.

3.19 ASSET DISPOSAL

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 18 October 2022
Amended:

Objective: To establish protocols for the disposal of assets owned by the Shire of Corrigin in accordance with the requirements of section 3.58 of the *Local Government Act 1995* to achieve the best possible financial, environmental and community outcomes when disposing of the Shire's assets and to ensure that transparency and accountability are achieved in the disposal of the Shire's assets.

Policy: The following principles apply to the disposal of assets activity:

1. Asset disposal decisions, including reasons for such action are to be recorded in the Shire's asset registers and associated accounting records.
2. The financial treatment of the disposal of fixed assets such as land, buildings, plant and equipment, furniture and equipment is to be determined by market demand.
3. Disposal of assets by private treaty must demonstrate that the most advantageous price was achieved.
4. Assets that are approved to be written off will be disposed of from the asset register at their written down value as of the date of write off.
5. Environmental considerations are paramount when considering disposal of assets to landfill sites, therefore the *Environmental Protection Act 1986* and the Department of Environment Guidelines for "Landfill" Waste Classification and Waste Definitions 1996 (as amended 2019) are to be complied with.

Section 3.58 of the *Local Government (Functions and General) Regulations 1996* establish the methodologies by which local governments may dispose of assets and are applicable to any asset disposal contemplated by the Shire. The following disposal approaches are to be followed by the Shire staff in accordance with this policy.

- Vehicles shall be either traded in against the replacement vehicle as part of a public tender process or disposed of by public auction.
- Heavy Plant shall be either traded in against the replacement piece of plant through a public tender process or sold by public auction. The Manager of Works and Services is responsible for heavy plant disposals in accordance with this policy.
- Minor plant items are the responsibility of the Manager of Works and Services for disposal in accordance with this policy
- Land is the responsibility of the Chief Executive Officer.
- Buildings are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief executive Officer.
- Furniture and Equipment located in building are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Infrastructure assets are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Information technology assets are to be disposed of in accordance with this policy and are the responsibility of the Deputy Chief Executive Officer.

- Artwork assets within the Shire of Corrigin are the responsibility of Council.

Authority to Dispose of Property

Assets to be disposed of shall be included in the annual budget or by a resolution of Council unless the disposal falls under a condition outlined in Delegation 1.2.15 Disposing of Property.

Reasons for disposal

- a) Has reached its pre-determined economic life in order to maximise the realisable market value.
- b) Is no longer required due to a change in functionality or usage patterns.
- c) Has reached the end of its expected useful life and has been confirmed by an appropriate condition assessment as to be disposed and/or replaced.
- d) No longer complies with workplace health and safety standards or is determined as environmentally unviable, subject to risk assessment.
- e) Is beyond repair and no longer in operable condition.
- f) Is no longer able to provide an acceptable level of service to the community.
- g) Is stolen, lost or damaged (to be written off the asset register).

Methods of Disposal

The disposal method chosen must comply with the requirements of section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature, quantity, and location of the goods, and where applicable promote fair and effective competition to the greatest extent possible. The disposal methods available are:

- a) Trade-in – as part of a public tender process and only where it is part of the asset replacement program.
- b) Public Tender – advertising in the local newspapers circulated in Western Australia
- c) Auction – advertisement in the local newspapers circulated in Western Australia and be a licenced auctioneer.
- d) Destruction or landfill – this applies where items are of no commercial value and no longer required by Shire.
- e) Contribution or donation as approved by Council.
- f) Other means as resolved by Council.

Disposal of Information and Communication Technology

When disposing of ICT equipment, the internal memory and hardware will be sanitised in situ or removed from the device for sanitation by the shire's ITC support provider. Once completed the equipment will need to be destroyed in its entirety. At the discretion of the CEO the equipment may be put up for public tender or donated for the benefit of the community providing the equipment has been sanitised and restored to the original operating system.

Roles and Responsibilities

Chief Executive Officer

- a) The CEO is the chief custodian of assets and has limited delegated authority to authorise dispose of property as detailed in the Shire's Delegated Authority Register
- b) The CEO is responsible for ensuring that the DCEO and Manager of Works and Services comply with legislation and implement this policy when undertaking the disposal of assets.

Deputy Chief Executive Officer and Manager of Works and Services

- a) The DCEO and Manager of Works and Services have limited delegated authority from the CEO to authorise the disposal of property as detailed in the Shire's Delegated Authority Register.
- b) The DCEO and Manager of Works and Services are responsible for ensuring that staff of the Shire comply with the legislation and this policy when undertaking the disposal of assets.

4 RISK MANAGEMENT AND WORKPLACE POLICIES

4.1 RISK MANAGEMENT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 21 October 2014
Amended: 21 April 2015, 16 June 2020

Objective: The Shire of Corrigin (the Shire's) intention to identify risks before they occur so that impacts can be minimised or opportunities realised, ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Policy: It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management - Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

Definitions

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflects risk versus return within the Shire's risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.

Risk Assessment and Acceptance Criteria

The Shire has quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities

Council's role is to:

- Review and approve the Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Establish and maintain an Audit and Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for the:

- Implementation of this Policy.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least every 18 months, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Shire's Management Team and employees. It will be formally reviewed by Council biennially by the Audit and Risk Management Committee.

4.2 HEALTH SAFETY AND ENVIRONMENT

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	18 November 2014
Amended:	21 April 2015, 17 October 2017, 15 October 2019

Objective: The Shire of Corrigin Council and Executive is committed to, as far as is practicable, maintaining a working environment where persons at the workplace are not exposed to hazards.

Policy: The Shire of Corrigin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Corrigin. The Shire understands and acknowledges specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Corrigin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Corrigin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

4.3 WORKPLACE BEHAVIOUR POLICY

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval:	21 April 2015
Amended:	15 October 2019

Objective: The Shire of Corrigin is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. The Shire believes that in providing such a workplace it will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Corrigin prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to their Manager, Supervisor, or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

Scope and Responsibilities:

The policy applies to any person involved in the Shire of Corrigin, including all elected members, employees, potential employees, contractors, volunteers and visitors. All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Corrigin Code of Conduct, policies and procedures and builds on a positive workplace culture. All elected members and employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.

This policy applies to all activities during the course of work within the Shire of Corrigin including:

- In the workplace, including work outside normal working hours;
- During work activities, including dealing with members of the public; and
- At work related events, including conferences and social functions outside work premises.

Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand Council policies and procedures. They must also take all reasonable steps to ensure that the workplace is free from unacceptable behaviour.

Policy:

Discrimination

Discrimination is treating a person less favourably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

Indirect discrimination occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

Unacceptable grounds or attributes of discrimination

Discrimination based on any of the following grounds or attributes is unacceptable:

- Age
- Family responsibility
- Family status
- Gender
- Gender history
- Disability or impairment
- Marital status
- Political conviction
- Pregnancy
- Race
- Religious conviction
- Sexual orientation
- Spent conviction
- Personal association: In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds.

Examples of Discriminatory Behaviour

Discrimination may involve:

- Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like.
- Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory.
- Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'.
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance.
- Using stereotypes or assumptions when making decisions about a person's career.

Exceptions

In some situations the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate against a person with disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

Responsibilities

Liability of people involved in unlawful acts

A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the *WA Equal Opportunity Act 1984* shall be considered to have done the act themselves.

Vicarious liability

When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act unless the employer can demonstrate that they

have taken all reasonable steps to prevent the employee/agent from acting unlawfully.

Refer to the WA Equal Opportunity Act 1984 for more information.

Sexual harassment

A person sexually harasses another person if they:

- Make an 'unwelcome sexual advance'.
 - Make an 'unwelcome request for sexual favours'.
 - Engage in other 'unwelcome conduct of a sexual nature'.
- and** the behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.

'Conduct of a sexual nature' can take many forms including, but not limited to:

- Unwelcome physical touching, hugging or kissing.
- Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person.
- Making any gesture, action or comment of a sexual nature.
- Staring or leering at someone, or at parts of their body.
- Suggestive comments or jokes.
- Insults or taunts based on sex.
- Sexually explicit pictures, e-mails or text messages.
- Intrusive questions about an employee's private life or body.

Motive or intention is irrelevant

Sexual harassment is unwelcome, uninvited behaviour which is offensive from the viewpoint of the person being harassed. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

Examples of sexual harassment

Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including either one-off incidents or a series of incidents. It also includes workplace behaviour or behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours. Depending on the circumstances, other examples of sexual harassment include:

- Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desks.
- Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts.
- Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- Leering or staring at a person's body.
- Inappropriate 'humour' such as smutty or sexist jokes or comments.
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.
- Repeatedly asking someone out, especially after prior refusal.
- Intrusive inquiries into a person's private life or in reference to a person's sexuality.

Behaviour can breach this policy even if it is not unlawful

The Shire of Corrigin may decide that behaviour breaches this policy even if a complaint has not been raised. For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender. This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

Alcohol and functions

Everyone who works for the Shire of Corrigin is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

Bullying

Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety.

Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so. Bullying breaches this policy and also the Shire of Corrigin Health, Safety and Environment policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

Examples of bullying

Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.

There are two main types of bullying behaviour, overt and covert.

Examples of **overt** bullying include:

- Abusive, insulting or offensive language.
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming.
- Inappropriate comments about a person's appearance, lifestyle, or their family.
- Teasing or regularly making someone the brunt of pranks or practical jokes.
- Interfering with a person's personal effects or work equipment.
- Harmful or offensive initiation practices.
- Isolation of workers from others.
- Physical assault or threats.

Covert behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:

- Overloading a person with work or not providing enough work.
- Setting timelines that are difficult to achieve or constantly changing deadlines.
- Constantly setting tasks that are below or beyond a person's skill level.
- Ignoring or isolating a person.
- Deliberately denying access to information, consultation or resources.
- Unfair treatment in relation to accessing workplace entitlements such as leave or training.

What bullying does not include

Bullying does not include:

- Genuine and reasonable disciplinary procedures.
- Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behaviour. For example, objective comments which indicate observable performance deficiencies.
- Directing and controlling how work is done (a fundamental right of all employers)

Victimisation

Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue. The complaint need not actually have been made; it is sufficient that the original issue could have been raised as discrimination, harassment or bullying complaint, or that an individual:

- Intends to make a complaint.
- Makes a complaint.
- Intends to provide information as a witness.
- Provides information as a witness.
- Supports an individual who intends to make a complaint.
- Supports an individual who has made a complaint.
- Is believed to have done any of the above.

Victimisation also applies to anyone giving evidence about a complaint.

What is a detriment?

A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.

Our approach

The Shire of Corrigin does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

If someone raises a complaint with you about your behaviour

If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with the CEO or your Manager or Supervisor.

4.4 EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY & INCLUSION

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval:	15 August 2006
Amended:	21 April 2015, 15 October 2019, 23 October 2023

Objective: To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

Policy:

- a) The Shire will recognise its legal obligations under the *WA Equal Opportunity Act 1984* and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
- b) The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
- c) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Corrigin.
- d) All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
- e) All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
- f) All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
- g) The Shire shall not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
- h) The Shire of Corrigin encourages the use of gender-neutral language. This includes utilising the correct modern use of pronouns, such as using "they/them" or none at all. Such as "Mary Smith", when the gender preference is unknown or using preferred pronouns when provided by individuals. Employees are expected to respect and adhere to these communication practices in all written and verbal interactions with colleagues, clients, residents, and ratepayers.

Grievance

The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the CEO.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

To be read in conjunction with the Shire of Corrigin Workforce Plan 2021/22 – 2024/25 – adopted 16 September 2021, Council Resolution 141/2021

4.5 EMPLOYEE HEALTH AND WELLBEING SUPPORT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 20 October 2020
Amended: 18 October 2022

Objective: To ensure that employees have an opportunity to access a range of health and wellbeing support services and programs to show commitment to:

- Improving the health and wellbeing of employees.
- Promote awareness of key health issues.
- Promote and encourage participation in workplace health and wellbeing activities.
- Encourage employees to provide input into health and wellbeing activities.

Policy: The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers compensation claims.

Employee Support Services

The Shire of Corrigin provides a range of opportunities and support services to assist employees to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee's safety.

The Shire of Corrigin offers all employees access to the following services provided by Local Government Insurance Service (LGIS) Health and Wellbeing Program including:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- COVID-19 vaccinations

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding and work arrangements.

Counselling and Support Service.

Employees are able to access free and confidential counselling sessions over the telephone or face to face. The LGIS Counselling Service is generally a short term service and employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

Employee Health and Wellbeing Incentives

In order to encourage fitness and general wellbeing all permanent full time and part time employees are offered **one** of the following incentives to a maximum value of \$250 per financial year:

- Season pass for individual or family (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.
- Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.

Conditions

The following conditions apply to the incentives

- These incentives apply to all permanent full time and part time employees of the Shire of Corrigin.
- Not to be used for the purchase of clothes, shoes or equipment.
- Not to be used for social or non-playing membership fees.
- Applies to individual employees and immediate family only including: dependent children under 16 and excluding siblings, grandchildren or parents.

Roles and Responsibilities

Employees are encouraged to:

- Support and contribute to the Shire of Corrigin aim of providing a safe, healthy and supportive environment for all employees.
- Seek clarification from management if required.
- Support fellow workers in their awareness of this policy.
- Actively support and contribute to the implementation of health and wellbeing support services and programs.

Communication Monitoring and Review

The Shire of Corrigin will ensure that:

- All employees receive information about the range of health and wellbeing support services offered by the Shire of Corrigin during the induction process.
- This policy is easily accessible by all employees and are provided with notification of any changes to the policy.
- Employees are encourage to actively contribute and provide feedback to this policy.
- The effectiveness of the policy will be assessed through feedback from employees.
- The policy will be reviewed by management and the Occupational Health and Safety Committee to determine if objectives are being met.

4.6 LEGISLATIVE COMPLIANCE

Policy Owner:	Corporate and Community Services
Person Responsible:	Chief Executive Officer
Date of Approval:	17 October 2017
Amended:	20 October 2020

Objective: To outline the obligations of Councillors and Staff to ensure that all legislative compliance is met.

Policy: A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.
The Shire of Corrigin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the *Local Government Act 1995*.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.
2. The processes and structures will aim to:
 - a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
 - b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
 - c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
 - d) Provide people with the resources to identify and remain up-to-date with new legislation.
 - e) Establish a mechanism for reporting non-compliance.
 - f) Review accidents, incidents and other situations where there may have been non-compliance.
 - g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
3. Roles and Responsibilities
 - a) Elected members and committee members – Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
 - b) Senior management – Senior management should ensure that directions relating to compliance are clear and unequivocal and that

legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

- c) Employees – Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- d) Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

- a) Identifying Current Legislation – The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au.
- b) Identifying New or Amended Legislation –
 - i. Western Australian Government Gazette
The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.
 - ii. Department of Local Government, Sporting and Cultural Industries –
The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the CEO and relevant Shire officers for implementation.
 - iii. Department of Planning, Lands and Heritage (DPLH) –
The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through relevant Shire officers or contractors for implementation.
 - iv. Western Australian Local Government Association (WALGA) –
The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.
- c) Obtaining advice on Legislative Provisions
The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.
- d) Informing Council of legislative change
 - i. If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.
 - ii. The Council format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance
The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.
7. Reporting of Non-compliance
 - a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.
 - b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.
 - c) The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department.
 - d) The CEO will also take the necessary steps to improve compliance systems.

4.7 FRAUD AND CORRUPTION CONTROL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 15 November 2000
Amended: 18 October 2022, 20 August 2025

Objective: This policy details the Shires approach to fraud and corruption risk management, prevention, detection and response and to convey the Shire's commitment to a zero-tolerance culture concerning fraud and corruption in the performance of its functions.

Policy: This policy applies to –

- elected members, external committee members and employees of Shire of Corrigin, including volunteers and trainees;
- contractors, consultants and suppliers who provide goods or services to the Shire; and
- members of the public who may have business or other dealings with the Shire.

Definitions

Fraud: Dishonest activity causing actual or potential financial loss to any person or entity, including theft of monies or other property by elected members, employees or persons external to the entity and where deception is used at any stage of the activity (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Fraud can include deliberate falsification, concealment, destruction or use of falsified information; improper use of information or abuse of position for personal financial benefit; misappropriation of assets; or manipulation of financial reporting.

Corruption: Dishonest activity in which an elected member, employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve personal gain or advantage for themselves or others. (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest and fraudulent; this may include conflicts of interest that are not disclosed or appropriately managed, acceptance of bribes or undisclosed gifts, misuse of position, or improper use or disclosure of confidential information.

Statement

Shire of Corrigin is committed to an organisational culture that promotes a high standard of ethical and professional behavior, consistent with its Code of Conduct and fosters integrity, accountability and transparency in all business activities.

Shire of Corrigin commits to thoroughly investigating any reported or suspected acts of fraud or corruption regardless of seniority or relationship with the organisation.

In all circumstances that the investigation indicates serious fraudulent or corrupt activity has occurred the matter will be reported to the appropriate authority, such as the Public Sector Commission, Corruption and Crime Commission and/or Western Australian Police.

Any person who suspects or is aware of actual fraudulent or corrupt activity is encouraged to report such conduct to the appropriate senior person ie CEO, DCEO or Shire President. No detrimental action will be taken against a person acting in good faith, unless the report is malicious or the person is also involved with fraudulent or corrupt activity.

Roles and Responsibilities

Fraud and corruption control is the responsibility of every employee or elected member, however the following details are specific roles and responsibilities:

Role	Responsibility
Council	- Adopts the Fraud and Corruption policy. - Adheres to the Fraud and Corruption policy.
Chief Executive Officer	- Legislated responsibility to exercise authority on behalf of the Shire. - Overall accountability for prevention and detection of fraud and corruption in the workplace. - Ensures integrity and accountability in the performance of the Shire's functions. - Responsibility for the effective and efficient use of the Shire's resources. - Promotes continuous evaluation and improvement of the Shire's management practices. - Notifies the Corruption and Crime Commission or Public Sector Commission if misconduct is suspected. - Promotes a strong ethical tone from the top and ensures a positive fraud and corruption resistant culture across the Shire.
Deputy Chief Executive Officer	- Oversees implementation and continued monitoring of the fraud and corruption policy. - Provides accurate and timely advice to the CEO and the Audit and Risk Committee on fraud and corruption matters. - Ensures training and awareness programs are designed to assist employees and contractors to identify, prevent, detect and report fraud and corruption. - Ensures the policy is reviewed annually. - Integrates fraud and corruption into risk management systems and processes.
All Executive Staff	- Encourage and maintain a culture and working environment that fosters personal responsibility, integrity and accountability. - Model the highest standards of integrity and ethical behaviour, consistent with the Code of Conduct. - Ensure effective employee communication about the process for identifying and reporting potential fraudulent and corrupt activities. - Support the embedding of fraud and corruption controls into operational planning and performance frameworks.
Audit and Risk Committee	Oversight of risk management, including fraud and corruption control.

	• Review governance processes to ensure all matters relating to alleged fraud and corruption or unethical conduct are managed appropriately. • Review the Shire risk dashboard for identifying, monitoring and managing business risk, including risks associated with fraud and corruption. • Review the Internal Audit Plan annually to ensure it covers fraud and corruption risks.
PID Officers	• Investigate disclosures under the <i>Public Interest Disclosure Act 2003</i>.
All Employees	• Understand responsibilities associated with performing their official duties and commit to acting ethically and with integrity in accordance with the Shire's Code of Conduct and relevant policies and procedures. • Undertake awareness training and education. • Report all suspected or actual incidents of fraud and corruption that they may be aware of to a line manager and/or director.

Prevention

Robust internal controls and systems are a prime defense mechanism against fraud and corruption. Shire of Corrigin demonstrates these by –

- Adopting a Code of Conduct, which reinforces a commitment to a high standard of integrity and accountability by demonstrating professional behaviours consistent with the Shire's values.
- A commitment from the Executive staff to be role models and demonstrate ethical and accountable behaviour in their actions.
- Ensuring effective management of conflicts of interest in accordance with the Shire's Conflict of Interest Guidelines.
- Establishing effective reporting mechanisms and protection for employees making disclosures about fraud and corruption activities.
- Promoting, practicing and adhering to risk management policies and procedures, ensuring risk assessments are conducted and regularly reviewed and controls developed to address identified risks as required.
- Pre-employment screening to verify qualifications, suitability and experience of a potential candidate for employment.
- Thorough screening of suppliers to verify credentials and stringent assessment of grant recipients.
- Promote organisational values and culture as key tools in the prevention of fraud and corruption

Detection

Shire of Corrigin has the following measures in place to identify and detect incidents of fraud and/or corruption –

- Risk management system to identify, analyse, evaluate and treat risk, including corruption and fraud; Segregation of duties in high risk areas (finance, procurement, contract management, regulatory functions etc.);
- Regular reviews and checks to detect irregularities in high-risk areas;
- Reconciliations (payroll, accounts payable);
- Analysis of management accounts and financial statements;
- Delegations manual;

- IT system controls (access restrictions, strong passwords etc.);
- Internal audit plan covers high risk fraud areas (procurement, credit cards etc.); and
- Public Interest Disclosure.

Response

- All reports of suspected fraud or corruption will be investigated by the Chief Executive Officer and the Deputy Chief Executive Officer.
- Immediate action will be taken to preserve relevant evidence from theft, removal, alteration or destruction. Evidence includes but is not limited to documents and IT (computers, laptops, portable devices, system access etc.).
- Appropriate action will be taken, which may include disciplinary action and/or referral to an external agency (CCC, Public Sector Commission or Police).
- Confidentiality will be maintained throughout this process.
- In each instance where fraud or corruption is detected, the Chief Executive Officer will instruct the Deputy Chief Executive Officer to reassess the adequacy of internal control systems, particularly those directly relating to the fraud and corruption incident and recommend improvements where necessary.
- Lessons learned from fraud and corruption incidents will be documented and used to improve internal controls, awareness training and risk mitigation strategies.

4.8 CHANGE MANAGEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Deputy Chief Executive Officer
Date of Approval: 15 October 2024
Amended:

Objective: The objective of this policy is to establish a structured and effective framework for managing changes to Information and Communication Technology (ICT) systems within the Shire of Corrigin. This ensures that all changes are coordinated, evaluated, and communicated properly to minimize risks and maintain operational integrity. This policy applies to all changes that impact multiple users and excludes regular system maintenance functions.

Policy: Overview
The Shire of Corrigin recognises that as technology and operational needs evolve, changes to ICT systems are necessary. This policy outlines a four-step change management process:

1. Initiating Change
2. Change Approval
3. Change Implementation
4. Accepting Change

Initiating Change

Changes may be initiated due to various factors, including:

- Legislative or regulatory changes
- Obsolescence of existing systems
- Supplier-initiated changes (e.g., software patches)
- Security threats
- Resource adjustments (e.g., staffing)
- Other Council-initiated reasons

The change must be documented, detailing:

- The need for the change
- Affected systems
- Risks associated with the change, including the urgency and risk of inaction
- Identified stakeholders impacted by the change
- Testing plan with success or failure thresholds
- Required resources and timeline
- Cost analysis
- A business case for major changes

Change Approval

Changes may be proposed directly to the Deputy CEO, who will assess the need for change based on operational requirements. In instances where formal documentation is not available, the Deputy CEO will communicate the rationale and impact of the proposed change to the Chief Executive Officer for approval. Once the change is approved, the Deputy CEO will act as the permanent Change Manager, overseeing the implementation process.

Change Implementation

The Deputy CEO, as Change Manager, is responsible for implementing the change, ensuring all prerequisites (e.g., backups, contractor arrangements) are met prior to execution. The Change Manager has the authority to take necessary operational actions to complete the change process.

For complex changes, regular updates to the Chief Executive Officer may be required. A comprehensive testing regimen must be conducted before finalising the implementation. Should testing reveal issues, the Change Manager must promptly inform the Chief Executive Officer to collaboratively devise a mitigation strategy.

Accepting Change

Upon completing the change, the Change Manager will evaluate its success and prepare a project completion report. The Chief Executive Officer will review this report to decide whether to officially close the change project. If necessary, a remedial action plan will be developed for any identified issues before final project closure.

Compliance

All employees, contractors, and third-party vendors must adhere to this Change Management Policy. Non-compliance may result in disciplinary action.

This policy is intended to ensure effective change management within the Shire of Corrigin, fostering a culture of accountability and continuous improvement in ICT operations.

5 CODE OF CONDUCT

5.1 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Policy Owner:	Governance and Compliance
Distribution:	All Elected Members and Staff
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval:	15 June 2010
Amended:	16 February 2021

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Corrigin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

1. In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

2. Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

1. A council member, committee member or candidate should —

- act with reasonable care and diligence; and
- act with honesty and integrity; and
- act lawfully; and
- identify and appropriately manage any conflict of interest; and
- avoid damage to the reputation of the local government.

2. A council member or committee member should —

- act in accordance with the trust placed in council members and committee members; and
- participate in decision-making in an honest, fair, impartial and timely manner; and
- actively seek out and engage in training and development opportunities to improve the performance of their role; and
- attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

1. A council member, committee member or candidate should —

- treat others with respect, courtesy and fairness; and
- respect and value diversity in the community.

2. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- a) base decisions on relevant and factually correct information; and
- b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- c) read all agenda papers given to them in relation to council or committee meetings; and
- d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- a) requirements relating to the behaviour of council members, committee members and candidates; and
- b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

1. A council member, committee member or candidate —

- a) must ensure that their use of social media and other forms of communication complies with this code; and
- b) must only publish material that is factually correct.

2. A council member or committee member —

- a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- a) must not bully or harass another person in any way; and
- b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- c) must not use offensive or derogatory language when referring to another person; and
- d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- a) must not act in an abusive or threatening manner towards another person; and
- b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- c) must not repeatedly disrupt the meeting; and
- d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- e) must comply with any direction given by the person presiding at the meeting; and

- f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

1. A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
2. A complaint must be made —
 - a) in writing in the form approved by the local government; and
 - b) to a person authorised under subclause (3); and
 - c) within 1 month after the occurrence of the alleged breach.
3. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
 - a) *the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:*
 - i. *Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;*
 - ii. *Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;*
 - iii. *Complaints about the Shire President – the Deputy Shire President; and*
 - iv. *Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.*

Complaint About Alleged Breach Form - Located in GOV.0014 and in Complaints Register in Shire Safe.

12. Dealing with complaint

1. After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
2. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
3. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
4. If the local government makes a finding that the alleged breach has occurred, the local government may —
 - a) take no further action; or
 - b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
5. When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
6. A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - a) engage in mediation;
 - b) undertake counselling;
 - c) undertake training;
 - d) take other action the local government considers appropriate.

7. If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - a) its finding and the reasons for its finding; and
 - b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

1. The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - i. the behaviour was dealt with by the person presiding at the meeting; or
 - ii. the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
2. If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

1. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
2. The withdrawal of a complaint must be —
 - a) in writing; and
 - b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

1. A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
2. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

1. This Division sets out rules of conduct for council members and candidates.
2. A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

1. In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- a) local government property; and
- b) services provided, or paid for, by a local government.

2. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

1. A council member must not make improper use of their office —
 - a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - b) to cause detriment to the local government or any other person.
2. Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

1. In this clause —
local government employee means a person —
 - a) employed by a local government under section 5.36(1) of the Act; or
 - b) engaged by a local government under a contract for services.
2. A council member or candidate must not —
 - a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - c) act in an abusive or threatening manner towards a local government employee.
3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - a) make a statement that a local government employee is incompetent or dishonest; or
 - b) use an offensive or objectionable expression when referring to a local government employee.
5. Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

1. In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

2. A council member must not disclose information that the council member —
 - a) derived from a confidential document; or
 - b) acquired at a closed meeting other than information derived from a non-confidential document.
3. Subclause (2) does not prevent a council member from disclosing information —
 - a) at a closed meeting; or
 - b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - c) that is already in the public domain; or
 - d) to an officer of the Department; or
 - e) to the Minister; or
 - f) to a legal practitioner for the purpose of obtaining legal advice; or
 - g) if the disclosure is required or permitted by law.

22. Disclosure of interests

1. In this clause —

interest —

- a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - b) includes an interest arising from kinship, friendship or membership of an association.
2. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - a) in a written notice given to the CEO before the meeting; or
 - b) at the meeting immediately before the matter is discussed.
3. Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
4. Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - a) that they had an interest in the matter; or
 - b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
5. If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
6. Subclause (7) applies in relation to an interest if —
 - a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

- b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

7. The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Adopted by the Council of the Shire of Corrigin on 16 February 2021

Adapted from the Western Australian Local Government Model Code of Conduct.

5.2 CODE OF CONDUCT FOR EMPLOYEES

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	15 June 2010
Amended:	15 June 2021, 15 October 2024

Objective:

PREAMBLE

The Shire of Corrigin Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Corrigin commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

Policy: **STATUTORY ENVIRONMENT**

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

APPLICATION

For the purposes of the Code, the term employees includes persons employed by the Shire of Corrigin or engaged by the Shire of Corrigin under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

1. CODE OF CONDUCT

1.1. Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*

- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

1.2. Principles affecting employment by the Shire of Corrigin

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Corrigin employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

1.3. Personal Behaviour

Employees will:

- a) *act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Corrigin;*
- b) *perform their duties impartially and in the best interests of the Shire of Corrigin, uninfluenced by fear or favour;*
- c) *act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Corrigin and the community;*
- d) *make no allegations which are improper or derogatory (unless true and in the public interest);*
- e) *refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and*
- f) *always act in accordance with their obligation of fidelity to the Shire of Corrigin.*

1.4. Honesty and Integrity

Employees will:

- a) *observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;*
- b) *be frank and honest in their official dealing with each other; and*
- c) *report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Corrigin policies.*

1.5. Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Corrigin business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Corrigin.

1.6. Compliance with Lawful and Reasonable Directions, Decisions and Policies

- a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
- b) Employees will give effect to the lawful decisions and policies of the Shire of Corrigin, whether or not they agree with or approve of them.

1.7. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

1.8. Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Corrigin upon its creation unless otherwise agreed by separate contract.

1.9. Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Corrigin Record Keeping Plan.

1.10. Dealing with Other Employees

- a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Corrigin policies regarding workplace behaviour and occupational safety and health,
- c) Employee behaviour should reflect the Shire of Corrigin values and contribute towards creating and maintaining a safe and supportive workplace.

1.11. Dealing with community

- a) Employees will treat all members of the community with respect, courtesy and professionalism.
- b) All Shire of Corrigin services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

1.12. Professional Communications

- a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Corrigin activities should reflect the status, values and objectives of the Shire of Corrigin.
- b) Communications should be accurate, polite and professional.

1.13. Personal Communications and Social Media

- a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Corrigin, its Council Members,

employees or contractors, which breach this Code.

- c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

1.14. Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Corrigin Staff Uniforms policy.

1.15. Gifts

- a) Application
This clause does not apply to the CEO.
- b) Definitions

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- a) that cannot be undertaken without an authorisation from the local government; or
- b) by way of a commercial dealing with the local government;
[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) *is undertaking or seeking to undertake an activity involving a local government discretion; or*
- (b) *it is reasonable to believe, is intending to undertake an activity involving a local government discretion*
[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- b) does not include —
 - i. a gift from a relative as defined in section 5.74(1); or
 - ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

- a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),
- c) whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- a) a gift worth the threshold amount or more; or
- b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

reportable gift means:

- a) a gift worth more than \$50 but less than \$100; or
- b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$100.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- a) a gift worth the threshold amount or more; or
- b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

- a) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$150 as the threshold amount for

prohibited gifts. For clarification, and gifts over \$150 is not to be accepted and must be refused or returned.

- b) Employees must not accept a prohibited gift from an associated person.
- c) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- d) The notification of the acceptance of a reportable gift must be in writing and include:
 - i. the name of the person who gave the gift; and
 - ii. the date on which the gift was accepted; and
 - iii. a description, and the estimated value, of the gift; and
 - iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - v. if the gift is one of two or more accepted from the same person within a period of one year:
 - 1. a description;
 - 2. the estimated value; and
 - 3. the date of acceptance,
 of each other gift accepted within the one year period.
- a) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- b) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Corrigin official website.
- c) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

1.16. Conflict of Interest

- a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Corrigin, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Corrigin, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

1.17. Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

1.18. Disclosure of Financial Interests

- a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

1.19. Disclosure of Interests Relating to Impartiality

- c) In this clause, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- i. means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - ii. includes an interest arising from kinship, friendship or membership of an association.
[r.19AA of the *Local Government (Administration) Regulations 1996*]
- a) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the meeting immediately before the matter is discussed.
 - b) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the time the advice is given.
 - c) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
 - d) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - i. that they had an interest in the matter; or
 - ii. that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
 - e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - ii. at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
 - f) If:
 - i. to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - ii. a disclosure is made as described in item (e)ii., at a meeting; or
 - iii. to comply with a requirement made under item (f)ii., a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
 - iv. the nature of the interest is to be recorded in the minutes of the meeting.

1.20. Use and Disclosure of Information

- a) Employees must not access, use or disclose information held by the Shire of Corrigin except as directly required for, and in the course of, the performance of their duties.
- b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Corrigin policies and procedures.
- c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Corrigin.
- d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - i. is authorised by the CEO or the CEO's delegate; or
 - ii. is permitted or required by law.

1.21. Improper or Undue Influence

- a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

1.22. Use of Shire of Corrigin Resources

- a) In this clause –

Shire of Corrigin resources includes local government property and services provided or paid for by the Shire of Corrigin;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- a) Employees will:
 - i. be honest in their use of the Shire of Corrigin resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - ii. use the Shire of Corrigin resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - iii. not use the Shire of Corrigin resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

1.23. Use of Shire of Corrigin Finances

- a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Corrigin finances.
- b) Employees will use Shire of Corrigin finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.
- c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- d) Employees exercising purchasing authority will comply with the Shire of Corrigin Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- f) Employees will ensure that any use of Shire of Corrigin finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Corrigin Recordkeeping Plan.

1.24. Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager or the CEO, in accordance with the Shire of Corrigin policies for complaints.

1.25. Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Corrigin policies and procedures, depending on the nature of the suspected breach.

1.26. Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Corrigin policies.
- b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - i. the Corruption and Crime Commission, in the case of serious misconduct; or
 - ii. the Public Sector Commissioner, in the case of minor misconduct.
- c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Corrigin Public Interest Disclosure Procedures, published on the Shire of Corrigin website.

1.27. Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Corrigin policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Adopted by the Council of the Shire of Corrigin on 15 June 2021

Adapted from the Western Australian Local Government Model Code of Conduct.

I, _____, confirm that I have read and understood the Code of Conduct for Employee provided to me in correspondence from the Shire of Corrigin.

.....
Signed

.....
Dated

6 STAFF POLICIES

6.1 CODE OF BEHAVIOUR – STAFF, VOLUNTEERS AND CONTRACTORS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: 19 July 2016
Amended:

Objective: The Code of Behaviour clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Corrigin in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other Human Resources Policies and Procedures and the official Code of Conduct.

Policy: Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty. The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire.

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire.

The Code of Behaviour applies to all staff at the Shire.

Employee Responsibilities

The Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire
- Act in a professional manner at all times
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner
- Act impartially, fairly and without prejudice or favouritism
- Treat the Shire customers with the highest level of customer service Abide by the policies, procedures and guidelines applicable to the Shire Be accountable for decisions made within the course of their duties
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity
- Respect an individual's right to privacy
- Respect confidential information given to them in the course of employment
- Maintain open communication and accountability
- Behave honestly and ethically in all dealings
- Maintain and develop knowledge in their respective fields
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit
- Not solicit or encourage gifts or benefits in relation to their professional duties

- Make efficient and economical use of Shire resources
- Disclose fraud, corruption or maladministration
- Avoid making public comment regarding the Shire
- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents
- Use initiative and strive for excellence
- Ensure that actions or behaviour outside of work do not reflect negatively on the Shire of Corrigin

Managers Responsibilities

In addition to the responsibilities as an employee, managers also have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees
- Ensure staff maintain high standards of conduct in the workplace
- Support staff who disclose information regarding maladministration or corrupt conduct
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future
- Appropriately record all reports of actual or potential conflict or contraventions of the Code of Conduct

Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.

This code of behaviour is an addendum to the formal Code of Conduct of Council.

6.2 CHIEF EXECUTIVE OFFICER RECRUITMENT, PERFORMANCE AND TERMINATION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Shire President
Date of Approval: 19 July 2016
Amended: 17 October 2017, 20 October 2020, 15 October 2024

Objective: To ensure compliance with s5.39A of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* in relation to CEO recruitment, performance, and termination.

Policy:

1 Recruitment of CEO

1.1 Selection Criteria and Job Description

- The Shire of Corrigin Council shall determine the selection criteria for the CEO position based on necessary knowledge, experience, qualifications, and skills.
- The job description will outline duties, responsibilities, and selection criteria for the CEO role
- The job description form must be approved by absolute majority of Council.

2 Performance Review of CEO

2.1 Performance Review Process

- The performance of the CEO will be reviewed annually by the Shire of Corrigin CEO Performance Review Committee and shall comprise of all Councillors
- The review will use the performance criteria set out in the CEO's contract and position description

2.2 Review Procedure

- The Committee will collect and assess evidence related to the CEO's performance, conduct a feedback session, and prepare a report for Council approval. This report will detail the assessment, any required changes, special talks, and performance objectives for the next period.

2.3 Consultants

- The Shire President and CEO may engage a consultant to facilitate the performance review deemed necessary.

2.4 Documentation and Confidentiality

- Proceedings of the performance review will be documented by the CEO and submitted to the next available Council meeting on a confidential basis

3 Termination of CEO Employment

1.1 General Principals

- Decisions regarding termination must be impartial and transparent. The CEO must be informed of their rights and given the opportunity to respond to any allegations or performance issues.

1.2 Performance-Related Termination

- Termination for performance-related reasons will only occur if performance issues were previously identified, communicated, and a reasonable opportunity to remedy the issues was provided.

1.3 Termination Decision

- A decision to terminate the CEO's Employment must be made by an absolute majority decision of Council and must include written notice outlining the reasons for termination.

4 Confidentiality

- All information related to recruitment, performance reviews, and termination processes will be kept confidential and used solely for the purposes of these processes.

6.3 TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 17 October 2017
Amended: 20 October 2020, 16 February 2021, 18 October 2022, 15 October 2024

Objective: To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995*, that details the Shire of Corrigin processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Scope: This policy applies to the statutory position of the Chief Executive Officer (CEO) of the Shire of Corrigin

Definitions: **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Policy:

1. **Acting and Temporary CEO requirements and Qualifications**
 - 1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.
 - 2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position of Deputy Chief Executive Officer are considered suitably qualified to perform the role of Acting or Temporary CEO.
 - 3) A person appointed to act in the position of Deputy Chief Executive Officer is not included in the determination set out in Clause 3 (2).
2. **Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**
 - 1) The CEO is authorised to appoint the Deputy Chief Executive Officer in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy Chief Executive Officer performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
 - 2) The CEO must appoint an Acting CEO for any leave periods greater than 1 week and less than 6 weeks.
 - 3) The CEO is to immediately advise all Council Members when and for what period of time the Deputy Chief Executive Officer is appointed as Acting CEO.

- 4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the Deputy Chief Executive Officer will be appointed Acting CEO.
 - 5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.
- 3. Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months**
- 1) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
 - 2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b) Conduct an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.
 - 3) The President will liaise with the CEO, or in their unplanned absence the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
 - 4) Subject to Council resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Deputy Chief Executive Officer.
- 4. Appoint Temporary CEO – Substantive Vacancy**
- 1) In the event that the substantive CEO's employment with the Shire of Corrigin is ending, the Council when determining to appoint a Temporary CEO may either:
 - a) by resolution, appoint Deputy Chief Executive Officer as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b) by resolution, appoint Deputy Chief Executive Officer as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c) following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
 - 2) The President will liaise with the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
 - 3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Deputy Chief Executive Officer.

5. Remuneration and Conditions of Acting or Temporary CEO

- 1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 80-100% of the cash component only of the substantive CEO's total reward package.
- 2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- 3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

6.4 SENIOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 20 May 1998
Amended: 18 March 2014, 15 October 2024

Objective: The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

Policy: The following positions are classified as Senior Employees for the purposes of Section 5.37(1) of the *Local Government Act 1995*:

- DCEO

6.5 FIT FOR WORK

Policy Owner:	Corporate and Community Services, Works and Services,
Person Responsible:	Chief Executive Officer
Date of Approval:	19 July 2016
Amended:	20 October 2020

- Objectives:** The objectives of this policy are to:
- Afford a clear understanding of the Council position in relation to Unfit for Work, primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work through substances or fatigue.
 - Ensure the Shire meets its duty of care under the *Occupational Safety and Health Act, 1984* to, where practicable, reduce hazards in the workplace.
 - Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
 - Prescribe the circumstances where an employee is deemed Unfit for Work and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
 - Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an unfit state.

- Definitions:** The following definitions and interpretations shall apply with respect to being under the influence of alcohol and/or other drugs:
- Impaired Work Performance - means sudden or gradual deterioration of a person's ability to function appropriately at work.
 - Unfit for Work - means being impaired for work and therefore unable to perform duties in a safe manner.
 - Use - means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
 - Misuse - means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
 - Alcohol - means any beverage containing alcohol.
 - Drugs - means amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.
 - Substance - means any drug that may have adverse effects causing impaired work performance.
 - Fatigue - means the inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, hangovers and/or "come downs"), adverse effects of medication, alcohol, drugs and / or other substances (including, hangovers and/or "come downs").
 - Fit for Work - means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
 - Employee - means a person employed by the Shire in a permanent, part-time or casual role.
 - Contractor - means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

Policy:

1. Responsibilities

1.1 Supervisor

If a supervisor or manager has reasonable grounds to believe that an employee or contractor is affected by drugs and/or alcohol, steps will be taken to address the issue.

Reasonable grounds may include (but are not limited to) where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behavior, or otherwise appears to be affected by drugs and/or alcohol.

1.2 Employee/Contractor

The health and wellbeing of an employee and contract personnel is of great importance to the organisation. It is the responsibility of an employee to ensure he or she does not attend work in a manner or condition which will affect their work performance and that could endanger work colleagues, members of the public or cause damage to Shire equipment. An employee assistance program will be offered in order to support the affected employee- refer to Statement 3.0 of this policy.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee or contractor who is interested in receiving counselling services should seek assistance from their supervisor or manager.

2. Application

2.1 Alcohol

- Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties with Calibrated Breathalyser testing is to be carried out on site by a trained manager/supervisor.
- Breath testing for alcohol shall be set at zero tolerance for all staff.
- Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-test within a prescribed amount of time as determined by the relevant manager/supervisor.
- If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the manager for the employee to return home.
- On occasions where alcohol may be included as part of a work function or other recognised work event, supervisors/managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.
- Where management has approved the consumption of alcohol at a shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.
- Failure to follow directions by management with regard to the consumption of alcohol at a shire function or event may result in disciplinary action being taken by the Shire.
- Employees must arrange their own transport in relation to shire function or event as the shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

2.2 Illicit Drugs and Other Substances

- Illicit drugs and other substances are strictly prohibited by the Shire of Corrigin.
- Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premise will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid by the shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.
- Refusal to a drug screen by an employee may result in instant dismissal. If the drug screen proves positive results on the first offence, the employee will receive a written warning- refer to statement 4.1 of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning- refer to statement 4.2 of this policy.
- Any third offence may also result in instant dismissal - refer to statement 4.3 of this policy.

2.3 Prescription and Other Medication

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day.
- This information is to be recorded on the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action - refer to statement 4.0 of this policy.

2.4 Fatigue

- In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.
- This procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
 - Lack of sleep
 - Voluntary Work, or
 - External work commitments
- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the shire may come to an agreement with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).
- If this agreement is reneged by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.

- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

2.5 Physical fitness including weight management

to ensure that employees are able to perform the full range of tasks outlined in their position description.

3. Employee Assistance Program (EAP)

The Shire of Corrigin understands employees may be experiencing difficulties external to work that may influence their behavior and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential Employee Assistance Program (EAP). Assistance may be offered to first offence employees through a coordinated group of strategies designed to encourage employees to seek professional, confidential counseling for personal problems that may significantly affect their work performance.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence.

Employees who have failed to meet the guidelines of this procedure yet feel an EAP will benefit due to personal circumstances may request access to these services.

4. Disciplinary Action - Employees

Should an employee contravene this policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes).

4.1 First Offence:

- The employee will be immediately suspended from duty without pay if found to be unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on; the unacceptability of the employee's behavior; the risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and if proved negative, may be sent home at the discretion of their supervisor.

4.2 Second Offence:

- The employee will be immediately suspended from duty without pay if found to be unfit for work. The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on;
 - The unacceptability of the employee's behavior;
 - The risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
 - The employee will not be permitted to return to work until they have been tested again and proved negative, and may be sent home at the discretion of their supervisor.

- The employee will be submitted to fortnight or random alcohol and drug screening for the period of two months paid by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal may be exercised by the CEO.

4.3 Third Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

4.4 Instant Dismissal:

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
 - Any attempt to falsify the drug and alcohol screening
 - Cultivating, selling or supplying drugs and/ or other substances;
 - Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
 - Any other unlawful behavior.

4.5 Other:

If an employee is sent home without pay, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If the next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely. The employee is to be advised that their vehicle must be collected the same day.

5. Disciplinary Action - Contractor

Should a contractor be found to have breached this policy the shire may seek to review the contractual arrangements and if necessary (as determined by the CEO), move to cancel the purchase order and terminate the working arrangement without any form of compensation.

Explanatory Note:

This policy incorporates a procedure for disciplinary action under Statement 4.0 to address matters where an employee is deemed unfit for work, the Council acknowledges the CEO may, at his or her discretion accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the shire pursuant Section 5.41 of the *Local Government Act, 1995*.

6.6 RETIREMENT/RESIGNATION OF EMPLOYEES - COUNCIL GIFT/FUNCTIONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 31 March 1989
Amended: 16 October 2018

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of a Shire employee.

Policy: Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of Service	Value of gift up to
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$250
10 – 15 years	\$350
15 – 20 years	\$450
20 years +	\$550

The objectives are:

- To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations.
- To frame a standard procedure when dealing with staff who leave Council employment and to comply with the *Local Government Act 1995*.

Gifts will be given in accordance with the following guidelines:

- At the discretion of the CEO, a gift may be provided to employees leaving Council prior to two (2) years of service.

Functions will be given in accordance with the following guidelines:

- At the discretion of the CEO, a function may be provided to employees leaving Council prior to two (2) years of service.

Presentation for senior employees leaving Council to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 2 years	Nil	At the discretion of CEO
2 – 5 years	\$200	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 – 20 years	5 – 10yrs = \$250 10 – 15yrs = \$500 15 – 20yrs = \$750	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$1,000	Council sponsored reception (Elected Members, staff and partners).

Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

The Chief Executive Officer or Deputy CEO will notify the Executive Support Officer of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The Executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift in advance of the employee's final working day.

6.7 COUNCIL VEHICLES ISSUED TO STAFF

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	15 October 2013
Amended:	19 July 2016, 17 October 2017, 16 October 2018, 23 October 2023

Objective: To supply employees with a means of transportation in order that they may provide effective and efficient services.

Policy: No employee shall drive a Shire vehicle without a valid C class driver's licence. Upon request, employees will produce their current driver's licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All Shire vehicles are deemed to be 'pool vehicles' during normal business hours and are not exclusive in use to the respective assigned employees.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction. Smoking is not permitted in all Shire of Corrigin vehicles.

The following conditions shall apply to staff that have vehicles issued to them by Council:

CEO

- Unrestricted use of the vehicle, unless otherwise specified in contract of employment of Western Australia or other use as approved by Council.
- No Shire logo
- Choice of colour

Deputy CEO

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Manager Works and Services

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Environmental Health Officer/s

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO.
- No Shire logo
- No choice of colour

Any alterations to the above allowances will be taken to Council for approval.

6.8 STAFF HOUSING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer,
Date of Approval: 19 July 2016
Amended: 17 October 2017, 16 October 2018, 20 October 2020

Objective: To provide clarity on the conditions for use of Council owned housing by allocated tenants and to ensure the residences and gardens are maintained to a suitable level expected by the community and ratepayers.

Council housing and rental subsidy is provided with the specific purpose of aiding Council in being able to attract and retain appropriate staff.

Shire staff who are entitled to a residence as part of their contract of employment or rental agreement are required to maintain the residence including lawns and gardens to a neat and tidy standard.

Definitions: Senior Officer means a person or an employee as defined under the *Local Government Act 1995* Section 5.37(1).

Policy: **Chief Executive Officer**
 These provisions relate to the CEO as a Senior Employee appointed under Section 5.37(1) of the *Local Government Act 1995*.

In this regard:

- a) The CEO will be provided with a Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental rate as defined under their contract of employment.
- b) If a rental house is required, the CEO in consultation with the Shire President shall determine an appropriate standard and location of the house to be rented.
- c) A housing allowance will be paid if the CEO owns their own house.

Deputy Chief Executive Officer

The following will apply to the Deputy CEO:

- a) A Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental as defined under their contract of employment.
- b) If a rental house is required, the CEO shall determine an appropriate standard and location of the house to be rented.
- c) A housing allowance will be paid if DCEO owns their own house.

Other Employees

A Shire owned house to an appropriate standard and location the satisfaction of the CEO shall be provided at a discounted rental rate to be determined through the Annual Budget/Fees and Charges to the following positions:

Employee Classification
Manager of Works
Pool Manager
Environmental Health Officer

Building Officer
Other*

*as deemed necessary by the CEO

Permanent fixtures

Permanent fixtures shall include the following:

- Hot water system
- Dish washer
- Authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- Authorised TV Antennae or Satellite equipment (i.e. authorised TV equipment is equipment installed and owned by Council to ensure the house is able to receive a television service)
- Stove
- Internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

Improvements to housing by tenants

Any improvements carried out to Shire of Corrigin owned houses shall only be permitted with prior approval of the CEO.

Tenancy Agreement

- All staff occupying Shire owned houses shall be required to complete a Form 1AA Residential Tenancy Agreement (under s27 of the *Residential Tenancies Act 1987 (WA)* with the following requirements for the Lessee:
 - A security bond of an equivalent to 4 weeks rent and (where applicable) a pet bond
 - Term of Agreement as per the tenancy agreement after cessation of employment of the Shire or other as agreed to be the CEO. Where an extension of the accommodation is accepted by the CEO, the rent will be at a rate 100% higher than the discounted rental rate or market rate.
- The CEO shall make appropriate arrangements through the employment of an independent property manager to undertake inspections of all Shire owned houses on at least twice per year to ensure that the houses and gardens are kept to an acceptable standard.
- The CEO may approve the lease of vacant Shire of Corrigin properties to persons other than employees.
- Private rentals can have a property inspection every three months as per the *Residential Tenancies Act 1987*.

Maintenance of the Gardens

Provided tenants keep their lawns and gardens in good order. If gardens and lawns are not maintained employees will be responsible for 100% of water consumption.

Paint in Shire Residences

Council uses neutral tones in all Council owned residential buildings, (Colour palate Porcelain) however if a resident wishes to vary the colour of a room (for

example a child's bedroom), that they be allowed to do so upon approval of the CEO. All must be repainted in neutral colour at expense of the tenant on vacation of property.

Use of Adhesives on Walls

Council requires tenants to ensure the proper care and maintenance of residential properties provided to staff and the community and to this end prohibits the use of adhesive tape, adhesive putty or any similar products, on the walls or ceilings of Council residential properties as these are likely to cause damage to painted surfaces.

Vacating Shire Houses

All tenants of Shire owned houses and flats are to arrange for the carpets to be professionally cleaned prior to vacating the residence as per the tenancy agreement.

Carpets must be professionally cleaned at the end of the tenancy agreement, at the expense of tenant and receipt provided.

6.9 STAFF SUPERANNUATION

Policy Owner: Corporate and Community Services
Person Responsible: Finance Officer - Payroll
Date of Approval: 21 May 2013
Amended: 18 October 2022, 23 October 2023

Objective: This policy sets out the criteria for the payment of additional superannuation to staff. It provides for guidance for officers involved in the recruitment and retention of staff.

The Shire of Corrigin is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known as Superannuation Guarantee (SG). The percentage payment may be adjusted by legislation from time to time.

The Shire of Corrigin and its employees may also make additional voluntary contributions to a complying fund.

Policy: Council will make superannuation contributions for employees on the following basis:

- In addition to the *Superannuation Guarantee Administration Act 1992* and *Superannuation Charge Act 1992*, employees may elect to make both salary sacrifice and post-tax contributions of their salary as an additional superannuation contribution.
- This policy applies to all permanent employees except where superannuation benefits have been varied for Senior Employees who are employed under negotiated performance based contracts. The Shire of Corrigin will match any superannuation contribution made by an employee up to a maximum of 3.5%, provided the total payment from Council does not exceed 15.5%
- Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- The default fund shall be Aware Super.

6.10 REDUNDANCY PAYMENTS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 18 September 1997
Amended:

Objective: This policy is designed to provide guidelines for redundancy payments to employees whose employment with the Shire of Corrigin is finishing.

Policy: In respect to redundancies which result from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

- a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award, enterprise agreement or if *Schedule 2.1, Clause 11(4) of the Local Government Act 1995* applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of one years' salary at the time of completion of negotiations.

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

- a) Any Federal or State Award or industrial/enterprise agreement application to the employee
- b) Any applicable provisions with the employee contract of employment
- c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
- d) Where the Council so agrees, any recommendations made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Corrigin is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the *Local Government Act Section 5.50(2)*.

6.11 LOCAL GOVERNMENT HOLIDAYS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer, Deputy Chief Executive Officer
Date of Approval: 18 October 2012
Amended: 17 October 2017, 16 October 2018

Objective: To establish guidelines for the payment of Local Government public holidays.

Policy: Employees of the Shire of Corrigin shall be entitled to Western Australian gazetted public holidays. In addition to gazetted public holidays employees (excluding casual and employees on fixed term contracts) shall be entitled to Local Government public holidays on 2 January and Easter Tuesday of each year if the days fall on one of eligible employees ordinarily work days.

When a Local Government public holiday falls on a day in which an employee is required to work, the employee will be paid in accordance with the *Shire of Corrigin Enterprise Agreement 2022 or Local Government Industry Award 2010*. By mutual agreement between the Shire of Corrigin and the employee, an employee may choose to work a Local Government public holiday and take the day off at a later date.

6.12 DEALING WITH FAMILY MEMBERS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 17 October 2017
Amended:

- Objective:** To set out the Shire's position in relation to dealings with family members, specifically:
- Employment of individuals who are related to another employee or member of Council is covered by the *Equal Opportunities Act 1984* and Section 5.40 of the *Local Government Act 1995*.
 - Provision of services to individuals who are related to an employee or member of Council.
 - Procurement of goods or services from individuals who are related to an employee or member of Council.

Policy: **Conflict of Interest**
Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Corrigin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

For the purposes of this policy, a family member is as defined in Section 6 of the *Family Court Act 1997 (WA)* and includes: wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Corrigin, the employee or member of Council will not sit on any selection panel relating to the position and will not attempt to participate in or influence the selection process or decision in any way. Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and, in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed. No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members

In a small rural local government, it is inevitable that situations will arise where the Shire of Corrigin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend. An employee should also consider if their impartiality is affected when dealing with a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members

A situation may arise where the Shire of Corrigin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.

This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

6.13 SOCIAL MEDIA AND COMMUNICATION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended: 15 October 2024

Objective: This policy details legislative and common law obligations and establishes protocols applicable to the Shire of Corrigin official communications with our community, to ensure the Shire of Corrigin is professionally and accurately represented and to maximise a positive public perception of the Shire.

Statement: As a Local Government Agency, the Shire of Corrigin and its representatives must follow certain rules when participating in social media.

Scope: This policy applies to:

1. Communications initiated or responded to by the Shire of Corrigin with our community; and
2. Council Members when making comment in either their Shire of Corrigin role or in a personal capacity about matters relevant to the Shire of Corrigin.

Policy:

1. **Official Communications**

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Corrigin events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website
- Advertising and promotional materials
- Media releases prepared for the Shire President, to promote specific Shire of Corrigin positions
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2. **Speaking on behalf of the Shire of Corrigin**

The Shire President is the official spokesperson for the Shire of Corrigin, representing the Local Government in official communications, including speeches, comment, print, electronic and social media.

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire of Corrigin, where authorised to do so by the Shire President.

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Corrigin.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Corrigin into disrepute,
- compromise the person's effectiveness in their role with the Shire
- imply the Shire's endorsement of personal views
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Corrigin.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. **Responding to Media Enquiries**

All enquiries from the Media for an official Shire of Corrigin comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Corrigin.

Council Members may make comments to the media in a personal capacity – refer to clause 7 below.

4. **Website**

The Shire of Corrigin will maintain an official website, as our community's on-line resource for access to the Shire's official communications.

5. **Social Media**

The Shire of Corrigin uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Corrigin maintains a Facebook account as its main Social Media platform

The Shire of Corrigin may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community

however, we expect participants to behave in a respectful manner. The Shire of Corrigin will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading
- Promotional, soliciting or commercial in nature
- Unlawful or incites others to break the law
- Information which may compromise individual or community safety or security
- Repetitive material copied and pasted or duplicated
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

8. Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Corrigin.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Corrigin>.
2. Be made with reasonable care and diligence
3. Be lawful, including avoiding contravention of; copyright, defamation,

discrimination or harassment laws

4. Be factually correct
5. Avoid damage to the reputation of the local government
6. Not reflect adversely on a decision of the Council
7. Not reflect adversely on the character or actions of another Council Member or Employee
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member

6.14 RELATED PARTY DISCLOSURE

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 17 October 2017
Amended:

Objective: **To establish a procedure for related party disclosures.**

The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

Policy: The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Corrigin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties

AASB 124 provides that the Shire of Corrigin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Corrigin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of CEO, Deputy CEO, Manager or Supervisor.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Corrigin will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Corrigin (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)].
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire of Corrigin for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire of Corrigin owned property or property sub-leased by the Shire of Corrigin through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Corrigin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Corrigin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Corrigin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Corrigin.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Corrigin can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)

Management has determined that the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council financial statements make. As

such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required for the following:

- Paying Rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form each year.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence.

Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

7 COMMUNITY SERVICES AND FACILITIES

7.1 COMMUNITY ENGAGEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 18 August 2020
Amended:

Objective: This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Corrigin when engaging communities and stakeholders.

Policy: The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by Council.

Policy Statement

1. Purpose

The Shire of Corrigin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

2. Principles

The Shire of Corrigin approach to community engagement is guided by the following principles:

- 2.1 We clearly communicate why we are engaging and the community's role in the engagement. From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.
- 2.2 We carefully consider who to engage. Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.
- 2.3 We explain the process. We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. Where possible, we build on the outcomes of previous engagement. If the

engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

- 2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible. We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation. We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.
- 2.5 We design our engagement to be engaging. The Shire of Corrigin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.
- 2.6 We complement our engagement with high quality communication. We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is on our website and through the Shire's usual communication channels.
- 2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making. We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We also share the results of engagement through our website and other mechanisms as appropriate. We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How We Engage:

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Corrigin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These

considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire Wide	High Level of impact on all or a large part of the Shire of Corrigin. Any significant impact on attributes that are considered to be of high value to the Shire, such as the natural environment or heritage. Likely high level of interest across the Shire. Potential high impact on state or regional strategies or directions.	Early engagement with community and stakeholders. Involves a broad range of stakeholders and community members. Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so. Updates are provided to interested stakeholders and local community. Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement. Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire’s commitment to continually our engagement practice.	Inform Consult Involve Collaborate	Mail drop Media Releases Narrogin Observer Windmill News Website Email Social Media Focus groups Workshops Working group Surveys Online tools on Have Your Say Face to Face and Pop Ups at events and spaces

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Feedback and submission forms Examples of engagement methods the Shire may use
High – Local	High level of impact on a local area, small community or user group(s) of a specific facility or service. Significant change to any facility or service to the local community. Potential for a high degree of community interest at the local level.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options. Comprehensive information is made available to the community to enable informed input. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Surveys Online tools on Have Your Say Face to Face at engagement events Pop ups at community events and spaces Feedback and submissions forms.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
Low – Shire wide	Lower levels of impact across the Shire. Level of interest among various communities or stakeholder groups. Potential for some, although not significant, impact on state or regional strategies or directions.	Approach may range from seeking comment on a proposal involving the community and stakeholders in discussion and debate on proposed options. Ensures informed input through making comprehensive information available to the community. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Website Email Social Media Surveys Online tools on Have your Say Face to Face at engagement events Pop ups at community events and spaces

				Feedback and submission forms
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3.3 When it is Not Effective or Appropriate to Engage:

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory Engagement

In some instances, the Shire of Corrigin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the *Planning and Development Act 2005*, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday Periods

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and seven days before and seven days after Easter Sunday.

4. Definitions and Abbreviations

Engagement: The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation: Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community: A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Bulyee, Bullaring, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Corrigin.

Stakeholders: People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. a local school or sporting group.

Engagement tools/methods: The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement: Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

7.2 MAXIMUM NUMBER OF PERSONS – COUNCIL FACILITIES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 23 August 1995
Amended: 19 April 2016

Objective: To provide guidance on the hiring of Council buildings.

Policy: All hirers are to be advised of the maximum number of persons allowed in the following facilities under the provisions of the *Health Act 1911*:

- Corrigin Town Hall - 400
- Corrigin Recreation and Events Centre - as per table below:

Public Building Area	Type of Use	Maximum Numbers
Function Room/Bar	Dining	242
	Conference	484
Foyer	Hall	172
	Exhibition	43
Gym/Crèche	Gymnasium	17
Sports Hall	Hall (with all exits available)	916
	Gymnasium	305
Hockey/Netball Kiosk Room	Meeting Room	38
Total (at any one time)	Hall	1000

7.3 SWIMMING POOL – USE OF THE POOL BY CORRIGIN DISTRICT HIGH SCHOOL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 31 March 1989
Amended:

Objective: To provide guidance on the hiring of the outdoor swimming pools to the local District High School.

Policy: When Corrigin District High School is given exclusive use of the outdoor swimming pool for the annual faction swimming carnival or inter-school swimming carnival, all children and adults are allowed free entry to the facility.

No other members of the public can use the pool during the carnival.

7.4 SWIMMING POOL – VACATION SWIMMING LESSONS

Policy Owner: Governance and Compliance

Person Responsible: Chief Executive Officer

Date of Approval: 31 March 1989

Amended:

Objective: To provide guidance on the entry charges for the outdoor swimming pools during Vacation Swimming Lessons (VAC swim).

Policy: Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed.

VAC swim swimming teachers are permitted free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

7.5 USE OF THE CORRIGIN RECREATION PRECINCT FACILITIES

Policy Owner: Governance and Compliance

Person Responsible: Chief Executive Officer

Date of Approval: 19 September 2001

Amended: 17 October 2017

Objective: To provide guidance in the use of the facilities at the Corrigin Recreation Precinct (O'Shea Place) facilities.

Policy: **Ram Field Days**

The only people permitted to display rams in the recreation ground area for ram field days be those groups approved by Corrigin Ram Breeders Association is to be used. The Eastern portion only of the grassed area is to be used for such events.

Circus Visits

Circuses are permitted within the Shire of Corrigin subject to consultation with the CEO and Manager of Works

Use of the Oval

Only activities of a sporting nature are to be allowed on the Football, Cricket and Hockey areas, with the exception of the Corrigin Agricultural Show and the biannual Rotary Club of Corrigin's Car Event. The Eastern portion of the grassed area can be used for both sporting and other events.

7.6 CHILD SAFE AWARENESS

Policy Owner: Corporate and Community Services

Person Responsible: Chief Executive Officer

Date of Approval: 23 October 2023

Amended:

Objective: This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Corrigin is committed to ensuring children are safe and encouraging local organisations to adopt child safe practices.

Policy: The Shire of Corrigin supports and values all children and young people and is committed to ensuring their safety and, including protection from abuse.

This policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that it is important for the Shire of Corrigin to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Corrigin in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Scope

The safety and wellbeing of children is everyone's responsibility. This policy applies to all, employees, volunteers, trainees, work experience students and anyone else who undertakes work on behalf of the Shire of Corrigin, regardless of their work related to children or young people. It applies to occupants of the Shire of Corrigin facilities and venues, including visitors, contractors and suppliers.

Definitions

Abuse: is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions

- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.
- Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: encompasses the care and support of children and young people's overall development, learning, health, and safety.

Policy Principals

The rights of children and young people are upheld.

Children and young people are respected, listened to, and informed about their rights.

Children and young people have the fundamental right to be safe and cared for.

Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.

The safety and best interests of children and young people are a primary consideration when making decisions that concern them.

Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.

Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.

Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Corrigin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Delivering child safe messages (for example at the Shire of Corrigin venues, grounds and facilities or events).

- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire of Corrigin has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

The Shire of Corrigin is not legally responsible for providing oversight of compliance with child safe practices but will take any reasonable steps to ensure that people and organisations that use the Shire of Corrigin facilities operate in alignment with the Child Safe Awareness policy.

The Shire of Corrigin will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

8 PARKS AND LANDSCAPING POLICIES

8.1 ROAD VERGE DEVELOPMENT CRITERIA

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 19 April 2016
Amended:

Objective: To provide guidance to Council, the general public and the Shire administration on the appropriate landscaping development on road verges.

Policy:

- Council shall encourage and support the development of road verges in urban areas, using a dry garden style of either a native garden or cleared gravel.
- The preferred style for the Native Garden option is with irrigation for establishment and up to two trees/20m frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler is preferred.
- The trees shall be planted to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with the Manager of Works and Services.
- Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non-frangible items shall be placed on the road reserve. Weed control using weed mat with aggregate, mulch, gravel overlay is acceptable.
- No assistance shall be given by Council for development, ongoing operation or maintenance costs.

8.2 CEMETERY PLANTINGS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 19 December 2001
Amended: 15 October 2024

Objective: To ensure the Corrigin Cemetery is maintained in an orderly and aesthetically pleasing manner, while respecting the sanctity of the site and the wishes of the community.

Policy: The planting of trees around gravesites is prohibited. This policy is in place to maintain the cemetery's open appearance and prevent potential maintenance issues that may arise from tree root growth.

Any requests for beautification involving vegetation around gravesites must be submitted to the CEO prior for approval. This includes, but is not limited to, the planting of flowers, shrubs, or any other types of plants.

The Council aims to manage the Corrigin Cemetery in a manner that reflects the respect and dignity due to such a site. This includes regular maintenance, clear guidelines for cemetery usage, and ensuring the environment remains as serene as possible and respectful for visitors.

8.3 STREET TREES

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 15 November 2000
Amended: 19 October 2021

Objective: To guide Council and Administration on appropriate removal and replacement of street trees within the Shire of Corrigin.

Policy: **Street Tree Removal**
Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the CEO.

Street Tree Planting

Street tree planting is only to be carried out during optimum planting periods and the species of tree to be planted must suit the location with due regard to power, telephone and water services.

The street tree replacement program is to be continued which will replace all the gum trees in the townsite that are currently causing problems with power lines and the roads and footpaths, and these are to be replaced with a more suitable variety.

The following factors influencing the selection of tree species within townsites in the Shire of Corrigin and have been identified to guide the introduction of new plantings and removal and replacement of existing trees. Individual species are to be selected based on the following criteria with preference given to native trees endemic to the Corrigin area.

Minimal water requirements

waterwise species will be selected and newly planted trees will only be watered until they are established. Established trees will be expected to survive without any watering although there may be certain exceptions for specific trees, climate or soil conditions.

Litter

The amount of leaf litter, fruit or seed drop must be at an acceptable level. Management of tree litter is essential, particularly of species prone to shed litter at certain times of the year. Higher levels of leaf litter may be acceptable if procedures are in place for its management.

Low risk of major limb failure

Trees notorious for a relatively high rate of limb failure will not be considered for any new street tree planting. In areas where such species are already in existence appropriate measures are to be undertaken for their management by remedial pruning techniques or removal. Limb drop is a natural event, and despite proper management and monitoring, it is not always possible to predict or avoid.

Longevity

Only species known to be long-lived will be considered, thereby reducing the need for ongoing replacement.

Minimal disturbance by roots to pavements, kerbing and roads

Species known to have vigorous and/or buttress root systems that lift pavements will be avoided.

Low maintenance

Selected species should need little in terms of watering, fertilising and pruning once established.

8.4 SHIRE OF CORRIGIN SIGNAGE POLICY

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer, Manager Works and Services
Date of Approval:	19 September 2017
Amended:	20 October 2020, 15 October 2024

- Objective:** The Shire of Corrigin Signage Policy seeks to:
- assist with branding the Shire and orientating of visitors using an appropriate combination of signs;
 - provide directions to the key destinations, attractions and activities in the town centre;
 - establish a visual image of Shire of Corrigin through a coordinated physical and visual presentation that meets both regulatory and visual needs;
 - provide consistent branding of the Shire that advises road users about the route they are following and gives directions and distances to Corrigin on the route; and
 - provide information about Corrigin and businesses operating in the Shire at key sites.
 - preserve and provide direction to key places of historical significance within the Shire and recognise the names of various localities within the Shire boundaries.

The Shire of Corrigin Signage Policy has been developed in response to the Shire's need for a consistent and integrated approach to entry and information signage across the Shire. The Policy seeks to establish a hierarchy of integrated signs for use within road reserves and on Council owned reserves.

Policy: This Policy will enable Council to ensure that signs erected provide clarity of direction, while being complimentary to the natural environment of the Shire.

The Policy establishes the types of directional signs, categorised by their purpose that are consistent, legible, informative and attractive.

SIGNAGE CATEGORIES

There are four signage categories:

Category 1: Themed entry signs on major roads that continue the branding of the Shire.



Sign Category No. 1 (actual)

Category 2: Themed entry signs on secondary or minor roads reflect the Windmill branding motif of Corrigin.



Sign Category No. 2 (Indicative)

Sign Category No. 3 (Indicative examples)

Category 3: Historical Sites and Locality Signage.

In conjunction with the Corrigin Historical Society in 2005 Council developed signage to acknowledge and preserve places of historical significance to the community as well as the localities that each part of the Shire is known by. The places noted for signage and locality importance are below:

Historical Place:

- Gnerkadilling
- Glenmore
- Jubuk
- Kurrenkutten
- Lomos
- Nambadilling
- Nornakin
- Sewells Rock
- Stretton
- Wogerlin

Locality Signs:

- Bulyee
- Kunjin
- Corrigin
- Gorge Rock

Indicative Information Bays and Sign Category No. 4

Category 4: Business and Industrial Area signage to provide guidance to visitors and residents as to where businesses are located in the industrial area and within the townsite. The Shire provides two industrial area signs frames on the corner of Boyd Street and Walton Street with the main highway (Kunjin Street). Businesses are able purchase for the cost of the signage a fingerboard sign that can be installed on these frames. These are the only signs that can have personal business names on them within the townsite. Farm businesses or other businesses outside of the town boundary may have blue directional signs installed on existing road signage by the Shire. The full cost of the sign and installation will be at the farm/business owner's expense.

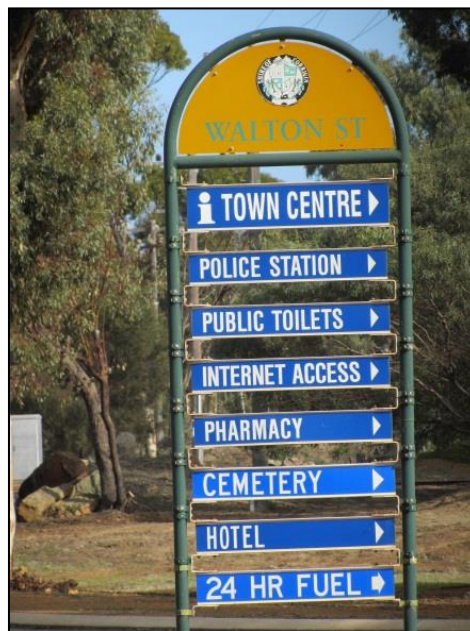
The Shire of Corrigin has information signs at the corners of Goyder Street, Walton Street, Kirkwood Street and the highway (Kunjin Street) directing people to businesses and services located within the town centre. Businesses and organisations can request Council install blue directional fingerboards on to these

signs but the sign will be of a generic nature and will not include business names. For example “Pharmacy” not the name of the business “Corrigin Pharmacy”. These signs and installation costs will be charged to the person requesting the signage.

These types of information signs are located throughout the townsite to mark places of interest, see below example at Apex Park.



Industrial Centre signage



Business/Information Signs



SCHOOL BUS STOP SIGNAGE

The Shire will arrange for suitable signage to be located at every new school bus stop. This includes crossing signs and turning bus signs. The number and design of suitable signage is at the discretion of the Manager of Works and Services.

The specification for bus signs are: B size 750x750mm – Fluro yellow/green and are to be used where required for the purpose of deficient sight distance and warn of children, not buses.

If the bus driver or parents have concerns regarding the signage they are to address these to the CEO.

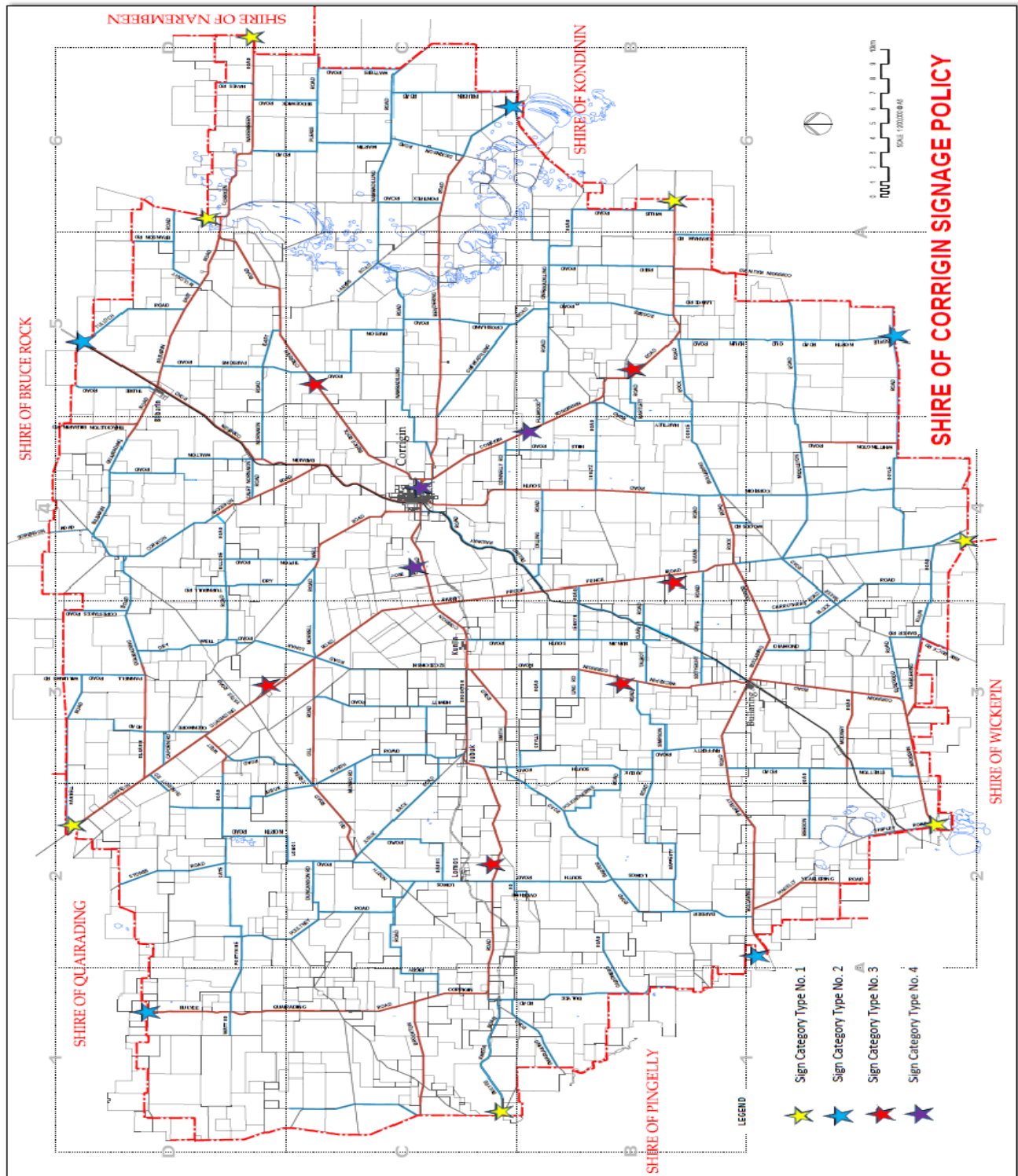
The school will be asked to provide up to date bus routes in November each year.

Once signage is no longer required at the location parents are asked to contact the Shire for the removal of the signage. To aid in this process an annual advertisement will be placed in the local newspaper asking parents to notify of the need for removal.

PROPOSED LOCATIONS FOR SIGN AND VISITOR BAY OPTIONS

The following Policy map identifies the roads where signs are to be erected along with the locations of the existing Visitor Bay at Rotary Park.

The reference to the locations of signs on the map is indicative only and signs will only be elected based upon a site inspection and where it is conclude that it is safe to do so. Main Roads WA (MRWA) approval will be support for signage along the Brookton- Corrigin Road as required.



8.5 MEMORIAL SEAT AND PLAQUE POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 18 October 2022
Amended:

Objective: This policy aims to provide guidance on the placement of memorials and plaques and the planting of commemorative trees in the shire.

Ensure that applications for memorials, plaques and trees are managed consistently.

Policy: This policy applies to the placement of memorials and plaques in the Shire of Corrigin owned or managed parks, reserves, public open space and streets and the planting of commemorative trees.

All memorials, plaques and commemorative trees placed on Shire of Corrigin owned or managed land will become Shire assets that are owned and under the care, control and management of the Shire.

This Policy does not apply to cemetery plaques.

Introduction

The Shire of Corrigin recognises that members of the community may wish to acknowledge or commemorate the contribution of a person or group of people to the service of the community with a memorial seat, plaque or tree.

Plaques and memorials in parks, streets and public open spaces will be limited to the following:

- An individual or association that has contributed significantly to the cultural, political or social development of the shire over a significant time eg. 30 years.
- A significant anniversary of an event unique to the history and development of the township or location.
- Historical or other information relevant to the site/location; and
- A public artwork of significance.

Applications

Applications will be assessed individually and will be subject to the following criteria and conditions:

- Applications for memorial must be received in writing to the Shire.
- Location of the memorial seat, plaque or tree will benefit the community.
- Size and design of the plaque must be appropriate to the location.
- Shire staff will coordinate the purchase, design, installation and maintenance of the plaque, street furniture or tree.
- Placement of the memorial seat, plaque or tree in shire owned or managed parks, reserves, public open spaces, or streets is to be determined by the Shire staff in consultation with the applicant.
- Applicants are to meet the cost of the purchase and installation of furniture, plaques and trees.
- Costs are to be determined on a case by case basis and applicants will be advised the costs prior to the application being presented to Council for consideration.

- The Shire reserves the right to remove a memorial after the expiry of 10 years or if it falls into a state of disrepair. The Shire will use reasonable endeavours to contact the applicant/next of kin to return the plaque or memorial.
- If a memorial plaque or piece of furniture is vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them.

Existing Memorial Bench Seat Plaques

All existing memorials on benches across the shire will be transitioned to a 10 year grant from the date of approval of this policy.

The Shire will be responsible for all costs associated with the repair, maintenance and replacement of the bench.

At the expiry of the grant, the memorial plaque will be removed at the discretion of the shire and, where possible, returned to the first named original applicant or their nominated agent. The shire will retain the bench seat as a shire asset.

9 BUSH FIRE CONTROL

9.1 ROADSIDE BURNING AND SPRAYING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 20 August 1998
Amended: 15 October 2024

Objective: To ensure appropriate approvals are in place before any roadside maintenance occurs.

Policy: No roadside burning is allowed by any persons within the Shire without the approval of the CEO in consultation with the Chief Bushfire Control Officer or Deputy Bushfire Control Officer. Similarly, any application to use chemicals on road reserves for firebreak protection must be submitted to the CEO for approval.

Must ensure to check for any rare or endangered flora or fauna so they aren't affected before burning or spraying takes place

9.2 BUSH FIRE CONTROL

Policy Owner:	Governance and Compliance
Person Responsible:	Chief Executive Officer
Date of Approval:	15 November 2000
Amended:	17 October 2017, 18 October 2022

Objective:

- To minimise the risk of out of control fires
- To minimise the damage from fires
- To control burning within the Shire
- To ensure fire fighters receive adequate training
- To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

Policy:

The Council of the Shire of Corrigin is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

Bush Fire Advisory Committee

The Council is to establish a Bush Fire Advisory Committee.

The objectives of the Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Committee will advise the local government on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers and Harvesting Ban Officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee will meet twice yearly, (generally) once in March/April to elect officers and once in September/October to discuss pre-season requirements.

Restricted and Prohibited Burning Periods

The Bush Fire Advisor Committee will recommend to Council the Restricted and Prohibited Burning Periods.

Automatic Harvest and Movement of Vehicle Ban

The Shire of Corrigin will impose an automatic Harvest and Movement of Vehicle ban on the following days:

- Christmas Day
- Boxing Day
- New Year's Day

Burning on Sundays

Within the restricted burning period, no person is allowed to light a fire on Sunday without the approval of a Bush Fire Control Officer.

Easter

No burning is permitted on Good Friday and Easter Sunday.

Movement of Vehicle Ban – Contractors in Paddocks

Contractors carting lime, gypsum and fertilizers are allowed to enter into a property owners paddocks to unload at any time there is a total movement of vehicles ban in place, on the condition that a manned fire unit with at least 500 litres of water in attendance.

The land owner is to ensure due care is taken to minimise fire risk when unloading in a paddock.

10 HOUSING AND LAND

10.1 DOCTOR AND DENTIST RESIDENCE GARDEN MAINTENANCE

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 31 March 1989
Amended:

Objective: To ensure the Doctor and Dentist residences are maintained to a suitable level expected by the community, ratepayers and residents.

Policy: The Shire of Corrigin works staff will mow and maintain the lawns and gardens at the following residence as required:

- Doctors residence
- Dentist residence

10.2 PROCEEDS OF THE SALE OF INDUSTRIAL OR RESIDENTIAL LAND

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: 6 November 2002
Amended: 17 October 2017

Objective: To ensure funds are set aside for the future expansion of the Shire of Corrigin townsite.

Policy: The proceeds of the sale (less all annual loan repayments) of any residential or industrial land shall be placed in the Land Subdivision Reserve Fund.

10.3 TEMPORARY AND MOVEABLE ACCOMMODATION POLICY

Policy Owner: Governance and Compliance

Person Responsible: Chief Executive Officer

Date of Approval: 17 June 2025

Amended:

Objective: This policy provides guidance to support applications seeking an approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

Policy: **Scope**
This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with the Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries. If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Practice

This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered in the Commercial and Town Centre zones.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities

- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receipt of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

11 WORKS AND SERVICES

11.1 GRAVEL SUPPLIES – ROAD CONSTRUCTION

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 31 March 1989
Amended: 17 October 2017

Objective: To provide guidance on the sourcing of suitable Gravel for road construction.

Policy: It is Council policy that where possible gravel for road building not be obtained from road reserves.

Where gravel supplies are required for roadworks, the Manager of Works and Services is to source gravel from landowners close to the road requiring maintenance. The Manager of Works and Service should approach the landowner concerned at least one month prior to the time when the works are due to commence. This notice is necessary to give the landowner time to make any domestic arrangement in relation to stock, etc. An agreement must also be signed by the Shire of Corrigin and landowner.

If landowners are unwilling to allow Council access for the gravel reserves on their land, that it be Council policy to arrange a meeting with the Shire President and/or local Councillor, CEO and Manager of Works and Services. If the landowner is still unwilling to allow Council access then Council can proceed to resume the land to enable the gravel to be obtained following the required legislative process.

All gravel pits opened on private property are to be reclaimed before the plant moves to the next programmed job unless other firm arrangements are negotiated with the landowner.

All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Where proven, Council will consider compensation for crop loss on a 'case by case' basis.

11.2 ROAD HIERARCHY, MAINTENANCE AND RENEWAL POLICY

Policy Owner: Works and Services/Governance and Compliance
Person Responsible: Manager Works and Services, Executive Support Officer
Date of Approval: 15 October 2019
Amended:

Objective: The purpose of the Road Maintenance and Renewal Policy is to establish the framework for implementing consistent and equitable road management processes throughout the Shire of Corrigin.

Policy: Council aim is to provide a safe and secure road network that contributes to an improved quality of life for the community. The road network in the Shire of Corrigin is separated into various components and funded from different sources.

Background

Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council is committed to implementing a systematic management regime across the road network that falls under Council responsibility.

The aim is to strike a balance between optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context. Roads vary in their construction and the environment in which they are required to function. Competing demands for resources across a full range of Council services means that the resources available to undertake new construction work and maintenance activities may not always meet community expectations.

A strategic approach to road management will ensure Council delivers the highest level of service within budget constraints. Regional roads as identified in MRWA's "Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road" are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government grants (Roads to Recovery funding). Without these grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In terms of an overall Asset Management Process Council has adopted an Asset Management Plan Council Policies: 2.16 'Significant Accounting Policies' (noting that the policy addresses major depreciation periods for roads) and 11.3 'Road Maintenance' (noting that this policy replaces 11.3 'Road Maintenance'). This policy draws on elements of the Asset Management Plan and Council Policies and is also linked to the delivery of the community's priorities and expectations captured in Shire of Corrigin Council Plan 2025 - 2035.

Role of Council

With the high levels of road infrastructure assets held by the Shire in the areas of roads, streets, footpaths, kerbs, drains etc there is a need to define minimum standard roads which reflect and meet community needs but not necessarily community expectations.

The Local Government Act 1995 defines the role of Council as follows:

s2.7 . *Role of council*
(1) *The council —*

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*
- (2) Without limiting subsection (1), the council is to —*
 - (a) oversee the allocation of the local government's finances and resources; and*
 - (b) determine the local government's policies.*

With regard to the maintenance, renewal and upgrade of the road network, the role of Council is to assess the priorities and deliver a realistic and achievable program to the community based on available funding and resources.

Levels of Service / Intervention Levels

Levels of service describe what Council intends to deliver within an acceptable timeframe. Performance indicators and targets are used to measure how Council meets its obligations.

Factors such as the condition of the road asset, capacity and projected demands influence the Shire of Corrigin's ability to meet levels of service. Intervention levels are linked to the levels of service and define trigger points in asset conditions that determine the types of work to be carried out on an asset. The intervention levels and maintenance programs are the primary source of determining requests for service from members of the community. This approach aims to support consistent and equitable outcomes to our decisions.

The Shire of Corrigin will undertake a road inspection each year to monitor the condition of the road assets and assess whether the 10 Year Road and Footpath Program needs to be amended. Special attention is to be given to the maintenance of major transport and school bus routes. These routes should receive priority at the commencement of the winter maintenance grading season and at the beginning of the school year.

The schools and Public Transport Authority will be asked to provide up-to-date bus routes in February each year.

Risk Management

The identification and prioritising of risks will determine what resources are required to minimise any possible impact to the travelling public.

Budgeting

In formulating the road component of the Council annual budget, every effort will be made to allocate appropriate funding to maintain and enhance the long-term condition of the road network. Budget constraints and funding availability will determine the allocation of finances and resources and the implementation of policies and procedures associated with the road network.

Transport Infrastructure

Council has set standard roads which are expected to meet current and projected transport demand. Local Governments are under pressure to meet the expectations of transport operators for bigger, faster and heavier vehicles and must balance this demand against the limitations of funding and resources to upgrade and maintain the road network.

Many of the roads in the Shire of Corrigin have now been added to the Main Roads Heavy Vehicle – Restricted Access Vehicle (RAV) network. Council can request Main Roads WA (MRWA) to review the RAV rating at any time; however, in doing so, Council will have regard to the impacts of an increased RAV rating.

on the road network and the ability of the Shire to maintain a road to the RAV rating sought.

RAV rated roads have been assessed by MRWA and can be found on the MRWA website:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/rav.aspx>

Road Hierarchy

The following roads have been previously identified by Council as priority roads and are shown on a map in Appendix 5.

Road Name	2030 Road	Council Road Hierarchy Level	Length currently to Type 5 Standard** (km)	Length currently to Type 4 Standard** (km)	Length currently to Type 3 Standard*** (km)	Total Length (km)
2030 Roads – to be constructed to Type 5 Standard Road						
Babakin – Corrigin Rd	Yes	Priority Collector Route # 1	14.59	5.99		20.58
Bullaring – Pingelly Rd	Yes	Priority Collector Route # 2	8.45	9.32		17.77
Bullaring – Gorge Rock Rd	Yes	Priority Collector Route # 2	1.21	12.03	11.24	24.48
Bulyee Rd	Yes	Priority Collector Route # 1	11.98			11.98
Corrigin – Bruce Rock Rd	Yes	Priority Collector Route # 1	14.48	8.72		23.20
Corrigin – Narembeen Rd	Yes	Priority Collector Route # 1	12.14	1.21		13.35
Lomos South Rd	Yes	Priority Collector Route # 3	6.97			6.97
Quairading – Corrigin Rd	Yes	Priority Collector Route # 1	7.17	18.51		25.68
Rabbit Proof Fence Rd	Yes	Priority Collector Route # 1	16.64	12.66		29.30
Wickepin – Corrigin Rd	Yes	Priority Collector Route # 2	5.50	27.36		32.86
Walton St	Yes	Limited Rural Road	1.90			1.90
Yealering – Kulin Rd	Yes	Limited Rural Road	0.16	2.34	11.39	13.89
Total Lengths (2030 Roads)			101.19	95.80	22.63	221.52
Non 2030 Roads But Priority Collector Route Roads (Shire Hierarchy Policy)						
Bilbarin East Rd	No	Priority Collector Route # 3	0.26	10.51		10.77
Bilbarin – Quairading Rd	No	Priority Collector Route # 3		12.62	16.23	28.85
Barber Rd	No	Priority Collector Route # ?			19.00	19.00
Bendering Rd	No	Priority Collector Route # 3	0.71	21.34	5.78	27.83
Bulyee – Kweda Rd	No	Priority Collector Route # ?	0.03	0.15	8.26	8.44
Bulyee – Quairading Rd	No	Priority Collector Route # 3	0.46	14.40		14.86
Corrigin South Rd	No	Priority Collector Route # 1	1.71	15.48	9.41	26.60
Doyle Rd	No	Priority Collector Route # 1			4.39	4.39
Dry Well Rd	No	Priority Collector Route # ?	0.26	7.35	14.21	21.82
Gill Rd	No	Priority Collector Route # ?		14.47	0.1	14.57
Lomos North Rd	No	Priority Collector Route # ?			16.90	16.90
Total Lengths (Non - 2030 Roads)			3.43	96.32	94.28	194.03
Total Lengths (2030 & Non - 2030 Roads)			104.62	192.12	116.91	415.55
** Note : Type 5 standard is a sealed pavement to 7.0m seal width. Type 4 standard is a sealed pavement with seal width < 7.0m. *** Note : Type 3 standard is an unsealed (but paved) road. Note : Those roads shown with an unknown (?) Priority Collector Route level, are listed in Council's Road Maintenance, Renewal and Hierarchy Policy as Priority Collector Routes, but are not highlighted on the marked up Shire Road network plan which shows the level of Priority.						

The Council has set a road hierarchy and associated maintenance and renewal levels and standard road. Works staff will be required to meet and maintain these standard roads as a performance measure across the organisation. Roads may be defined as follows:

- Major roads - Generally these will be regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- Limited Local Roads - Generally unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as

school bus routes, harvest destinations and other factors will be considered.

- Feeder roads and streets - Generally are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

Road Name	Road type	Maintenance arrangements
Bilbarin East Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bilbarin Quairading Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Babakin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Barber Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Bendering Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bullaring-Pingelly Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bullaring-Gorge Rock Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bulyee-Kweda	Gravel Road	Grade edges once a year during winter if conditions allow
Bulyee Quairading Rd	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Corrigin-Bruce Rock Road	Wide Bitumen	Maintenance patching where required
Corrigin-Naremben Road	7m Wide Bitumen seal	Where required, grade edges once a year during winter if conditions allow
Corrigin South Road (and Doyle Road (West)	Half gravel road	Sections of the road will be graded once a year if conditions allow.
Dry Well Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Gill Road, Kunjin	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Lomos South Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Lomos North Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Quairading-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Rabbit Proof Fence Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Wickepin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow

Major Roads and Collector Roads

Performance Measures – Major Roads and Collector Roads

The priority given to road maintenance due to the importance of retaining and preserving the existing road at an acceptable standard and it is the primary level of service delivery for the transport needs of the community. Road maintenance of major roads and collector roads will be as follows:

- Maintenance grading of roads, cleaning of back cuts, drains and culverts at times of optimum moisture content is to be a priority in works programming. Maintenance grading is to include the use of rollers for compaction (where applicable).
- Every major road in the Shire is to be maintenance graded at least once per annum during the optimum moisture period (where applicable).
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. Bus routes are to be graded at least once per year and inspected on a regular basis. Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs (where applicable).
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface (where applicable).
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- Additional maintenance grading or remedial grading is to be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on school bus routes with these being inspected at least once a month.
- Guide posts and signs to be replaced as needed as part of the road maintenance program.
- Shoulders on bitumen roads to be maintenance graded in periods of optimum moisture. Work to include compaction and sweeping.
- Pothole repairs to be addressed within one week of being formally reported. This also applies to bitumen edge failures, culvert failures/blockages cleared and other road defects.
- All culverts and drains to be inspected prior to winter each year and any blockages cleared.
- Where back cuts can be identified on road verges these are to be graded at least once in each three years to retain the exemption under the Clearing of Native Vegetation Regulations and to provide a transport corridor clear of vegetation.
- Longitudinal and non-off drains on all roads are to be kept clear of vegetation and debris. Scouring is to be rectified as practical.

List of Limited Rural Roads

Road Name	No. Maintenance Grades per annum
Baker Road, Bullaring	1
Bartlett Road, Gorge Rock	1
Beeson Road, Bullaring	1
Branson Road, Gorge Rock	1
Boundary Road, Corrigin	1
Bullaring Railway Road, Bullaring	1
Bulyee Kweda Road, Bulyee/Kweda	1
Caley Nornakin Road, Corrigin	1
Caley Watson Road	1
Caporn Road, Adamsvale	1
Carruthers Road, Bullaring	1
Copestakes Road, Shackleton	1
Connelly Road, Corrigin	1
Corrigin - Wogerlin Road, Corrigin	1
Corry Road, Bulyee	1
Cowcill Road, Bulyee	1
Creek Road, Adamsvale	1
Crossland Road	1
Diamond Block Road	1
Dickinson Road, Kurrenkutten	1
Dilling Road, Corrigin	1
Dilling Railway Road, Corrigin	1
Dillon Road	1
Doyle Road, Bullaring	1
Duncanson Road, Bulyee	1
Dwarlaking Road, Bulyee	1
Elsegood Road, Bullaring	1
Fulwood Road, Gorge Rock	1
Gardners Road, Bulyee	1
49 Gate West Road	1
Georges Road, Kurrenkutten	1
Glenmore Road, Adamsvale	1
Gnerkadilling Road, Gorge Rock	1
Graham Road, Gorge Rock	1
Grylls Road, Kunjin	1
Harris Road, Kunjin	1
Hartley Road, Corrigin	1
Hewett Road, Kunjin	1
Hayes Road, Kurrenkutten	1
Heal Road, Corrigin	1
Hills Road, Corrigin	1
Hillside Road, Adamsvale	1
Hovell Road, Bullaring	1
Jenkyns Road, Kunjin	1
Jose Road, Corrigin	1
Jubuk Back Road, Kunjin	1
Jubuk North Road, Kunjin	1
Jubuk South Road, Kunjin	1
Kunjin South Road, Kunjin	1
Larkes Road	1
Lange Road, Gorge Rock	1
Ling Road, Kunjin	1

Lohoar Road, Adamsville	1
Martin Road, Kurrenkutten	1
Middleton Road, Gorge Rock	1
Morrell Road, Corrigin	1
Mooney Road, Bullaring	1
Mulcahy Road, Babakin	1
Munro Road, Kunjin	1
Nambadilling Road, Corrigin	1
Nornakin East Road	1
Old Kulin Road, Gorge Rock	1
Pannell Road (near) Wamenusking	1
Overheu Road	1
Parsons Road, Corrigin	1
Pontifex Road, Kurrenkutten	1
Polkinghorne Road, Kunjin	1
Poultney Road, Kunjin	1
Pruden Road, Kurrenkutten	1
Rafferty Road, Bullaring	1
Reed Road, Gorge Rock	1
Rigby Road, Bulyee	1
Rogers Road, Gorge Rock	1
Sedgewick Road	1
Schultz Road, Gorge Rock	1
Shackleton-Bilbarin Road, Bilbarin	1 (edge)
Simpson Road, Bullaring	1
Sharret Road, Adamsville	1
68 Gate Road, Bullaring	1
Shiple Road, Bullaring	1
Sorensens Road, Babakin	1
Smith Road, Kunjin	1
Szczecinski Road, Adamsville	1
Stones Road (near) Wamenusking	1
Stretton Road, Bullaring	1
Squiers Road, Bulyee	1
Swainston Road, Bullaring	1
Talbot Clark Road, Bullaring	1
Tilbee Road, Babakin	1
Tipton Road, Corrigin	1
Turnbull Road, Adamsville	1
Tulloch Road, Bilbarin	1
Watt Road, Bulyee	1
Walton Road, Bilbarin	1
Whittington Road , Bullaring	1
Williams Road	1
Willis Road, Gorge Rock	1
Wilson Road	1
Woods Road	1
Yates Road	1
Yealering-Kulin Road, Yealering	1
Yealering South East Road, Yealering edge	1
Vivian Road, Bullaring	1

Performance Measures - Limited Local Roads

The priority given to road maintenance is due to the importance of retaining and preserving the existing road to an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of Limited Local Roads will be as follows:

- Every limited rural road in the Shire included on the list below is to be maintenance graded at least once per year during the optimum moisture period. Compaction is to be part of the road maintenance process. All roads that are reconstructed are to be cleared to a width of 14 (fourteen) metres.
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. School bus routes will be inspected regularly and where-ever possible will be graded twice per year. Additional maintenance or remedial grading of school bus routes will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs.
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface.
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to culvert failures or damaged signs.
- This high priority designation has been given to renewal as this is a primary method of preserving and enhancing road assets in at least the existing standard road and it is the secondary level of service delivery for road infrastructure behind road maintenance.

Town Roads

Adams Street	Crossland Street
Airstrip Access Road	Dartee Street
Attwood Street	Davies Street
Bonds Road	Forrest Street
Boyd Street	Franklyn Street
Caley Way	Gayfer Street
Camm Street	Goyder Street
Campbell Street	Hill Street
Campbell Street West	Janes Drive
Centenary Avenue	Jose Street
Channon Close	Kirkwood Street
Connelly Parade	Larke Crescent
Courboules Crescent	Lynch Street
Kirkwood Street	Murphy Street
Larke Crescent	Newman Street
Lynch Street	Osborne Street
Knight Court	Rendell Street
Malcolm Street	Rolf Street
Mcandrew Avenue	Seimons Avenue
Mann Street	Scenic Lookout Road
Murphy Street	Spanney Street
Newman Street	Station Street
Larke Crescent	Talbot Street

Lynch Street	Tassell Street
Knight Court	Turner Avenue
Malcolm Street	Walton Street
McAndrew Avenue	Williams Road
Mann Street	

Feeder access routes

Gorge Rock Access	Town Laneways
Dry Well Road Spur Road	War Memorial Access
Bulyee Road Spur	

Performance Measures – Town Roads and Feeder Access routes

The priority given to road maintenance due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of feeder roads and streets will be as follows:

- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to bitumen edge failures, culvert failures or damaged signs.

Road Maintenance

Within the roads classifications works can be programmed based purely on asset preservation priorities and performance measures. Asset management priorities and delivery standard roads Council has and will focus on preservation methodologies across the transport modules to maximise community benefits through rigorous asset management.

The asset management processes will also be used to set performance measures across the organisation which is identifiable and quantifiable to ensure that nominated objectives and targets are met.

The provision of Sealed and unsealed road standards and are provided in Appendix 1 and 2. Appendix 3 provides guidelines for the temporary closure of unsealed roads during and after rainfall events.

To ensure continuity of road grading performance, the Policy also includes a Maintenance Grader Manual and declaration from the employee that they have read and understood the Maintenance Grader Manual at Appendix 4.

Road Renewal

Renewals must be properly considered in planning for the future and long term asset and financial management plans as failure to do so will result in the need for full or partial re- construction at a much higher cost then programmed renewals and ongoing maintenance.

The construction of major roads is almost always dependent on external source funding and work is generally at a high cost.

- a) Regional road grant applications to be a priority for renewal projects.
- b) Crack patching, pothole repairs and bitumen edge reinstatements and sealed road shoulder repairs to prevent edge drop-off and surface damage are to be programmed and done progressively.

Allocations of renewal expenditure will be based on retaining fit for purpose standard roads the road category traffic volumes, road safety and surface

deterioration levels. Priority is given to renewal projects in grant fund applications (regional roads and roads to recovery) as works will significantly extend both the life and the standard road of the road/street. Additional by renewal projects score more heavily in regional road funds through the multi criteria analysis than upgrade or expansion projects.

Consideration may need to be given to the use of asphalt as surface renewal on town streets as this provides a greater surface life, it corrects surface anomalies, improves road safety, improves drainage and significantly improves town site aesthetics. The use of asphalt may also need to be considered for intersections of feeder and major roads to protect the road surface in the turning circle of heavy vehicles. Crack patching, pothole repairs, bitumen edge reinstatements and the prevention of edge drop-offs are of prime importance in the asset preservation of sealed roads.

The capacity of the Shire of Corrigin to extend or enhance road assets under existing and projected financial resources is limited. The Shire of Corrigin receives significant funds from Roads to Recovery however there is no certainty that this fund will continue or be distributed at the same level and under the same conditions as it has been in the past.

Roads which have been upgraded or expanded over the past ten years have been identified and programmed for renewal and maintenance as these are likely to be high value assets and will need re-seals, re-sheets in the next ten years.

The 10 Year Road and Footpath Program and Asset Management Plan outlines the proposed maintenance, renewal and upgrade of roads and footpaths in the Shire of Corrigin from 2019 to 2029. This plan will be reviewed annually and adjusted according to available funds and changes in road condition, traffic volumes and transport requirements.

Road Expansion

This component of road programming is creating an enhanced and higher value asset in the first instance and it necessitates planning for maintenance and renewal in the second instance.

The enhanced/upgraded roads would generally fall under the feeder and major roads categories and are of strategic importance in dealing with the agricultural production freight tasks. The financial capacity to continue to create new assets or to add value to existing assets is under threat and may no longer be realistic, achievable or sustainable into the future.

Expansion programming should be justified and quantified by relevant data and not be based on assumptions or sector demand. Road counts to verify traffic volumes, types of vehicles and equivalent standard road axle use must be quantified by official road counts. Road counters will be in use for a minimum of 40 weeks per year in peak and low seasons as specified and required for Main Roads WA grant applications.

Road Counters are to be undertaken on the following basis:

- These are to be in operation across the Shire of Corrigin road network for a minimum of 40 weeks per year.
- Count periods for regional road grant roads are to be strictly in line with Main Roads WA guidelines and directions.
- Road count data is to be downloaded into the RAMM/Roman II system within one week hours of the count completion.

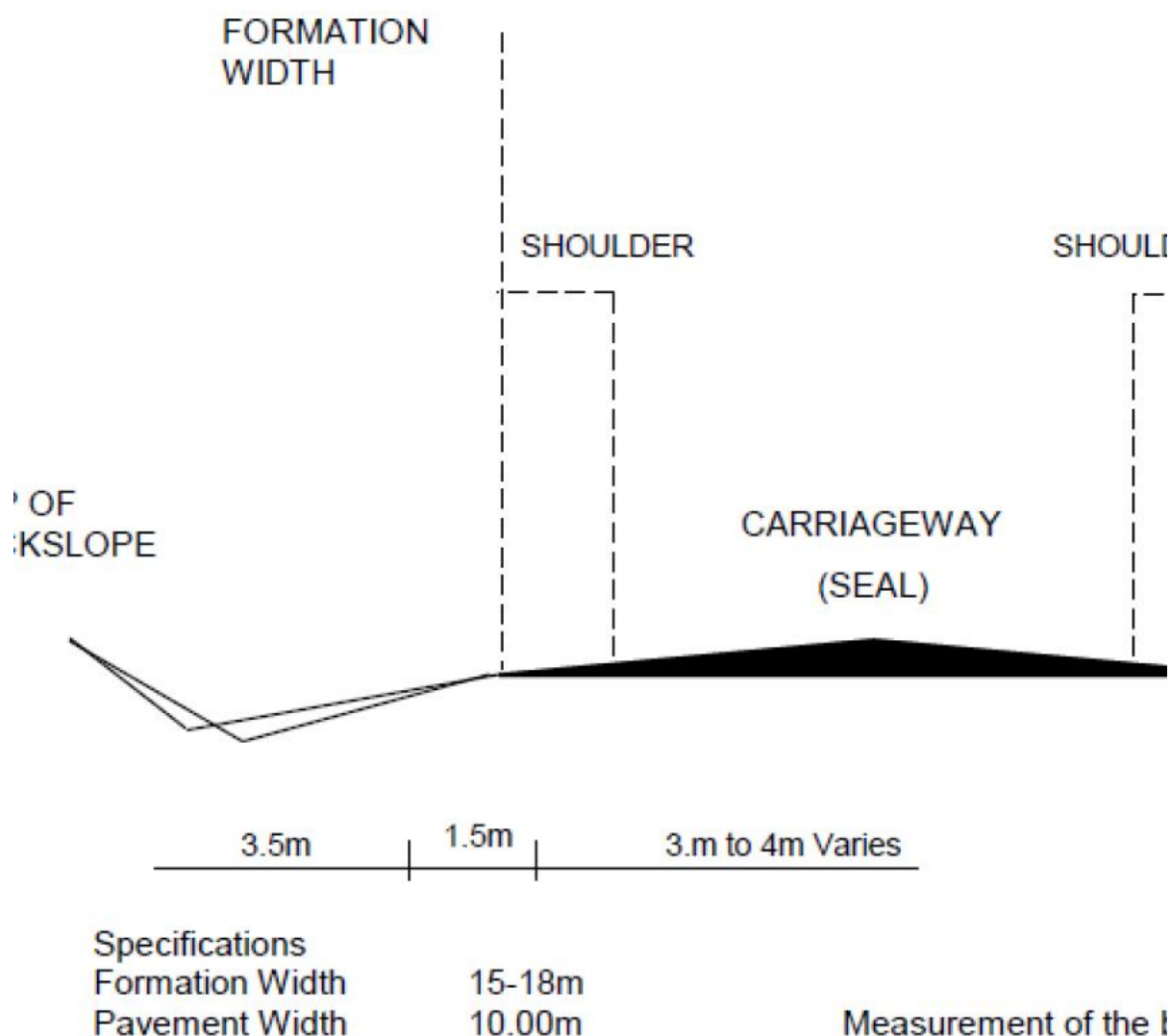
The priority given to road maintenance is due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community.

The road categories determined by Council are strongly supported by the road listings under *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road* which accredits the designated roads as regional roads with a qualification for funding under the State Agreement for regional road projects.

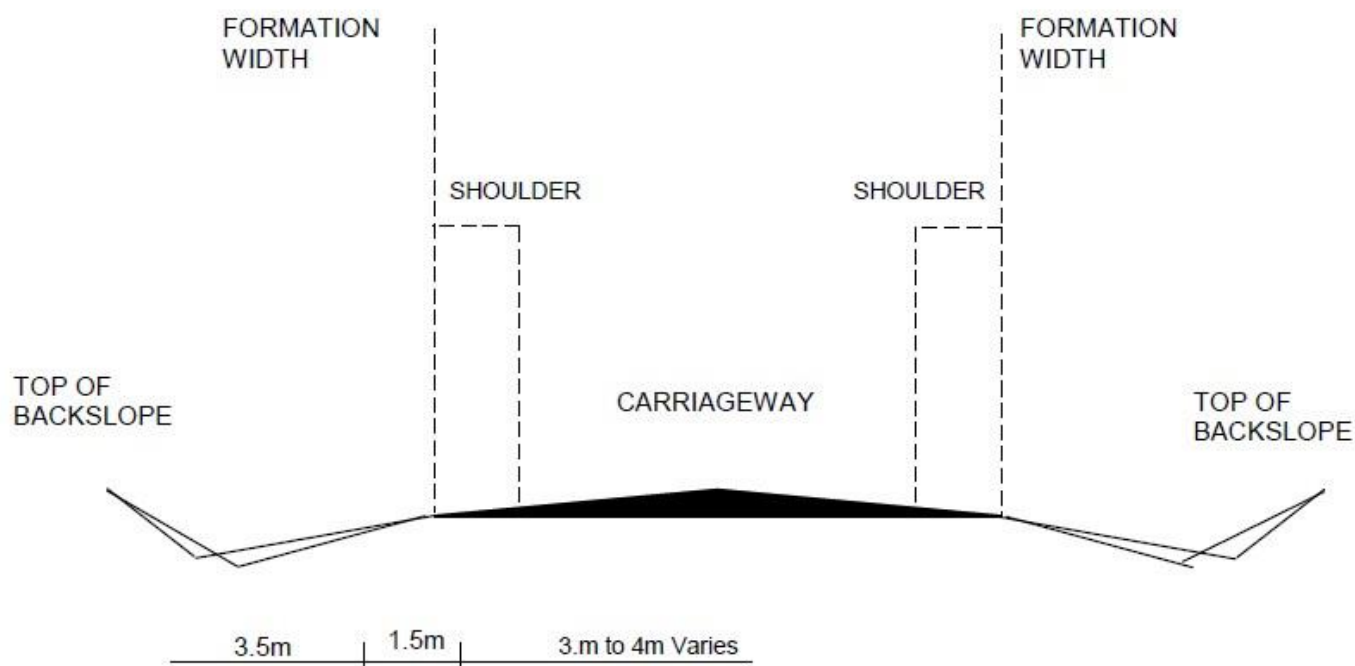
APPENDIX 1 Sealed and Unsealed Road Standards

The following provides a generic definition of the standard applicable to sealed and unsealed road construction and maintenance as follows:

ATTACHMENT 5.11(A) SEALED/UNSEALED ROADS ROAD PROFILE AND SPECIFICATIONS "A" & "B" CLASS ROADS



ATTACHMENT 5.11(B) UNSEALED ROADS ROAD PROFILE AND SPECIFICATIONS "C" CLASS ROADS



Specifications	
Formation Width	15-18m
Pavement Width	8.00m
Carriageway Width	6.00m
Shoulders	2 x 1.0m
Traffic Lanes	3.00m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope.

APPENDIX 2: Sealing of Unsealed Roads at Sealed Road Intersections

Policy

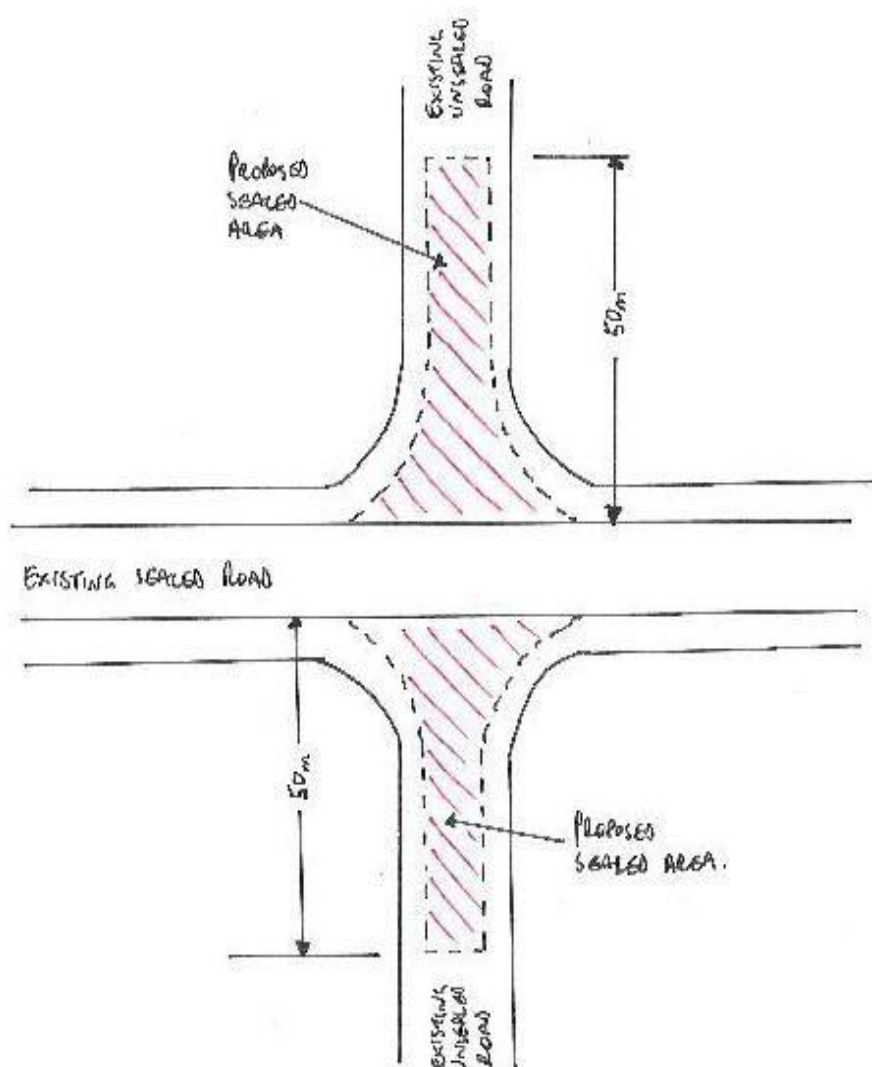
The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.

Objectives

To reduce maintenance costs of unsealed roads at sealed road intersections.

Guidelines

Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection. The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road. Each occurrence should be considered on its merits based on traffic volumes and maintenance history



APPENDIX 3 Temporary Closure of Unsealed Road During/After Rainfall Events

Policy

Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995*, and the *Local Government (Functions and General) Regulations 1996*.

Objective

To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.

Guidelines

Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.

Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining local governments, via notices will be posted at the Shire Administration Office the Shire Website, Facebook posts and where applicable, using the Harvest Ban text messaging service.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by the most efficient means possible.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the *Local Government Act 1995*. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the *Local Government (Function and General) Regulations 1996*.

APPENDIX 4 Maintenance Grader Manual

Machine Maintenance and Operations

- A pre start check of machine is to be under taken before machines are started.
- Blades are to be rotated at the drivers' discretion to gain maximum life out of the cutting edge. When changing your blades always have the assistance of another person.
- When turning the blade check to make sure that blade does not come into contact with the steps, tires, any hydraulic fittings or the under body of the machine.
- The machine is to be greased at least every second day or every ten machine hours. Air cleaner is to be checked and cleaned out on a regular basis, do not go by the dust indicator on the side of the air cleaner. Make sure that the air cleaner to the air conditioning unit is checked regularly and cleaned.
- Tyre pressure is to be kept at the right pressures for the machine. If you are not sure ask your supervisor.
- Starting and all operations of machine are to be done only when you are sitting in the operator's seat.
- Keep windows clean at all the times so that your vision is not impeded. Keep inside of machine clean at all times so that the operations of the machine can be carried out in a safe manner.
- Do not move machine forward or in reverse until you have made sure it is safe to do so.
- Before shutting down the machine lower rippers and blade onto the ground. Always put your handbrake on when leaving machine unattended.
- Never place any part of your body under the blade or ripper if they are in the raised position.

Daily Operations

- It is expected that a minimum of five (5) kilometers of road (Winter Grade) is completed in a normal working day inclusive of all 7 cuts and drains.
- The fuel truck is to be filled at the end of the working day.
- Report all damage to your supervisor.
- If conditions are too wet, stop work and contact your supervisor
- The machine is to be parked in a clear area so not to cause an obstruction to the public or cause a traffic hazard.
- If signs and guide posts are observed to be missing or damaged, record the type and location and pass on to your supervisor.
- When grading past culverts ensure that you do not hit the top of the culvert and damage it. If damage does occur, record the details and pass on to your supervisor.
- All floodways are to be cleaned of any grass or overburden, windrows are not to be left that restrict the flow of water

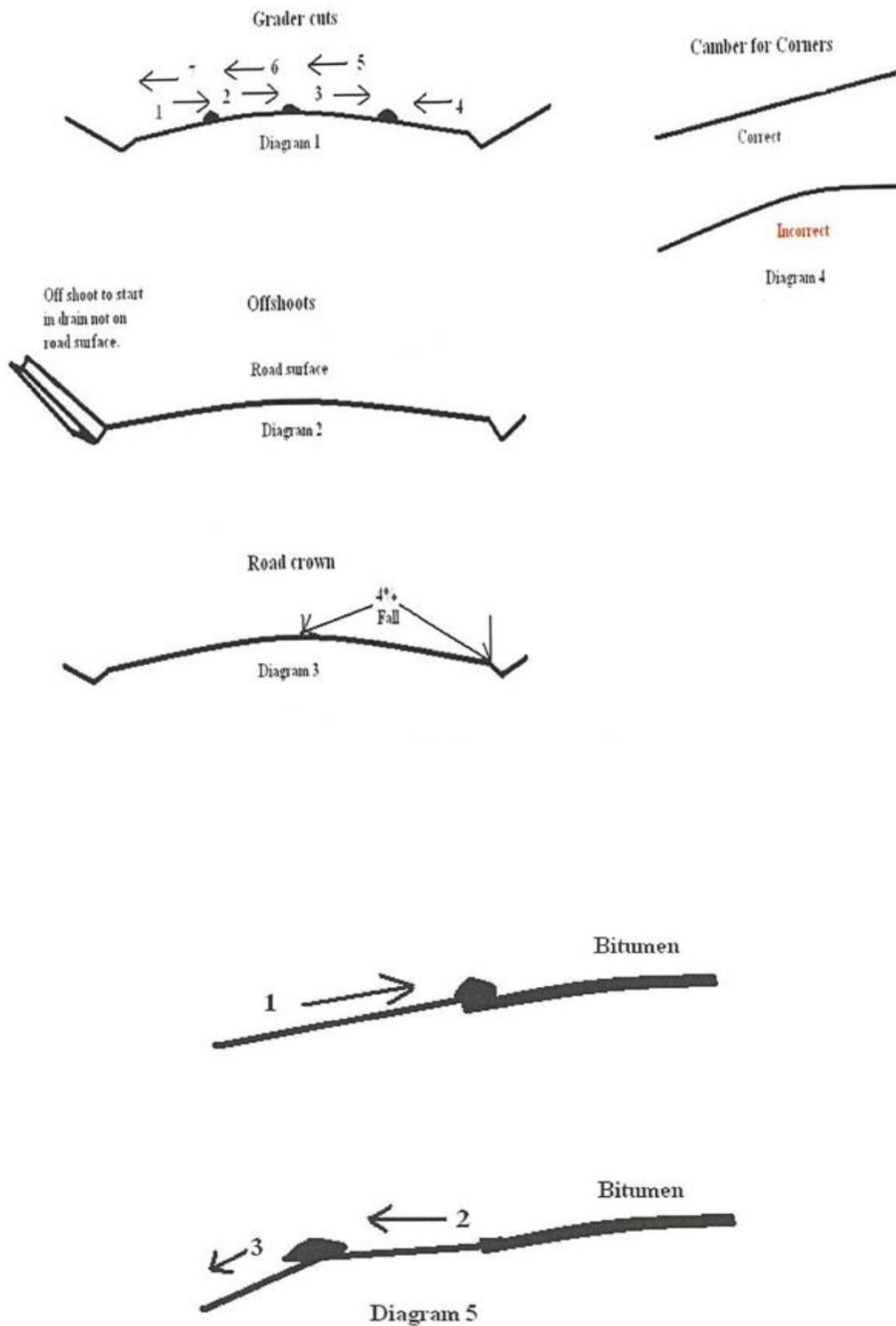
Maintenance Grading Guide

- **Winter Grades;** are to be three (3) cuts across road and four (4) back as can be seen on diagram below this may vary according to the width of the road.
- Traffic Management Plans for maintenance grading shall be in place prior to the commencement of grading. Flashing lights are to working at all times.

- The first grader cut should be started on the opposite side of the road to where the final cut was made when it was last graded. (This will stop one side of the road losing its coarse base).
- All grass is to be graded off road before grading is to start.
- A crown with a least a 4% fall is to be maintained at all times. As shown on diagram below. We do not want flat roads.
- Where the batters on a road can be graded without damage to machines they are to be battered. If trees or shrubs are causing a traffic hazard they are to be removed. If a grader cannot do the job report it to your supervisor.
- If a load of gravel is needed to fill in potholes or a wash away, request for a load of gravel and repair damage while you are there.
- There is to be no windrow left at the completion of the grading. All rocks and sticks are to be removed off the road surface.
- Any excess soil is to be graded up the batter.
- No loose sand or rocks are to be left in the middle of the road, if it can't be compacted grade it off.
- All curves in the road surface are to be free of any loose stones or gravel.
- All cambers on the bends in our roads are to be maintained as can be seen on diagram below and shall not be graded so that there is a crown in the middle of the road.
- All off shoots to be cleaned out so that water will flow out the back of them. They are to be graded in a way so that the soil is not flat and water will flow down them not over the top of them. At least 2 cuts is preferred
- In order to avoid causing a traffic hazard, the start of an offshoot is not to start on the driving surface of the road, but in the drain as shown on diagram below.
- Windrows are not to be left so as to obstruct driveways, gateways or across intersections.
- To prevent the formation of potholes, all roads are to be graded up to all sections of bitumen
- Shrubs or grass affecting the line of site on a bend shall be removed for a distance of 180 meters.
- **Summer Grades;** are to be four (4) cuts across the road with the windrow left on the side of
- the road. Cuts are to be made in the windrow to allow water flow into the off shoots. To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks.
- The roller should be behind the grader on cut 1 compacting the windrow into the bitumen edge.
- A minimum amount of soil should be placed on the bitumen. Note: if the shoulder does not have enough width, lift the blade to ensure the windrow falls on the edge of the bitumen.
- The roller should make at least two passes following cuts two (2) and three (3).
- If grass covers the bitumen, cut it off prior to the commencement of grading.
- All offshoots should be cleaned out.
- To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks. If there is too much soil left on the road following grading, contact your supervisor to arrange the road to be swept.

Bitumen Shoulder Grading

Is to be done with one (1) cut up to the bitumen and two cuts off the bitumen as shown on the diagram below



Manager of Works and Services

The employee has been instructed on the contents contained in the Shire of Corrigin Maintenance Grader Manual and issued with a copy.

Signature of Manager of Works and Services

Date

Employees Declaration:

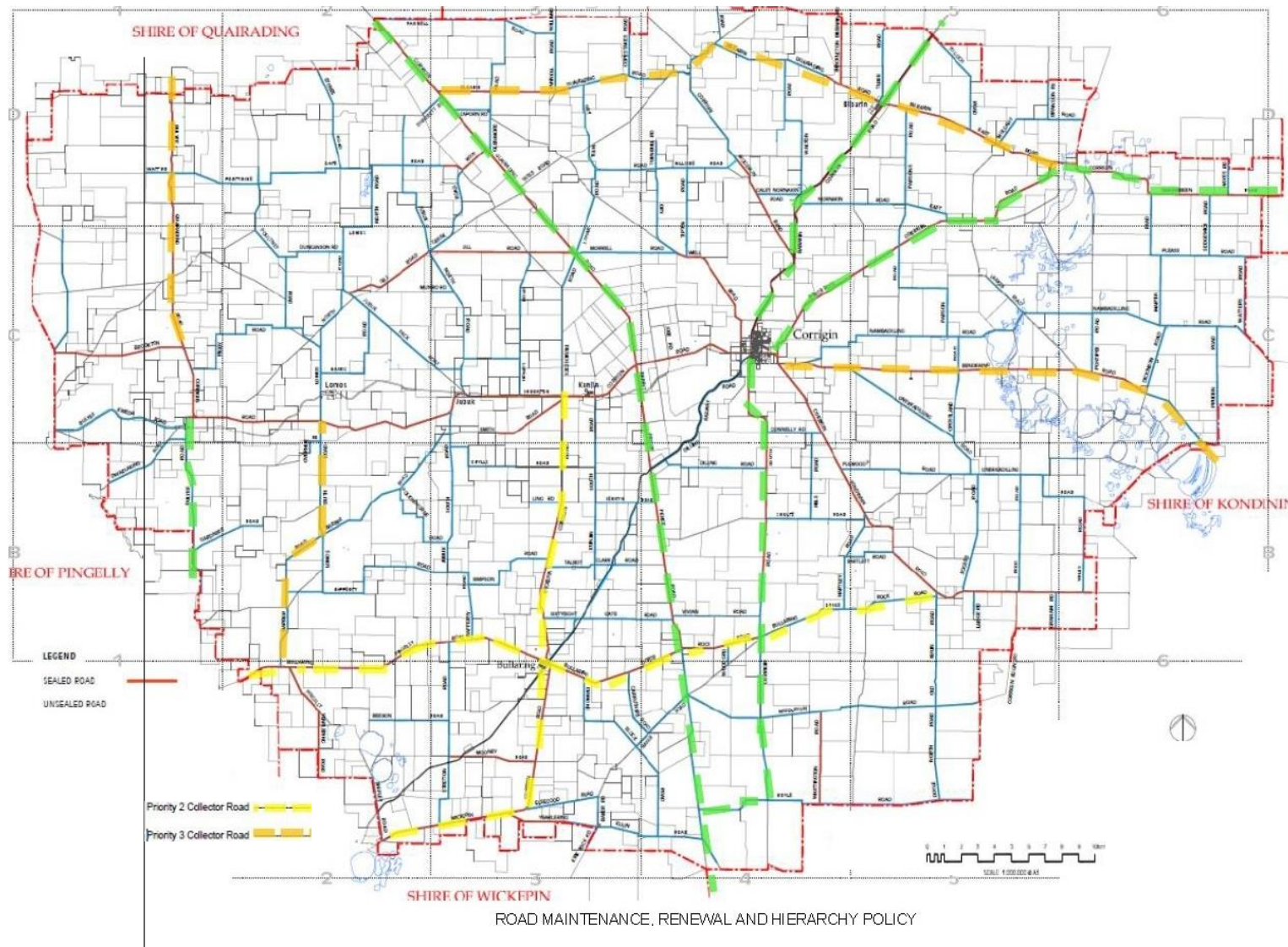
I have received the Shire of Corrigin Maintenance Grader Manual and been instructed on its contents. I declare that I have read and accept the information and requirements contained in the Shire of Corrigin Maintenance Grader manual.

Employee Name

Signature

Date

APPENDIX 5 Road Hierarchy



ROAD MAINTENANCE, RENEWAL AND HIERARCHY POLICY

11.3 ASSESSING APPLICATIONS TO OPERATE RESTRICTED ACCESS VEHICLES (RAV) ON LOCAL GOVERNMENT ROADS

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: 19 March 2019
Amended:

Objective: The objective of this policy is to provide guidance when assessing an application to add or amend a road on the Restricted Access Vehicle network.

Policy: This policy authorises the CEO to conduct a preliminary assessment of RAV applications to ensure there are no obvious issues that would deem RAV access unsuitable and provide Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network. If the road is deemed unsuitable it may be considered for a Restricted Local Access Permit (RLAP), or the matter brought to Council for consideration.

Background

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a Permit.

Operators may apply to add or amend a RAV route. It is Main Road WA's policy to consult with Local Governments before adding or amending a RAV route. The Shire of Corrigin may request that Main Roads WA consider certain conditions for the RAV route.

Statutory Authority

Road Traffic (Vehicles) Regulations 2014

Road Traffic (Vehicles) Act 2012

Road Traffic (Administration) Act 2008

Road Traffic (Administration) Regulations 2014

Road Traffic Code 2000

Land Administration Act 1997 (Sec 55) Local Government Act 1995

Main Roads Act 1930

Assessing Support

The Shire of Corrigin must first determine if it supports the application and an assessment is to be undertaken by the Manager of Works, suitably qualified officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.

The following criteria should be considered.

- Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
- What is the designated Main Roads hierarchy?
- Does the route provide connectivity to activity centres?
- Does the route provide connectivity to the State road network?
- Is the proposed RAV rating consistent with the connecting routes?
- If the route crosses into adjacent Shires, have they been

consulted?

- Are there alternative routes that would be preferable for the RAV access?
- Does the route impact community facilities e.g. schools, hospitals and town sites?
- Will the proposed access impact public safety?
- Is the proposed access likely to result in extraordinary damage to the road pavement?
- Consult the Local Government Heavy Vehicle Charging Policy.
- Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
- Are there any known physical or topographical constraints?
- Is the road listed in ROADS 2030?

A preliminary assessment will be conducted using the following criteria:

- Road width assessed to ensure the road is suitable for the level of RAV access being requested.
- Steepness of longitudinal grades assessed to ensure they are within the specified limits.
- Stacking and sight distances of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements.

Operating Conditions

Standard Operating Conditions

The Shire of Corrigin may recommend that operating conditions be applied as a condition of the support for a RAV assessment. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines).
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where

direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick- ups have been completed on the road.

8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 condition.

Other Operating Conditions

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.
- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

Restricted Local Access Period Permit

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider recommending to Main Roads that the application be considered for a Restricted Local Access Permit (RLAP). The RLAP provides access to the final destination of a particular transport task. This may include access to a farm gate or local business. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

Timeframe

The Shire of Corrigin will endeavour to return the assessment to Main Roads within four weeks of receipt. If Main Roads do not receive support from the Shire of Corrigin within three (3) months, it is acknowledged that Main Roads may undertake an assessment of the road and add to the relevant network if deemed suitable.

11.4 CROSSOVERS AND MINIMUM STANDARDS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: 15 October 2024
Amended:

Objective: To provide financial assistance for constructing vehicle crossovers to private properties within the Shire of Corrigin, while ensuring that all crossovers and footpaths meet required quality and safety standards, thus balancing cost-effectiveness for property owners with maintaining high infrastructure standards.

Policy: Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

1. Where —
 - a) a local government —
 - i. under regulation 12 constructs or approves the construction of; or
 - ii. under regulation 13(1) requires the construction of,
 a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
 - b) the crossing is the first crossing in respect of the land; and
 - c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

2. In subregulation (1) —

first crossing, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 of the *Local Government Act 1960* as in force at any time before 1 July 1996;

standard crossing means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

1. Subsidy for Crossovers

• Rural Crossovers

- Free Crossover: Council will provide one standard culvert crossover free of charge and, where necessary, the required pipework to protect the Shire's road assets.
- Additional Crossovers: If additional crossovers are required, Council will provide the labour to install the culvert, while the landowner is responsible for the cost of the culverts.
- Standard Specification: A standard rural crossover must be 8 metres wide.

• Townsite Crossovers

- Subsidy: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.
- Additional Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

- Replacement Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

2. **Minimum Standards for Crossovers and Footpaths**

2.1 Footpaths/Dual Use Paths

Footpaths and dual use paths are to be constructed in concrete with the following specifications

- Depth: 75mm
- Concrete Strength: 25MPa
- Width: Up to 2.0m

2.2 Townsite Crossovers

Standard Crossing Specifications:

- Types
 - A 150mm compacted and water-bound road base driveway, sealed with two coats of bitumen and topped with an approved aggregate.
 - A minimum of 75mm reinforced concrete over a compacted sub-base.
 - Alternatively, other types as approved by Council.
- Width Requirements
 - Residential: 3.0 meters
 - Commercial: 4.0 meters
 - Light Industrial: 6.0 meters
 - Heavy Industrial: 6.0 meters
 - Service Stations: 7.5 meters
- Radius: Each crossing should include a 1.5-meter radius “fishtail” onto the kerb line.
- Gradient: A positive gradient of 2% is required for the first 1.5 meters from the kerb line.

Council Contribution:

The Shire will contribute to one crossover per property only. If the ratepayer elects to construct a crossover, the Council contribution will not exceed 50% of the cost of the crossover, as defined in Council Fees and Charges Schedule. The square meter calculation is based on the length (from the road kerb to the property line) multiplied by the nominal width. Ratepayers must provide documents stating the full cost of the crossing.

11.5 VEGETATION ON NEW FENCE LINES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 15 November 2000
Amended:

Objective: To provide guidance on the clearing of vegetation on new fence lines within the Shire of Corrigin.

Policy: When farmers or landowners are installing a new fence, they are not to remove any vegetation on the road reserve, other than within 1 metre of the survey line with all debris to be placed on the farmer's property.

11.6 ROAD NAME CHANGES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 15 November 2000
Amended:

Objective: To provide easy identification of Shire roads.

Policy: Except as provided below, a road name shall not be proposed for a new existing road if that road name is currently in use within the Shire. This includes the use of:

1. like-sounding names e.g. names with the addition/deletion of "s"; or
2. same name with a different suffix, e.g. road as opposed to street;
3. where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approved reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Corrigin area and its neighbourhood;
- persons having a distinguished record of achievement within the Shire's history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into a reserved road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by applying to Council stating their reasons, and Council is to write to all landholders adjoining the affected road to obtain their views.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

11.7 COLLECTION OF NATIVE SEED AND PLANTS IN SHIRE OF CORRIGIN

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: 20 October 2020
Amended:

Objective: This policy provides guidance on the collection of native plant material and seeds from land under the control and management of the Shire of Corrigin. Native plants are a valuable resource and this policy provides regulatory framework for issuing native plant material collection permits to ensure sustainable collection activities.

Policy:

The policy applies to:

- All applicant's requesting permission to collect native plant material pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*, including both commercial and non-commercial harvesters;
- All persons collecting plant material for non-scientific activities such as, but not limited to revegetation activities, bush food and floral art.

Policy Detail

Native Seed and Wildflower Specimen Collection

The following conditions are to be adhered to:

- All collectors of native wildflower seeds are to be licensed according to the *Wildlife Conservation Act 1950* and will abide by the conditions of the licence.
- Approval is granted for a one (1), two (2) or three (3) year period only commencing 1 July and is to be specified on application.
- Collection is only to be undertaken by the licence holder and may not be delegated to others.
- Appropriate hygiene procedures will be followed and adhered to at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation or erosion.
- A portion of the Native Seed collected from within the Shire of Corrigin (approximately 10%) of is to be provided to the Shire of Corrigin for the replanting of native park and gardens within the shire and failure to do so will result in cancellation of approval and licence.

Definitions

Native plant material: means all plants in reserves but does not include any plant that is dead.

Plant: for the purposes of harvesting, includes flowers, seeds, fruits and any other part of the vegetation

Licence holder: is the person authorised to collect native plant material on land as applied for through an application for Flora Taking (Commercial) Licence – Crown Land with the Department of Biodiversity, Conservation and Attractions.

Related Legislation

Regulation 101 of the Biodiversity Conservation Regulations 2018

101. Access to land (licensees)

1. In this regulation designated activity means any of the following activities —

- a) taking, disturbing, releasing, feeding, or processing fauna;
 - b) taking, possessing for supply, or processing flora.
2. A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without the written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Local Government Act 1995 section 5.42

5.42. Delegation of some powers and duties to CEO

1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - a) this Act other than those referred to in section 5.43; or
 - b) the *Planning and Development Act 2005* section 214(2), (3) or (5).
(illegal development) * Absolute majority required.
2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 section 3.54

Reserves under control of local government

1. If land reserved under the [Land Administration Act 1997](#) is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under *section 5 of the Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Land Administration Act 1997

46. Care, control and management of reserves

1. The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Parks and Reserves Act 1895

5. Boards' specific functions

1. In the exercise of its general powers in respect of the land placed under its control, a Board may, among other things, do as follows —
 - a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof; and
 - b) construct dams and reservoirs for the retention and formation of sheets of water thereon; and
 - c) otherwise improve or ornament the land, and do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment; and
 - d) establish and maintain zoological gardens therein; and
 - e) grant licences for the depasturing of animals on the land, and take for the same such fees as the Board may, by any by-law, from time to time appoint; and
 - f) grant licences for the removal of any sand, gravel, or other earth or mineral, and for cutting and removing wood under such restrictions,

and at such reasonable price, or such weekly, monthly, or yearly sum as the Board may think fit.

- (1a) A Board shall not grant a licence under subsection (1)(e) or (f) unless —
- a) the approval of the Minister has been first obtained; or
 - b) the purpose for which the land the subject of the proposed licence is placed under the control of the Board is specifically that for which the licence is proposed to be granted.
2. Nothing in this section contained shall be construed to limit the general powers of a Board.

12 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

12.1 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

Policy Owner: Governance and Compliance

Person Responsible: Environmental Health Officer

Date of Approval: 18 October 2011

Amended:

Scope: The Department of Health (WA) administers the *Food Act 2008* (The Act). The Shire of Corrigin is a designated enforcement agency under the provisions of the Act.

The objectives of the Act as defined in Section 3 of the Act include the following:

- to ensure food for sale is both safe and suitable for human consumption,
- to prevent misleading conduct in connection with the sale of food,
- to provide for the application in the State of the Food Standards Code.

The Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act, 1991* of the Commonwealth of Australia. Enforcement of the Food Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly the Department of Health (WA) and the Shire of Corrigin are committed to ensuring there is a high level of compliance with the Food Act and Regulations.

This policy sets out the Shire's policy on compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act in a manner that is:

- Authorised by law;
- Procedurally fair;
- Accountable and transparent;
- Consistent; and
- Proportionate.

The policy recognises that most food businesses want to comply with the law and produce food that is safe and correctly labelled. The compliance and enforcement role of the Shire of Corrigin is to protect consumers from a minority who may not act in the interests of food safety.

The enforcement options of this policy are not required to be enacted on food businesses who act responsibly and it is the Council aim to provide education to food handlers to maintain the safety of food products produced or sold within the Shire of Corrigin.

It is however important that these enforcement options are clearly understood so that any action the Council takes against a food handler or food premises is within the scope of the law and is appropriate for the given circumstances.

The range of offences under the Act and Regulations vary greatly in their seriousness and accordingly a variable range of penalties and enforcement options that are available under the Act and Regulations.

This policy describes the options that are available and provides details of the matters that will be considered in their application toward achieving the objectives of the Act.

This policy also sets out the principles the Council will apply in its compliance and enforcement activities. Breaches of the Act are classified as criminal offences and penalties of up to \$500,000 and/or two years imprisonment apply.

Objective: The objectives of this policy are:

- To provide transparency to consumers and industry on how the Shire of Corrigin will make decisions on enforcement action;
- To guide decision making and action by Council Officers in the use of enforcement options;
- To use regulatory implements in such a way as to best achieve the Council strategic and operational objectives.

Compliance and Enforcement Principles

As a regulatory authority the Shire of Corrigin will endeavour to:

- Act in the public interest;
- Act consistently, impartially and fairly according to law;
- Promote consistency through effective liaison with field staff and the adherence to policies and procedures;
- Ensure we do not discriminate on the basis of race, religion, sex, national origin or political association;
- Ensure that enforcement action is taken against the right person for the right offence;
- Ensure that all relevant evidence is placed before the courts or appeals tribunals;
- Make food businesses aware of their legal obligations through the widest possible dissemination of information;
- Explain the benefits of compliance to food businesses and discuss specific compliance failures or problems;
- Provide advice on mechanisms that can be used by food businesses to improve compliance;
- Confirm advice in writing when requested and provide written advice in a clear and simple manner, explaining what and why remedial work is to be undertaken, over what time period and ensure that all legal requirements are clearly explained;
- Advise proprietors of their right of appeal where provided by law;
- Provide alleged offenders with an opportunity to discuss the circumstances of their case; and
- Seek the support of industry leaders to influence compliance levels.

Decision Making Criteria

Each case will be considered individually and the appropriate enforcement action to be taken determined on the particular circumstances of the case.

The Prosecution Policy of the Commonwealth states:

“The objectives previously stated – especially fairness and consistency – are of particular importance. However, fairness need not mean weakness and consistency does not mean rigidity.

The criteria for the exercise of this discretion cannot be reduced to something akin to a mathematical formula; indeed it would be undesirable to do so. The breadth of the factors to be considered in exercising this discretion indicates a candid recognition of the need to tailor general principles to individual cases” (1)

The following issues need to be considered and balanced in making a decision as to the type of enforcement action, if any, that is applied:

- The knowledge of the alleged offender as to the consequences of their actions;
- The degree of care taken by the alleged offender to ensure they did not commit an offence;
- The capability of the alleged offender to understand, cope and comply with the relevant requirements;
- The alleged offender's antecedents and background, including culture and language ability;
- The openness, honesty and cooperation demonstrated by the alleged offender;
- The contrition demonstrated by the alleged offender;
- Any mitigating or aggravating circumstances;
- The culpability of the alleged offender and role played by other parties that may have contributed to the offence;
- The timeliness, the age, duration and magnitude of the offence;
- The totality of offences that may have been allegedly committed;
- The proportionality of the selected enforcement option so that the action will not be unduly harsh or oppressive;
- The prevalence of the alleged offence within the industry and any need for a deterrent effect;
- The difficulty and resources expended by the Shire of Corrigin in investigating and proving the elements of the particular offence or the type of offence;
- The efficiency and cost to the Shire of Corrigin of the compliance and enforcement option that is used;
- Whether the enforcement action required to achieve the objectives of the Act are appropriate;
- Whether or not the enforcement action would be perceived as counterproductive – for example, by bringing the law into disrepute;
- Whether or not the offence is of considerable general public concern;
- The necessity to maintain public confidence in the enforcement of the Act;
- The existence of any risk to public health and the nature and extent of that risk;
- The extent to which consumers have been defrauded;
- The need to protect the consumers either in or visiting the Shire of Corrigin.

The overriding consideration in taking enforcement action will always be the public interest.

(1) Commonwealth Director of Public Prosecutions 2004, Prosecution Policy of the Commonwealth.

Privacy

The Shire of Corrigin must observe the privacy principles set out in the *Freedom of Information Act 1992*. Information relating to compliance and enforcement action will generally be made available only where consistent with the *Freedom of Information Act 1992* and Section 121 of the *Food Act 2008*.

Policy

Application of Compliance and Enforcement Options

A range of compliance and enforcement options are available to Authorised Officers. This section gives guidance on when these options may be applied. The

decision-making criteria outlined in Section 3 will be considered in deciding which, if any, enforcement action is appropriate in each case.

Types of Compliance and Enforcement Action

The compliance and enforcement options available to Authorised Officers include:

- Verbal advice;
- Warning letters;
- The issuing of a statutory Improvement Notice which requires cleaning, repair, replacement, revision of food safety program, implementation of a food safety program or implementation of the Food Safety Standards;
- The issuing of a Prohibition Order which controls certain activities where there is failure to comply with an Improvement Notice or to prevent or mitigate a serious danger to public health;
- The seizure of food, vehicles, equipment, and labelling or advertising materials which do not comply with a provision of the Act or Regulations;
- The issuing of a Penalty Infringement Notice;
- The institution of proceedings in the Magistrates Court;
- Request for court orders for corrective advertising by a person found guilty of an offence;
- Publication of the names of offenders immediately after conviction.

Verbal Advice and Warning

Authorised Officers will routinely give advice on compliance to food businesses. This advice will relate to principles of food safety and explain the benefits of compliance or the purpose of the law. Verbal warnings should normally only be given for extremely trivial offences, where the offence is only of a technical nature or where there is insufficient evidence to justify a warning letter.

Written Warnings

Where there is evidence that minor breaches of the Act have occurred, written warning may be issued at the discretion of the Authorised Officer. Written warnings may be inappropriate where there are a large number of minor offences on one occasion within one food business. Similarly written warnings will not normally be issued for a series of offences within a relatively short period of time or in those cases where written warnings have previously been issued.

The totality of the offences should be considered in deciding the appropriate course of action. Where significant non-compliance is evident, more significant enforcement action may be appropriate.

Warning letters will detail the exact nature of the offence, required remedial action, cite relevant clauses of the legislation, and specify the maximum penalty for the offence and the intention of the Council to enforce the legislation. Warning letters will be followed-up within no less than 3 months to ensure the required actions have been taken. Further written warnings will not be issued for a subsequent similar offence except in exceptional circumstances.

Improvement Notices

Authorised Officers may serve Improvement Notices under Section 63 of the Act. An Improvement Notice is an order that may require, in relation to premises, food transport vehicles or equipment, cleaning, repair, replacement, and relating to the handling of food, revision of a food safety program, implementation of a food safety program or implementation of the Food Safety Standards. The orders may also require food to be handled in a specified way or for a specified purpose.

Improvement Notices should be issued with the same considerations as for a warning letter but should also only be used where there is an intention to proceed to a Prohibition Order following non-compliance with that Improvement Notice. In other circumstances a warning letter or other enforcement options should be considered.

An Improvement Notice must specify the specific legislative provision to which it relates and may specify the particular action to be taken by a person. The Improvement Notice must specify the date by which compliance must be achieved.

While extension of the date of compliance is at the discretion of the Authorised Officers, extensions of time for compliance will not be granted for matters related to cleaning or food handling without the prior approval of the CEO. Appeals concerning Improvement Notices will be considered by the CEO.

Improvement Notices must be served on the proprietor of the food business. The person on whom an Improvement Notice has been served must be provided with a copy of the Improvement Notice upon request. Should the proprietor wish to seek an extension of time for compliance, that request must be in writing stating the reasons the extension is being sought. That request is to be submitted to the Shire of Corrigin before the date of compliance as indicated in the Notice.

Improvement Notices are differentiated from warning letters in that they are a statutory notice that may lead to the issuing of a Prohibition Order under Section 65 of the Act. The issuing of an Improvement Notice does not preclude the issuing of a Penalty Infringement Notice or the institution of court proceedings in circumstances where these types of actions may be warranted.

Prohibition Orders

Prohibition Orders may be issued where an Improvement Notice has been issued and there has been a failure to comply with the Improvement Notice by the date of completion **or** where the issue of a Prohibition Order is necessary to prevent or mitigate a serious danger to public health.

A Prohibition Order will take a form that prohibits the handling of food on specified food premises, vehicle or equipment, or that food is not to be handled in a specified way or for a specified purpose.

It should be noted that Section 8 of the Act defines food handling very broadly, including activities such as collection, transporting, storing or displaying food. Breach of a Prohibition Order will normally result in prosecution.

A Prohibition Order will remain in place until a Certificate of Clearance is issued following a written request for an inspection. An inspection will be undertaken within 48 hours of a written request being made by the proprietor of the food business to the Shire of Corrigin or to the Authorised Officer who made the order. If an inspection is not made within 48 hours of the written request for an inspection, a Certificate of Clearance is deemed to have been granted.

Section 69 of the Act provides for appeal to the State Administrative Tribunal (SAT) if there is a refusal to issue a Certificate of Clearance. Section 70 of the Act provides for compensation to be paid if there were no grounds for the making of the Prohibition Order. Prohibition Orders may only be issued by the CEO, being a duly authorised delegate under Section 118 of the Act. A brief of evidence sufficient to prove all elements of a prosecution will be the normal standard required prior to the issue of a Prohibition Order.

Seizure Powers

Authorised Officers have power under Section 40 of the Act to seize food, vehicles, equipment, and labelling and advertising materials which the Authorised Officer reasonably believes do not comply with a provision of the Act or Regulations or which there is evidence that an offence has been committed.

Whilst seizures are undertaken to collect evidence or to prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising materials is seized. The impact of a seizure should be considered in the application of any other enforcement action. Persons from whom items are seized must be provided with a statement that describes the items seized, states the reasons for the seizure and the address at which the items will be held.

Where it becomes evident that there has been no contravention of the Act or Regulations in relation to items which have been seized they are to be returned as soon as possible to the person from whom the items were seized. The person from whom items have been seized must also be informed of their right under Section 57 to appeal within 10 days of the seizure to the Magistrates Court for an order disallowing the seizure. Compensation may be paid if there has been no application to a Magistrates Court and no contravention of the Act or Regulations had occurred in relation to the seized items.

Penalty Infringement Notices

An Infringement Notice is a notice to the effect that the person to whom it is directed has committed a specified offence and that, if the person does not wish to have the matter dealt with by a court, the person may pay the specified amount for the offence within a specified time.

A penalty notice is issued under Section 126 of the Act. The notice requires payment of a specified monetary penalty, unless the person alleged to have committed the offence elects to have the matter dealt with by a court.

When an Authorised Officer during an inspection of premises, vehicles or equipment, detects or observes conditions or circumstances that give rise to the potential for the issue of an infringement notice, verbal advice will be given, at that time, to the person allegedly responsible for the alleged offence that an infringement notice may be issued for that alleged offence.

Prior to an infringement notice being issued, Authorised Officers must prepare briefs of evidence, which prove each element of the alleged offence to the standard required for prosecution. Further than establishing a prima facie case there must also be a reasonable prospect of a conviction being secured if the alleged offender chooses to have the matter heard in a court.

That brief is to be submitted to the Principal Environmental Health Officer for consideration and authorisation for the penalty notice to be issued.

When a decision has been made that an infringement notice is to be issued, that notice will be forwarded by post or hand delivered to the person alleged to have committed the offence. The infringement notice is to be accompanied by a written advice giving the reasons for the issuing of the infringement notice in that instance and also providing advice and information as to the means or requirements for the remedying or rectification of that condition or circumstance that gave rise to the infringement notice.

The decision-making criteria outlined in Section 3 will be considered in the issuing of an infringement notice. Infringement notices provide a cost effective and efficient method of dealing with offences and will generally be sufficient response to breaches of the Act.

Infringement notices should not be used where the penalty is considered totally inadequate for the offence or where the penalty is likely to have no impact on the proprietor of the food business.

Infringement notices are not available for serious offences contained in Part 3, Division 1 of the Act. These relate to the handling of food in a manner that a person knows will render, or is likely to render, the food unsafe or where the food is handled in a manner that the person ought reasonably to know is likely to render the food unsafe.

A payment of a penalty notice is not an admission of liability and the person is not liable to any further proceedings for the alleged offence.

Prosecution

Prior to any prosecution being launched Authorised Officers must prepare briefs of evidence which prove each element of the alleged offence to the standard required for prosecution. That brief is to be submitted to the CEO for consideration and authorisation for the prosecution to proceed.

The resources available for prosecuting are finite and should not be expended pursuing inappropriate cases. The decision-making criteria outlined in Section 3 will be considered in making a decision to prosecute. Prosecution will normally be reserved for the more serious breaches.

While the Act provides that proceedings must be commenced within 6 months for matters relating to food samples and 12 months for other matters, all matters should be prepared for hearing as quickly as possible.

The Act extends liability to a wide range of persons who may be involved in some way with contraventions of the Act or Regulations, including employees, proprietors, and individual directors of companies.

Where the Shire of Corrigin has selected prosecution as the appropriate option, the Council will not necessarily proceed against all those who may be potentially liable under the legislation.

Prosecutions are eligible for publication by the Department of Health (WA).

Conclusion

This policy provides information as to the processes and actions that will be followed in the cases dealt with under the *Food Act 2008*, however due to the variety of circumstances that may be encountered through the range of inspections and enforcement procedures, the policy cannot be used to limit the discretion of the Shire of Corrigin to take any enforcement action for the purposes of obtaining high standards of food safety.

The policy is to be interpreted as general guidance on how the Council will undertake enforcement action. It should further be recognised that it is not the aim of the Shire of Corrigin to undertake enforcement action except where absolutely necessary and that priority should be given to educating food handlers to prevent food safety standards from being compromised in any instance.



Shire of Corrigin

Bushfire Policies and Procedures Manual

October 2024

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1 Introduction

These policies and procedures have been developed to provide guidance to Shire of Corrigin volunteer Bush Fire Brigades and volunteer members. The manual is to be read in conjunction with the following legislation and emergency management documents:

- *Bushfires Act 1954*
- *Fire and Emergency Services Act 1998*
- *Work Health and Safety Act 2020*
- *Equal Opportunity Act 1984*
- *Shire of Corrigin Bush Fire Brigades Local Law 2024*
- LGIS Volunteer Handbook
- State Emergency Management Plans
- Shire of Corrigin Local Emergency Management Plan
- Local Government Insurance Scheme (LGIS) Understanding WHS Obligations for Bushfire Volunteers.

The Bush Fire Policies and Procedures are guidelines adopted by the Council following consultation and endorsement of the Bush Fire Advisory Committee (BFAC), Bushfire Brigades and volunteer members.

The document incorporates both the administration and standard operating procedures for bush fire control, prevention and management within the district.

This document is to be reviewed annually by the BFAC prior to the fire season.

Date	Description
	Bush Fire Advisory Committee
	Council Approved

2 Acronyms

Act	<i>Bush Fires Act 1954</i> and amendments
AIIMS	Australasian Inter-Service Incident Management System
Regulations	<i>Bush Fires Regulations 1954</i>
Council	Shire of Corrigin Council
BFB	Bush Fire Brigade
BFAC	Bush Fire Advisory Committee
CBFCO	Chief Bush Fire Control Officer
DCBFCO	Deputy Chief Bush fire Control Officer
CEO	Chief Executive Officer of the Shire of Corrigin
CESM	Community Emergency Services Manager
COMCEN	Communication Centre (DFES)
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
FCO	Fire Control Officer
IC	Incident Controller
IMT	Incident Management Team
WAPOL	WA Police
PAFTACS	Position and Property Threatened Area Fuel Density and Type Time to Control Assistance Required Communications and Control Point Surface wind Strength and Direction

3 Volunteer Bush Fire Brigades

The Shire of Corrigin has established five volunteer Bush Fire Brigades (BFB) under s.41 of the *Bush Fires Act 1954*- Bilbarin, Bullaring, Bulyee, Central and Corrigin East.

The details of the brigades are outlined in the table below:

Brigade	Number Members	Captain	Lieutenant	Fire Control Officers	Fire Truck
Bilbarin	52	Steven Bolt	Sadow Jacobs	Steven Bolt Sadow Jacobs Paul McBeath	2004 Isuzu
Bullaring	55	Juan Baker		Greg Evans Juan Baker Craig Jespersen Joel Bell	2014 Isuzu broadacre
Bulyee	80	Kim Sturges		Kim Sturges Craig Poultney John Hewett Braden Grylls	2012 Hino broadacre
Central	50	Garrick Connelly		Garrick Connelly Adam Rendell Natalie Manton Jason Carrall	2022 Volvo broadacre
Corrigin East	35	Tim George	Bruce Talbot	Tim George Bruce Talbot Kim Courboules	

4 Operation of Bush Fire Brigades

Bush Fire Act 1954, section 41(2). – bush fire brigades-

A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.

4.1 Membership

New members are to complete a membership form which is to be signed by the Captain or Secretary of the local brigade. Completed membership forms are to be returned to the Shire of Corrigin and will then be forwarded to the Department of Fire and Emergency Services (DFES).

The Captain or Community Emergency Services Manager (CESM) will be responsible for inducting new members and providing them with the following:

- Invitation to brigade meetings and introduction to brigade members.
- Addition to brigade What's App messaging group.
- Familiarisation with Brigade equipment and facilities including safety requirements (if applicable).
- Personal Protective Equipment (PPE) requirements and order form.

All volunteer Bush Fire Brigade members are required to complete the following DFES courses within the first 12 months of joining a brigade:

- Australasian Inter-Service Incident Management System (AIIIMS) Awareness
- Rural Fire Awareness

The three membership categories include:

Active Fire fighters

Must be over 16 years of age, physically fit, able to actively fight a fire and willing to complete training and attend brigade meetings.

Active firefighters are required to complete the following additional courses within their first year of joining unless an extension has been granted by the brigade Captain in writing:

- Bushfire Safety Awareness
- Firefighting Skills

Auxiliary Members

Not involved in active firefighting but provide other assistance such as transportation, catering, communications etc.

Cadet

Is a member aged between eleven (11) and up to fifteen (15) years of age who can attend brigade meetings and participate in training activities to prepare them to become active members but is not allowed to carry out operational firefighting duties.

4.2 Suspension of Membership

A member may be suspended by the Chief Bushfire Control Officer (CBFCO), Deputy Chief Bushfire Control Officer (DCBFCO), Fire Control Officer (FCO) or Captain where the member:

- wilfully or negligently disregards the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* or the Shire of Corrigin policies and procedures; and/or
- acts in a way that jeopardises the safety of the member or others.

The suspended member will be excluded immediately from brigade duties and activities. The Brigade Captain must notify the member, in writing, of the reason for the suspension and period.

The period of suspension shall be determined by the Brigade Committee or CBFCO or Chief Executive Officer (CEO).

On completion of the suspension period a decision will be made to:

- a) extend the suspension; or
- b) terminate membership; or
- c) reinstate membership.

4.3 Termination of Membership

Termination of membership of a Bush Fire Brigade may occur when:

- the member provides written notification of resignation to the brigade and/or the Shire of Corrigin,
- is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical health,
- membership is cancelled by the Brigade who notify the Shire in writing with the reason eg. the member has permanently left the region,
- is dismissed by the CEO, CBFCO or Brigade Committee,
- fails to complete the required training for active firefighters within the required timeframe (12 months) following two reminders, or
- dies.

The brigade is to supply details of terminations to the Shire of Corrigin and CESM annually. The CESM will then inform DFES of the updates.

Members are required to notify the brigade Captain, Lieutenant, or Secretary if extenuating circumstances prevent them from meeting their brigade commitments.

A member who has been terminated may lodge a written objection to the CBFCO and/or CEO if they believe they have been unfairly treated to have the matter reconsidered.

Where a membership is terminated, all property owned by the Shire of Corrigin should be returned to the Shire Administration office on demand but generally within 30 days of giving notice. Failure to meet these conditions may require the Shire of Corrigin to seek reimbursement of costs against the member.

4.4 Awards and Recognition

Recognition of long and loyal service as a volunteer brigade member is awarded at the following milestones:

Medals: A full set is awarded after 10 years of eligible service. A clasp set bearing the years of service will be awarded after 20, 25 or thereafter every 10 years of service.

- The 10 year medal is presented to member at a Brigade function.
- The 20 and 25 years (or higher) medals are to be presented to members at the BFAC or Council Meeting.

4.5 Insurance for Bushfire Brigade Members

The Shire of Corrigin insures volunteer fire brigade members and firefighting equipment in accordance with the provisions of *Fire and Emergency Services Act 1998*.

The specific details of the insurance coverage can be obtained by contacting the Shire of Corrigin administration.

Damage to vehicles and equipment must be reported to the Incident Controller (IC) on the day damage occurs, and then reported to the shire within 48 hours.

4.6 Equal Opportunity and Grievance Process

The Shire of Corrigin is committed to providing a work environment in which all persons can expect to be treated with respect. All Shire employees and volunteers are expected to uphold all State and Commonwealth laws.

The Shire of Corrigin and bush fire brigades recognise the legal obligations under the *Equal Opportunity Act 1984* and actively promotes equal opportunities to ensure that discrimination does not occur. Council Policy - 3.4 Equal Employment Opportunity, Diversity and Inclusion provides additional details.

Members who consider they have been treated unfairly are encouraged to contact the CEO.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged as a result of lodging a complaint.

A member who is unhappy with any matter relating to the operation of a brigade should raise their concerns with the brigade Captain, CBFCO or DCBFCO. If still dissatisfied, the member can complain in writing to the CEO and/or CESM.

4.7 Health and Safety

The Shire of Corrigin and volunteer bush fire brigades are committed to ensuring the safety of members as far as is practicable. Appropriate support and resources will be provided to reduce the risk of accidents and prevent injuries to staff and volunteers.

All managers and leaders including CEO, CBFCO, DCBFCO, FCO's and CESM, are responsible for ensuring that volunteers are given instructions on correct techniques for performing the firefighting and emergency services tasks. This includes appropriate inductions, safe working practices and procedures, and an awareness of all hazards associated with emergency management and firefighting.

Every volunteer has a responsibility to assess risks and hazards to prevent accidents and injuries and will be encouraged to participate in improving standards of workplace safety and health. Members are responsible for:-

- a) Their own health and safety, and the health and safety of others affected by their actions within the brigade.
- b) Maintaining safe practices that minimise risk to health and safety.
- c) Encouraging others to work in a safe and healthy manner.
- d) Supporting and promoting work health and safety as it applies to volunteer firefighting.
- e) Reporting and rectifying unsafe conditions.

5 Bush Fire Brigades

The Shire of Corrigin has established five Bush Fire Brigades within the Shire boundaries.

The objectives of the brigades along with the Shire of Corrigin are to:

- provide timely, quality and effective emergency service;
- minimise the impact of emergencies on the community;
- work with the community to increase bush fire awareness and fire prevention;
- ensure that active brigade members training requirements are maintained and documented to meet DFES standards and that prior learning is to be taken into consideration and recognised;
- ensure all operational equipment is serviceable and available for emergencies;
- provide a workplace where every individual is treated with respect, in an environment free from discrimination and harassment;
- work cohesively with other agencies; and
- report to Council on matters referred to the brigades through the Shire of Corrigin BFAC.

Each Brigade has a Brigade Committee which is made up of the following executive management positions:

- Captain
- Lieutenants
- FCO(s)
- Secretary
- Treasurer
- Training Officer
- Equipment Officer
- Any other brigade members determined by the Brigade Committee from time to time.

This committee can meet and make decisions on the administration of the brigade without the need to call a full brigade meeting. A FCO may hold the position of Captain or Lieutenant of a Brigade.

The functions of the Bush Fire Brigade Committee are to:

- recommend to the Local Government amendments to these procedures and the rules contained in the Local Law;
- approve the annual budget for the Bush Fire Brigade and present it at the Annual General Meeting of the Bush Fire Brigade.
- propose a motion for consideration at any meeting of the Bush Fire Brigade;
- recommend to the Local Government equipment needs to be supplied by the Local Government to the Bush Fire Brigade; ie. Brief the Brigade BFAC Delegate or proxy on matters to be raised on behalf of the Brigade;
- invest or place on deposit any of the funds of the Bush Fire Brigade not immediately required in performing the normal Brigade activities (some Brigades will have no funds);
- delegate to a person, any Brigade Committee functions (being less than the total functions of the Brigade Committee) as considered reasonable, on any conditions it thinks fit;
- do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the Bush Fire Brigade; and
- deal with membership applications, grievances, disputes and disciplinary matters.

The minutes of the Bush Fire Brigade meeting or Brigade Committee shall be forwarded to the CEO and/or CESM by email to shire@corrigin.wa.gov.au.

5.1 Bush Fire Brigade Meetings

Bush fire brigades are required to hold at least one meeting per year with minutes taken by the Secretary of the brigade. An invitation to the CBFCO and the CESM shall be made to attend the meeting.

Brigade meetings may be called at any time by the Secretary or Captain by giving at least 7 days' notice to all brigade members. The purpose of the meeting may include:

- a) Organising and checking equipment is in good working order.
- b) Identifying maintenance items such as truck servicing, repairs or modifications.
- c) New or replacement equipment.
- d) Checking and ordering PPE.
- e) Update membership contact lists and What's App group.
- f) Training on use of equipment such as pumps, fast fill trailer, foam, nozzles, radio communication etc.
- g) Identify competent drivers of brigade fire truck with appropriate training and skills
- h) Field excursions, training sessions, hazard reduction programs, prescribed burns, fire breaks etc.
- i) Establishing new procedures in respect of any of the normal brigade activities.
- j) Dealing with any other general business as approved by the Captain.

Any expenditure must be authorised by CESM, CEO or Shire administration and a Shire of Corrigin purchase order issued prior to incurring expenditure. Reimbursement of expenditure will not be made if no prior authorisation has been obtained.

5.2 Annual General Meeting

A Bush Fire Brigade is to hold its annual general meeting prior to the commencement of March each year.

At least 14 days' notice of the Annual General Meeting is to be given by the Secretary to all brigade members, the CBFCO and the CESM.

At the Annual General Meeting the Bushfire Brigade is to:

- a) elect the brigade officers from among the members as required.
- b) nominate member(s) as FCO(s)
- c) consider the Captain's report on the years activities.
- d) adopt the annual financial statements (if applicable)
- e) deal with any general business arising from the previous annual general meeting; and
- f) deal with any business approved by the Captain.

5.3 Quorum

Brigade Committee:

- (1) The quorum for a Brigade Committee meeting is 50% of members of the Brigade Committee present, either in person or via direct communication.
- (2) No business is to be transacted at a Brigade Committee meeting, without a quorum of Brigade Committee members.
- (3) Subject to these Rules, a decision made by the Brigade Committee may be made by resolution passed by a simple majority of Brigade Committee members who are present in person, via electronic communication.

Bush Fire Brigade Meeting:

- (1) Except for Brigade Committee Meetings, the quorum for a meeting of the brigade is at least 50% of Brigade Committee members and a total of not less than five (5) members.
- (2) The CBFCO may vary the requirements for a quorum with the approval of the Shire of Corrigin.

A quorum is required for all meetings and no business is to be transacted at a meeting of the Bush Fire Brigade unless a quorum as outlined above is present.

5.4 Voting

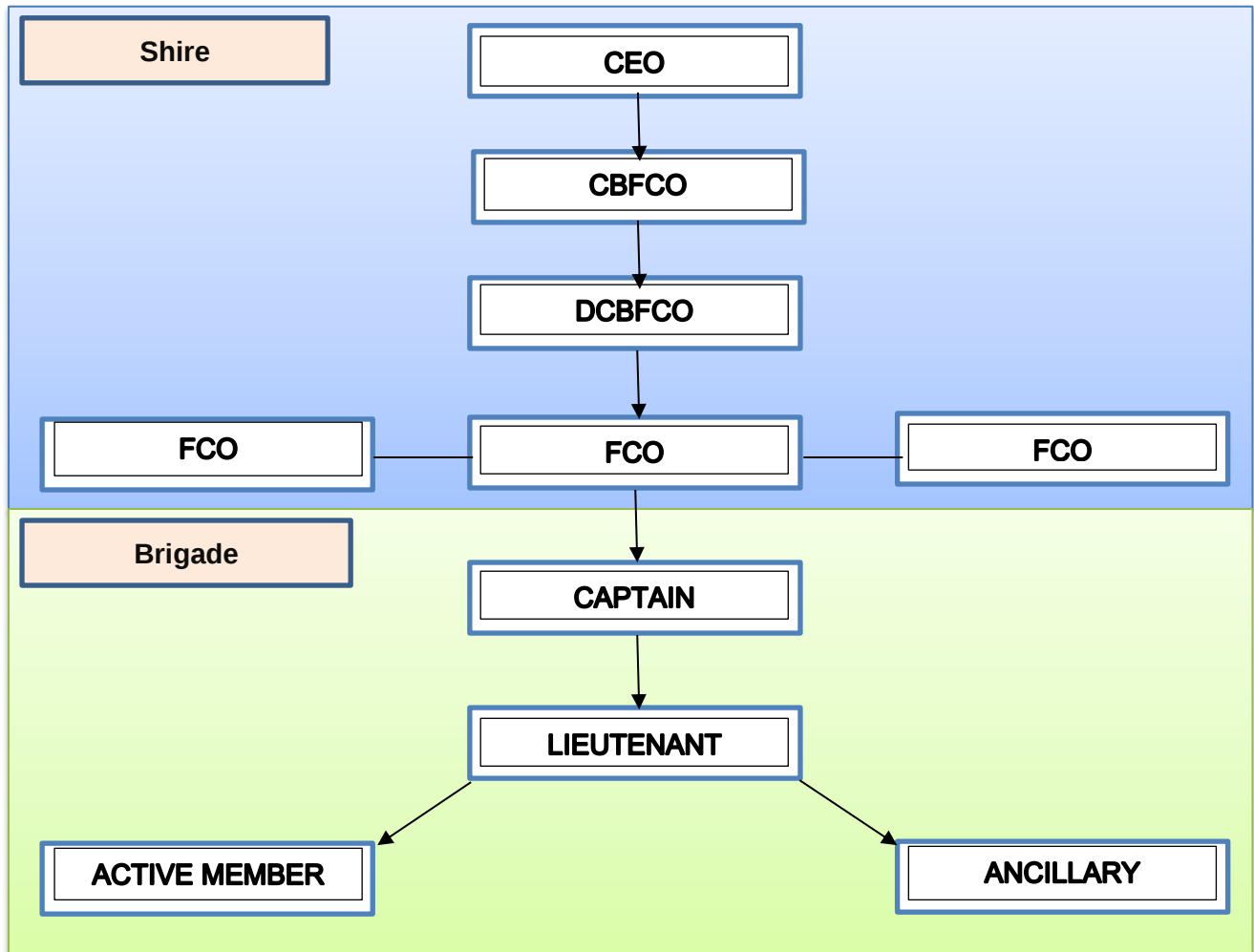
Each eligible brigade member is to have one vote. In the event of an equality of votes, the presiding member may exercise a casting vote.

If no nominations are received for positions of the Captain, Secretary or Lieutenant during the AGM an election *in absentia* of the most qualified members may occur, subject to confirmation by that member.

6 Bush Fire Brigade Officers

The bush fire brigade officers must demonstrate current competencies for the position of office prior to accepting a nomination or undertaking the duties and responsibilities of the position.

The following diagram shows the Bush fire brigade positions and hierarchy.



6.1 Chief Bush Fire Control Officer (CBFCO)

6.1.1 Role

The CBFCO is a leader and decision maker with overall responsibility for the smooth operation of the bush fire brigades. During large incidents the CBFCO assumes the role of IC and does not have operational fire fighting responsibility.

6.1.2 Duties and Responsibilities

Ensure succession planning which is reflected within active recruitment efforts formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles.

The CBFCO is to:

- Act as Incident Controller (IC) and manage the fire resources and brigades during fires.
- Facilitate a prompt response to fire incidents in the Shire of Corrigin and neighbouring shires if required.
- Demonstrate positive leadership and mentor DCBFCOs, FCOs, Captains and brigade members.
- Encourage, mentor and provide guidance to officers to ensure succession planning and that leadership positions are filled with competent members who are supported and confident in the role.
- Ensure that FCO'S, Brigade Officers and volunteers are trained to a minimum standard appropriate to the risk and to safely use the equipment within the brigade and shire area.
- Promote the AIIMS Incident Management system to all FCO'S, Brigades and volunteer fire fighters within the Shire of Corrigin and ensure an IC is appointed for all Incident Levels (1-3).
- Encourage the use of DFES and Shire of Corrigin Standard Operating Procedures, guidelines and local laws.
- Delegate specific tasks to DCBFCO'S, FCO'S, CESM or brigade members.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire of Corrigin Policy and Procedures including the reporting any incidents, accidents, hazards and near misses to the Work Health and Safety Officer.
- Promote community fire prevention to assist with identifying and reducing fire hazards.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Ensure the welfare of volunteers is maintained including provision of food, first aid and counselling services.
- Establish and maintain effective communication and liaison with the Shire of Corrigin, FCO'S, brigades, DFES, Department of Biodiversity, Conservation and Attractions (DBCA), other hazard management and emergency service agencies.
- Participate in debriefs after incidents.
- Promote the values of volunteer fire brigades to the community.
- Participate in the BFAC, LEMC and represent brigades at meetings, forums and workshops.
- Perform the role of Fire Weather Officer (if appointed)

6.1.3 Criteria of Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Corrigin.
- Working Knowledge of the Shire of Corrigin Local Emergency Management Arrangements.
- Knowledge of the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
- Knowledge of the State Emergency Management Policy No 5.8 (Traffic Management).
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as FCO.
- Experienced in firefighting operations within the Shire of Corrigin.
- Currently holds all of the preferred qualifications of the FCO.
- Be a member of the DOAC, BFAC and LEMC

6.1.4 Qualifications of Chief Bush Fire Control Officer

Minimum of 10 years firefighting experience

The following courses are highly recommended for the position:

- Introduction to Fire Fighting
- Bush Fire Fighting
- AIIMS Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- FCO
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

6.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

6.2.1 Role

The role of DCBFCO is that of a leader, decision maker, and planner who assists the CBFCO in managing the Bush Fire Organisation. DCBFCO may be appointed by Council.

6.2.2 Duties and Responsibilities

The Deputy CBFCO is to:

- Deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor, FCOs, Captains and Brigade members
- If more than one FCO or Brigade is in attendance may take control of fire operations and be IC or part of the Incident Manager Team (IMT) as delegated by the IC.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.

6.2.3 Criteria of DCBFCO

- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.
- Experienced in firefighting operations within the Shire of Corrigin.
- Currently holds preferred qualifications of the Fire Control Officer.
- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire of Corrigin
- Knowledge of the *Bush Fires Act 1954* and *Bush Fires Regulations 1954*.
- Knowledge of the State Emergency Management Policy No 5.8 (Traffic Management).
- Ability to attend further fire and emergency management training.

6.2.4 Qualifications of Deputy Chief Bush Fire Control Officer

Minimum eight (8) years firefighting experience

The following courses are highly recommended for the position:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Aims Awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Structural Fire Fighting
- Sector Commander
- FCO
- Incident Controller Level 1
- AIIMS 4
- Ground Controller
- Machine Supervision

6.3 Fire Control Officer

6.3.1 Role

A FCO is a delegated representative of the Local Government responsible for the administration of provisions within the *Bush Fires Act 1954*. The position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A FCO must demonstrate experience in fire behaviour, knowledge of the area, incident management requirements. The person in this position must be able to interpret provisions of the *Bush Fires Act 1954* and the *Bush Fires Regulations 1954* and be confident with communication skills.

This position reports to the CBFCO on all matters relating to bush fire management.

A FCO may hold jointly the position of Brigade Captain.

6.3.2 Duties and Responsibilities

The FCO is to:

- Authorise permits for hazard reduction burns within the Shire of Corrigin in accordance with the *Bush Fires Act 1954* and *Environmental Protection Act 1986*.
- Identify and conduct risk assessments of fire hazards within the Shire of Corrigin.
- Perform duties prescribed by the *Bush Fires Act 1954* and authorised by Local Government.
- Maintain a record of events and decisions during an incident.
- Take control, command and manage resources during wildfire or hazard reduction burns within the Brigade area they are appointed.
- Take control of firefighting operations at a wildfire outside their Brigade area where no other Brigade Captain or FCO is present.
- Demonstrate Positive leadership and mentor Captains and Brigade members; and
- Provide advice to the CBFCO as to when harvest bans and or movement of vehicle bans should be applied.
- Actively participate in BFAC.

6.3.3 Criteria of Bush Fire Control Officer

- Knowledge of managing volunteers.
- Knowledge of the *Bush Fires Act 1954*.
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.

6.3.4 Qualifications of Bush Fire Control Officer

Minimum five (5) years of firefighting experience

The Fire Control Officer course must be completed before commencing in the role and the following additional courses are highly recommended:

- Introduction to Fire Fighting
- Bush Fire Fighting
- AIIMS awareness
- Crew Leader
- Advanced Bush Fire Fighting
- Sector Commander

6.4 Captain

6.4.1 Role

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade firefighting activities. The Captain will also act as a role model and mentor for members of the Brigade the Captain should always act with integrity and consider each member equally. All decisions should be in the interest the Brigade and its membership.

The position reports to the CBFCO on Brigade related matters and represents the Brigade at (BFAC). The Captain may delegate authority to another operational Brigade member to represent the Captain at BFAC.

6.4.2 Duties and Responsibilities

The Captain is to:

- Demonstrate positive leadership and mentor Lieutenant and Brigade members.
- Command, control and confidently manage firefighting activities at emergency incidents.
- To ensure AIIMS Incident Control System is implemented and maintained during all emergency incidents.
- Maintain a record of events and decisions that occur at an incident.
- Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management issues.
- To ensure Brigade members deployed for operational duties are competent to complete the task or duty assigned and hold current qualifications or experience to carry out the functions required.
- To undertake responsibility for the proper management and maintenance of Brigade property and equipment.
- Ensure conduct of bush fire Brigade members is in accordance with the Shire of Corrigin Policies, Procedures, Operating Guidelines and Bushfire Policies and Procedures Manual.
- Report any injuries of personnel or damage to fire fighting vehicles as soon as possible to the Shire of Corrigin.
- Actively participate in BFAC.

6.4.3 Criteria of Captain

- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.

6.4.4 Qualifications of Captain

Firefighting experience of five (5) years and preferable time spent as a Lieutenant.

The following courses highly recommended:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Crew Leader
- Advanced Bush Fire fighting
- Structural Fire Fighting
- Sector Commander
- AIIMS awareness

6.5 Lieutenant

6.5.1 Role

The Lieutenant of a volunteer Bush Fire Brigade is responsible for the operational management of volunteer bush fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

The Brigade should appoint a maximum of one (1) Lieutenant position:

- In the absence of the Brigade Captain the Lieutenant assumes all powers, responsibilities and duties of that officer.
- The Brigade must rank all Lieutenants in seniority.
- This will be determined by resolution at the Annual General Meeting.
- The Captain may exercise a casting vote, if required.

6.5.2 Duties and Responsibilities

The Lieutenant is to:

- Provide support to the Captain and assist with the management of the Brigade;
- Demonstrate positive leadership and mentor Brigade members.
- In the absence of the Captain, administer all powers and responsibilities of the *Bush Fires Act 1954* (Bush Fires Act 1954, Part iv Section 44(1)).
- Command and manage volunteer bush fire fighters during emergencies and other Brigade related activities.
- Maintain a record of events that occur during all incidents.
- Conduct briefings during and after incidents and maintain open lines of two way communications between fire fighters and management.
- Encourage positive interaction and teamwork between volunteer fire fighters.
- Ensure Shire of Corrigin, Brigade Bushfire Policies and Procedure Manual are adhered to at brigade activities.
- Ensure active fire fighters hold competencies relevant to the task.
- Work cohesively with the Brigade Training Officer to conduct training activities for volunteer fire fighters.
- To ensure the behaviour of fire fighters is in accordance with the Shire of Corrigin code of conduct.

6.5.3 Criteria of a Lieutenant

- Knowledge of managing a volunteer organisation.
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.

6.5.4 Qualifications of Lieutenant

A minimum of two (2) years firefighting experience.

The Following courses are preferred but not mandatory:

- Introduction to Fire Fighting
- Bush Fire Fighting
- Crew Leader
- Advanced Bush Fire Fighting
- AIIMS Awareness

6.6 Secretary

6.6.1 Role

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

6.6.2 Duties and Responsibilities

The Secretary is to:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual.
- Prepare an agenda for Brigade meetings and distribute to members and to the Shire of Corrigin.
- Ensure minutes of Brigade meetings are recorded and distributed to all members and the Shire of Corrigin within fourteen (14) days.
- Disseminate circulars and other information to all Brigade members.
- Work cohesively with Shire of Corrigin management and administration staff on matters pertinent to Brigade administration.

6.6.3 Criteria of Secretary

- An understanding of meeting procedure and minute taking
- Computer Skills

6.6.4 Qualifications of Secretary

- Completed AIIMS Awareness Course

Note: The position of Secretary and Treasurer may be combined.

6.7 Treasurer

6.7.1 Role

The role of the Treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

6.7.2 Duties and Responsibilities

- Manage financial affairs of the Brigade;
- Maintain Brigade financial records and provide detailed report of income and expenditure at meetings;
- Ensure that the Brigade Financial records are audited by an external body or agency annually;
- Provide the Shire of Corrigin with financial statements of Brigade income and expenditure after each financial year;
- Work cohesively with Shire of Corrigin management and administration staff on matters pertinent to Brigade financial matters.

6.7.3 Criteria of Treasurer

- Computer skills.

6.7.4 Qualifications of Treasurer

- Completed AIIMS Awareness Course

6.8 Training Officer

6.8.1 Role

The Brigade Training Officer play a critical role in ensuring all members are adequately trained and prepared to respond effectively during emergencies. The position reports to the CBFCO and Brigade Captains on all matters related to training and skills development within the brigade.

6.8.2 Duties and Responsibilities

The Training Officer is to:

- Encourage brigade members to complete training programs in accordance with needs and requirements of the Brigade.
- Arrange training sessions for volunteers on firefighting techniques, equipment operation, safety protocols, communication and emergency response procedures.
- Maintain accurate records of training activities, attendance, and competencies of each brigade member.
- Assess training needs and develop training plans to address skill gaps and enhance overall proficiency.
- Promote a culture of continuous learning and professional development among Brigade members.

6.8.3 Criteria of Training Officer

- Understanding of training requirements for each brigade member
- Understanding of safety standards and regulations related to firefighting.
- Experience in fire and emergency response operations.

6.8.4 Qualifications of Training Officer

- A minimum of two (2) years firefighting experience.
- Completed AIIMS Awareness Course

6.9 Equipment Officer

6.9.1 Role

The Equipment Officer play a crucial role in ensuring all equipment is operational, properly maintained, and ready for use during emergency responses. The Equipment Officer reports to the CBFCO and Captains on matters related to equipment maintenance and inventory.

6.9.2 Duties and Responsibilities

- Conduct regular inspections and maintenance checks on all firefighting equipment and vehicles to ensure operational readiness.
- Coordinate repairs and servicing of vehicles and equipment
- Maintain an accurate record of equipment inventory and maintenance history.
- Ensure all members have serviceable PPE and coordinate orders with the CESM/Shire.
- Ensure trucks and stations have an appropriate amount of additions PPE, particularly gloves and goggles that can easily go missing.

6.9.3 Criteria of Equipment Officer

- Understanding of required PPE
- Attention to Detail
- Knowledge of vehicle servicing requirements and timeframes
- Able to identify broken or unserviceable equipment and PPE

6.9.4 Qualifications of Equipment Officer

- A minimum of 2 years firefighting experience.
- Completed AIIMS Awareness Course

7 Bush Fire Advisory Committee

The Shire of Corrigin has established a BFAC as per *section 5.8 Local Government Act WA 1995* and *section 67 Bush Fires Act 1954*. The purpose of the Committee is to make recommendations to Council and policy relating to bush fire prevention, control and extinguishment.

The *Bush Fires Act 1954 section 43* and the *Shire of Corrigin Bush Fire Local Law* set out the requirements for the establishment and appointment of officers of bush fire brigades.

The objectives of the committee are to advise Council on:

- matters relating to the operations of the *Bush Fires Act 1954*, and
- the best and most efficient means of maximising fire control resources in the district.

Membership of the Committee shall be:

- The President of the Shire of Corrigin.
- The CBFCO.
- The DBFCO.
- One FCO (appointed by the Shire in accordance with the *Bush Fires Act 1954*) from each brigade.
- One Councillor nominated by the Council.

A representative from the DFES Great Southern Region and other agencies may provide reports to the committee.

The CEO, CESM and other staff members will provide advice and administrative support to the Committee.

The Shire President shall be the Presiding Member.

7.1 Meetings

Meetings of the BFAC are held in March or April and September or October each year at the Shire of Corrigin Administration Office or Community Resource Centre Conference Room at no cost.

A Notice of Meeting is to be given to Committee members, at least 14 days prior to the meeting.

7.2 Election of Committee Members

The BFAC Committee is to recommend to Council the appointment of the following positions:

- CBFCO,
- DCBFCO,
- FCOs,
- Fire Weather Officers
- Harvest Ban Officers
- Training Officer
- Equipment Officer
- Dual FCOs

8 Standard Operating Procedures

These Standard Operating Procedures (SOPs) are a set of procedures, standards and guidelines approved by Council for the safe and efficient operation of Brigades and personnel at emergency incidents.

The Bush Fire Brigades SOP may be varied from time to time.

Input from Brigade members is welcome and if a SOP is unworkable, impractical or needs inclusion brigade members may raise the matter at a Brigade meeting. If the meeting agrees then it should be raised by the Brigade representative at the BFAC meeting. BFAC will discuss the matter and make a recommendation to Council that the SOP be added or amended.

8.1 Bushfire Brigade Member Training

Each volunteer will receive a DFES bushfire training program spreadsheet to serve as a guide for their training.

The training program is designed to provide knowledge and skills for effective firefighting and safety. Volunteers are expected to review the requirements for their positions and ensure they attend appropriate training courses based on their individual needs and requirements of serving within a brigade.

All active members must complete the following courses to ensure adequate level of knowledge and skills and to be covered by the Shire of Corrigin bushfire volunteer insurance:

AAIM Awareness

Rural Fire Awareness

Both courses are available online at DFES Volunteer Hub

[DFES Volunteer Hub](#)

8.2 Harvest and Vehicle Movement Ban

Harvest and Vehicle Movement Bans (HVMB) impact off-road activities which involve the operation of engine, vehicle, plant, equipment or machinery (on land where there is vegetation) for the general public, agriculture, business and industry (including mining) and public authorities.

The only exception to the ban is watering and feeding of livestock.

There are two types of HVMB that can be declared by local governments.

During Restricted or Prohibited Burning Period

The Shire of Corrigin Harvest Ban Officers may declare a HVMB under regulation 38A of the *Bush Fires Regulations 1954* which bans off-road activity. This includes member of the public, farmers, businesses and public authorities.

When local governments declare a HVMB under r.38A, it bans off-road activity for everyone (public/agricultural/business/public authorities). It is recommended that local governments stipulate that essential services (e.g. Western Power) can continue to carry out off-road activity during a HVMB declared under r.38A, as failure to do so may prevent urgent works by essential service providers from being carried out.

Essential service means any of the following

- (a) water supply, sewerage or drainage services;
- (aa) rubbish collection or disposal services;
- (b) electricity or gas services;
- (c) telecommunications services;
- (d) public transport services;

During a Total Fire Ban

Declared under regulation 24C of the *Bush Fires Regulations 1954*.

A HVMB during a Total Fire Ban prohibits all off-road activity for most businesses. Essential services are exempted and can carry on off-road activity when the work is urgent work, and as long as fire safety conditions are met under regulations 24ZJ–24ZL of the *Bush Fires Regulations 1954*.

Activities which are banned for the public during a Total Fire Ban (hot work, road work, off-road activity, catering - in the open air) can continue to be undertaken by a business or public authority with certain conditions and if the Fire Danger Rating is not Catastrophic.

Procedure

A minimum of two (2) designated Harvest Ban Officers from across the shire must conduct weather readings using the appropriate tools such as Kestrels weather meter.

The information and readings that have been gathered by these FCO's must be recorded and relayed to the CBFCO. The Harvest Ban Officers in conjunction with the CBFCO and CEO will then make the decision to impose a ban if required.

The following information shall give reason for the CBFCO of the Shire of Corrigin to impose a harvest and vehicle movement ban:

- The weather readings taken have indicated a Grassland Fire Danger Index (GFDI) of 41
- A Total Fire Ban that has been implemented by the DFES.
- Lack of firefighting resources located in the Shire of Corrigin.
- Bushfire incidents currently ongoing in the Shire of Corrigin.

Notification of Harvest Ban

Once the decision has been made to impose the harvest and movement of vehicle ban then the following notifications must be made:

- Send SMS notification via the shire message service.
- Email or phone the ABC harvest ban announcement service.
- Send notification to bordering shires.
- The CBFCO, CEO or CESM shall record the readings and record them on the Shire of Corrigin system.

Further weather data is available from Bureau of Meteorology (BOM) Registered User site.

Website: https://reg.bom.gov.au/reguser/by_user/bomw0336/

Username: bomw0336

Password: hat99tEr

Select Roe District and Shire of Corrigin from **Preliminary Fire Weather Forecast for Western Australia**.

8.3 Permits to Burn

During restricted fire periods, FCOs are authorised to issue permits to burn once the FCO course has been completed.

Permits holders are responsible for strictly adhering to the conditions specified on the front and back page of the permits.

Before issuing a permit to a land owner or occupant, FCOs must check the fire danger rating for the date and time of the planned burn to ensure that it is safe to proceed.

Fire Danger Ratings can be found at www.emergency.wa.gov.au or BOM Registered User site.

Permits are not valid on days of forecast high, Extreme or Catastrophic.

If there are any changes in the fire danger rating that impact the safety of the planned burn, FCOs should contact permit holders to inform them if the permits are no longer valid. This ensures that all burning activities are conducted safely and in compliance with current fire conditions.

Permit books in triplicate are available at the Shire of Corrigin Administration Officer

White copy (both sides) to be issued to the permit holder.

Yellow copy Shire copy

Green copy stays in permit book

8.4 Detection of Fires, Shire Response and Mobilisation of Brigades

Detection and Reporting of Fires:

The normal notification for members of the public of a fire is to call 000.

The shire will report all fires to DFES Communication Centre (COMCEN) by telephoning 1800 198 140 and advise FCO's using the FCO What's App group.

Shire Response to Calls

During Prohibited Fire Season:

On receipt of a report of a large fire or other emergency call through 000 the SMS service will be used to request volunteer firefighters who are willing, prepared and available to turn out to a fire until such time as they are stood down.

Each call will be assessed and a decision as to how many brigades will be turned out will be made. Smaller localised fires may be communicated to brigades by local FCO or Captain using the brigade WhatsApp group message.

The SMS service will also be used for larger fires so that other brigades are aware of the fire and can prepare members to be available if required.

A brigade may be placed on standby if determined by the location and intensity of the fire.

The CBFCO, Deputy CBFBO, FCO's or CEO may request assistance from neighbouring shires or fire units.

Systems, procedures and equipment must be installed and maintained with due regard to this aim while ensuring fire fighter and public safety.

Standby

Standby means that brigade members prepare farmer response units ready for firefighting and/or go to the fire station and make the vehicle ready for departure should the need arise and are to remain there until stood down.

8.5 Incident Notification Management Procedures

Ranks within Bush Fire Brigade

The *Bushfires Act 1954* and Bush Fire Brigade SOP recognise that the first or closest FCO to attend the fire becomes the IC.

If there are several FCO's attending a bushfire the most experienced officer will take control of the incident, by mutual agreement.

The FCO arriving first at a bushfire becomes the IC as per the *Bush Fires Act 1954* s.44.

S 44

*(3) Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, **if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government**, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.*

*(4) Subject to the provisions of sections 13(6) and 45, **where a bush fire control officer of a local government is present at a fire** which is burning in the district of the local government, he **has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire** are subject to and shall act under his orders and directions.*

In the absence of a FCO the Volunteer Bushfire Brigade Captain has full control over the people fighting the fire and is required to issue instructions about the fire suppression methods to be adopted by the firefighters.

If a FCO or Brigade Captain are not available, the Lieutenant will become the IC.

If the situation escalates then the IC will be nominated by the respective Hazard Management Agency.

The IC will within 15 minutes of arrival, provide a verbal Situation Report to COMCEN detailing the situation and whether further resources are required.

IC/IMT will remain in contact with COMCEN for duration of incident reporting regularly on the situation.

COMCEN

The IC will notify COMCEN of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- When the incident is under control.
- When leaving incident scene.

Fire Control Officers and Shire

The IC will notify FCO's and Shire of Corrigin senior officers via the FCO What's App group of the following:

- That SMS message requiring turn out to bushfire has been received
- When mobile to the incident.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS).
- When the incident is under control.
- When leaving incident scene.

Brigade Members

The Brigade Captain or Brigade FCO will notify volunteer bushfire brigade members using Brigade What's App group of the following:

- Advising of the incident and IC.
- Upon arrival at the incident confirming firefighters in attendance and if additional resources are required (PAFTACS*).
- Actions required for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required
- When the incident is under control.
- When leaving incident scene.

Incident Reports

IC/ FCO's are to complete an Incident Report and Attendance Record and forward to the CESM within seven (7) days of attendance. The CESM will ensure the incident is entered onto the DFES data base.

Debrief

Following the conclusion of a major bushfire incident, a debriefing session will be conducted to evaluate the response and identify areas for improvement. This debriefing will involve all key personnel, including firefighters, IC's, and relevant support staff. The session will focus on reviewing the effectiveness of the response, discussing any challenges encountered, and capturing lessons learned. It is crucial for all participants to provide honest and constructive feedback to enhance future operations.

Documentation of the debriefing outcomes will be compiled and used to update procedures, improve training, and ensure continuous improvement in fire management practices.

8.6 Communications

Brigade members should clearly identify themselves clearly and avoid nicknames, jargon or slang.

Details such as location of the fire, muster points or access points should be identified clearly.

Two Way Radio Network

DFES shall be responsible for the provision of any necessary WAERN Bush Fire radios for brigades, brigade vehicles and FCO private vehicles and to establish an efficient radio network for firefighting communications.

The Shire of Corrigin will maintain a record of the serial number and service history of WAERN radios.

The CESM will be responsible for servicing and maintaining the WAERN radios and network with funding from the Emergency Services Levy (ESL).

Radio Call Up and Checks

All FCOs and operators of bush fire radios, including hand held radios, are to conduct radio checks on a weekly basis during the fire season.

When leaving and returning to the fire station all Brigade vehicles are to communicate that they are leaving the fire shed and back at the fire shed.

Call Signs

'Corrigin base' is utilised for the Shire office call sign

Trucks utilise brigade name as their call sign

Personal vehicles will use the names as a call sign

WAERN frequency is 161 and the emergency UHF channel is 5

What's App Messaging

The What's App messaging service provides an effective method of communication with brigade members.

Brigade secretaries, or a designated brigade member, are responsible for administering and maintaining the What's App group for each brigade including adding new members and removing members.

The Shire of Corrigin CEO and CESM is to be added to each group to assist with communication with the shire and for record keeping purposes.

Communication using this medium is to be as accurate and succinct as possible and avoid unnecessary comments or questions.

- Report location of fire
- Resources required
- Attendance at fire and when leaving
- Issued Permits (who and where)
- Notices (eg. training opportunities, meeting reminders etc)

The WhatsApp is not to be used for any unnecessary personal communication

8.7 Personal Protective Equipment

The Shire of Corrigin will fund the purchase of jackets, pants, gloves, goggles, boots and safety helmets through the Emergency Services Levy (ESL).

Requests for protective equipment are to be made through the CESM or Executive Support Officer.

The Shire of Corrigin will provide following PPE to each Active Member and is expected to be worn when attending fires:

- Orange jacket – must have reflective tape and be fire retardant
- Badge with brigade name
- Orange pants – must have reflective tape and be fire retardant
- Goggles
- Gloves – Fire Protective
- Boots – Fire Protective
- Helmet

Volunteers arriving at a fire without the minimum requirement will be advised to dress properly or asked to leave the fire ground.

Only correctly attired personnel will be permitted to crew Fire Brigade Trucks.

Volunteer members are responsible for the availability, condition, care and cleanliness of their PPE.

Note: Washing with detergent is not recommended as it may reduce effectiveness of fire retardant coating on fabric.

Members may request a replacement of any item of PPE after five (5) years or as required.

8.8 Use and Crew of Brigade Fire Trucks

Brigade fire trucks travelling to and from incidents shall only carry members who are safely seated in the cab or on specially designed seating fitted with seat belts and in accordance with the any written law and policy relevant to that class of vehicle.

The brigade fire truck may be driven to a fire by a single driver but must not become involved in firefighting activities until at least two brigade members are available to crew the vehicle.

Bushfire Brigade Captains, must be aware of all truck movements before they leave the brigade sheds

If the Captain is away the Lieutenant, CBFBO, Deputy CBFCO or CEO must be notified that the fire truck is on route to a fire.

Drivers' Licence

The driver of any fire truck must hold a current heavy rigid driver's licence or class appropriate for the vehicle being driven.

Designated Drivers

The following members will be designated drivers of the fire truck:

- CBFCO
- DCBFCO
- FCO
- Captain
- Lieutenant
- Other experienced brigade members designated by Brigade Captain
- Shire of Corrigin employee.

Bushfire Safety Awareness must be completed to be eligible to drive trucks.

Repairs to Brigade Fire Truck

All mechanical faults/repairs are to be reported to the CESM as soon as practical.

An incident report is required to be completed by the brigade member and CESM notified of any accidental damage to the fire truck or volunteer fire fighter equipment as soon as practical. An incident report is also required to be submitted for any damaged caused by the fire truck or volunteer fire fighter equipment during fire fighting activities.

Maintenance

The Brigade Captain or Equipment Officer is to notify the Shire of Corrigin Depot Admin, Work Health and Safety Officer of any routine servicing requirements.

The Brigade Equipment Officer, Captain, or Shire Work Health and Safety Officer will organise for the fire truck to be serviced twice per year or as required.

A Purchase Order from the Shire of Corrigin is required **PRIOR** to incurring any costs for repairs or maintenance of the fire trucks.

Any expenditure by a brigade member will not be reimbursed if prior approval has not been obtained.

The Brigade Captain and Equipment Officer will ensure that the following guidelines are adhered to:

- All fire trucks and equipment shall be kept clean and free from rubbish.
- Units are not to be used for any private or contract work outside the guidelines outlined below.

- The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- Annual vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted prior to October each year.
- Trucks are to be started and driven a short distance to confirm good working order and any faults reported to the CESM immediately.
- Monthly testing of AVL installed in operational vehicle from October to April..

Maintenance includes checking the following items and taking required action:

- Tyre pressures.
- Radiator fluid levels and lubricants for engine and pumps.
- Brake and clutch master cylinder fluid levels.
- Windscreen washer fluid.
- Lights, emergency lights and sirens.
- WAERN Radio.
- Battery electrolyte levels.
- Pumps, valves, sprays, nozzles and hose reels.
- Burnover blankets are available and stowed properly.
- Water Deluge System.
- General equipment storage and condition.

Licencing and Insurance

The Shire of Corrigin will be responsible for licencing and insurance of the Bush Fire Brigade vehicles, buildings and equipment. The cost will be included in the operating budget and funded by the ESL.

Fire Shed

Fire trucks under the control of a Brigade are to be kept in the fire shed at all times unless on active duty.

The Brigade Captain (or FCO) is to be notified if the truck leaves the shed and on its return.

Fuel

The Shire of Corrigin will pay for the fuel costs associated with the use of the fire trucks and shire owned mobile firefighting equipment.

Fuel must be purchased using the fuel card supplied by the Shire of Corrigin. The Shire of Corrigin will not reimburse brigade members for fuel that is not purchased with the shire issued fuel card.

The fire truck is to be refuelled before returning to the fire shed after a fire.

Use of Fire Truck Outside Fire Season

It is recognised that the broadacre fire trucks are only used for a limited number of hours in active firefighting each year and may benefit from some additional use to test equipment and assist brigade members to become familiar with the operation of the truck.

The fire trucks may be used by brigade members outside the normal bush fire season (October to March) for education purposes such as brigade member training, school visit or attendance at the Corrigin Agricultural Show or Annual Park Party.

The truck may also be used by brigade members for prescribed burning activities such as stubble reduction burning on private property. Any request to use the fire truck outside the fire season shall be directed to the CBFCO and Brigade Captain including details of the date, time and intended burning activity. Written confirmation must be obtained from the Brigade Captain prior to the truck leaving the fire shed.

8.9 Driving Guidelines for Bush Fire Brigades

All drivers must hold a valid and current class of driving licence for the vehicle type that is being driven.

Volunteer bushfire brigade members must drive with due care and attention and continue to always show consideration to other road users. Extreme care is to be taken when driving in high-risk areas such as near school, hospital, aged person units etc.

Emergency Conditions

Brigade to respond with due haste if life/property is in immediate danger.

- Emergency warning lights used at all times during travel and operation at incident.
- Siren should be used when appropriate while travelling to an incident.
- All traffic lights and road traffic signals/signs to be obeyed unless the driver of the truck is confident that it is safe and expedient to contravene and that other traffic will give way.
- Rail crossing signals and boom gates to be always obeyed.
- Drivers are not to exceed the posted speed limit by more than 20kph.

NOTE driving under emergency conditions when it is not expedient or safe to do so is a breach of the *Road Traffic Act 1974* and could result in driver prosecution.

Normal Road Conditions

When returning to fire shed, attending training or exercises and in general operations no emergency warning lights and sirens are to be used and ALL road rules must be always obeyed.

Off-road Driving

Vehicle is to operate in 4X4 as required when driving off road on the fire ground.

Hubs on vehicles with freewheeling hubs are to be always locked in.

Speed is to be minimised to ensure safety of occupants.

Safety of Crew

Identify location of gates and confirm safe exit path prior to entering unknown area.

Volunteers responding to fires in the Shire of Corrigin will be required to ensure that any fuel containers or trailers are located a safe distance away from the active fire ground. Plastic petrol fuel containers (jerry cans) are not to be stowed on fire appliances.

Under no circumstances are appliance pumps to be refuelled when located on the active fire ground and must be moved to a safe location, away from the active fire ground for refuelling.

8.10 Use of Private Equipment

Volunteer firefighters attending fires with their own equipment is very important and highly effective for putting out fires in the shire. Volunteers brigade member responding to fire emergencies are to ensure that private vehicles are in a safe and well maintained condition.

The *Guidelines for Operating Private Equipment at Fires* document created by DFES provides important information on the safe and effective use of private fire units. This document will be provided to all volunteers as it outlines the important protocols and responsibilities for using private vehicles during emergencies.

8.11 Use of Trailers at Fires

To ensure the safety of firefighters trailers are not permitted on the active fire ground.

Trailers can block access routes, hinder emergency responses, and create extra hazards for other personnel and equipment.

Water tankers and trailers are to be parked in a safe and easily accessible location away from the active fire front.

8.12 Welfare

To support the well-being of firefighters and staff, the Shire will provide meals and drinks upon request by the IC or crew leader. This support ensures that all team members remain hydrated and nourished during extended operations.

Where possible regular rest breaks should be considered to facilitate recovery and prevent fatigue. Health monitoring should also be conducted by the IC or delegated brigade member to detect and address any issues such as dehydration and heat stress.

Peer support and counselling services will be available to offer psychological support and debriefing, helping to manage the mental and emotional impacts of the operation.

8.13 Alcohol and Drug Consumption

Any accident that occurs where it is found that a firefighter has been taking illicit drugs and/or alcohol has implications for the individual and the Shire of Corrigin including:

- Insurance cover could be denied.
- Civil action could be taken if other firefighters are injured whilst under that individuals care (as driver, member of a team or managing an incident).
- Compromise position within the Brigade.
- Legal action for incidents or accidents where brigade members representing the shire were under the influence of illicit drugs or alcohol (knowingly or unknowingly).

In addition to the Shire having a responsibility to look after the safety and welfare of the volunteer under the *Work Health and Safety Act* and *Regulations*, the individual also has a responsibility to look after their own wellbeing.

Procedure

Bush Fire Brigade members shall NOT respond to an incident or participate in any bush fire operation or activity if alcohol or drugs have been consumed in quantities that contravene any written law or policy.

Alcohol or drugs shall NOT be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.

Alcohol or drugs shall NOT be consumed by personnel whilst engaged in training activities associated with operational tasks.

When driving, personnel must comply with various *Road Traffic Regulations*.

8.14 Smoke Affected Roads and Road Closure

To support the Shire of Corrigin and volunteer Bush Fire Brigades in extinguishing or controlling bushfires, roads may be closed under specific circumstances.

According to Section 39(1) of the *Bush Fires Act 1954*, a FCO can close roads if it directly or indirectly aids firefighting efforts. Alternatively, the most senior member of the Bush Fire Brigade can close roads under Section 44 of the Act.

Traffic Management and Authority Contact

Extreme caution must be exercised when closing roads, and immediate contact must be made with one of the following authorities for traffic management:

- **Corrigin Police:** 9009 9100
- **Main Roads Narrogin:** 9881 0566
- **Main Roads (After Hours):** 9622 4787
- **Shire Office:** 9063 2203
- **CESM:** 0448 494 027
- **Shire Works Manager:** 0447 137 749

Traffic Control

Shire of Corrigin volunteer firefighters may only control traffic when wearing proper firefighting PPE, including Shire issued orange jackets and pants. Traffic control by volunteers is permitted only under the direct instruction of a qualified Traffic Control Officer or if authorised by the IC.

Where necessary the Shire of Corrigin staff may assist with traffic control and signage.

Road Closures and Safety Measures

1. Visibility and Safety:

- Firefighters must exercise extreme caution when working on roads with reduced visibility due to smoke. Treat traffic like electricity—do not attempt to work in smoke-obscured areas until the flow of traffic is confirmed to be cut off.
- Firefighters should seek alternative work environments when possible to avoid working directly on roadways.

2. Gazetted Roads Under Local Government Care:

- If the road is a Shire of Corrigin local road the IC will initiate the closure. The CESM or CEO will ensure the road is attended to by qualified staff.
- If police assistance is unavailable and a detour is not possible, the road must be closed to all vehicles except emergency services for fire operations.

3. Gazetted Roads Under Main Roads (MRWA) Care:

- For major highways or arterial roads managed by Main Roads, contact Main Roads or WA Police to have the road closed and signed appropriately.
- Request Main Roads to create and implement a Traffic Plan via DFES COMCEN or the Police.
- If police assistance is unavailable and a detour is not possible, the road must be closed during fire operations.

Re-Opening Main Roads

Main Roads must re-open any roads controlled by Main Roads and cannot be re-opened otherwise.

Non-Compliance and Reporting

Volunteer firefighters are to report any motorist who ignores instructions from an authorised person including the details of the incident, and vehicle registration number if possible, to the police as soon as possible. The IC must be notified immediately by radio if a motorist disobeys any direction and proceeds through the area.

Fire Appliance Safety

Ensure that all fire appliances have their emergency lights on and headlights dipped when operating in conditions of reduced visibility due to smoke.

Safety Reminder

Brigade personnel have a duty to ensure that all operations are conducted with maximum safety for themselves and the traveling public.

8.15 Back Burning During Bushfire Incidents

In the right circumstances back burning can be an effective technique to stop the spread of bushfires or protect assets during emergency situations.

Back burning must be done under correct conditions and carried out by experienced personnel on the fire ground otherwise back burning may create dangerous fire behaviour or increase the size of the current fire.

Some reasons for conducting back burns;

- Asset protection.
- Inaccessible country to fight the fire in traditional means.
- Unexploded ordnance (UXO) known areas.
- Squaring up fire boundaries.
- Burning out to firebreaks.

Procedure

All techniques of fire suppression must be explored to suppress the fire before the choice is made to conduct a back burn

A risk assessment shall be considered prior to the all-clear given for any back burn to be conducted

Weather readings may be taken prior to any back burn being conducted

ONLY the IC can give permission to carry out a back burn or to burn out pockets.

All personnel shall record the proceedings of the back burn.

Drip torches should not be used from the back of a ute.

8.16 Vehicle Fires Outside of Gazetted Townsite

Corrigin Bushfire Brigades are not trained nor do they have breathing apparatus to use whilst fighting fires in toxic smoke. Given the fact that cars give off multiple types of toxic fumes and contain various metals and components which are considered explosive when encountering water; it is not safe for the Corrigin Bush Fire Brigades to conduct offensive firefighting techniques on vehicle fires of any type.

Procedure

Once the initial call has been received and the brigade has turned out to the vehicle fire incident, the crew leader or IC must advise DFES COMCEN that the Corrigin Volunteer Fire and Rescue (VFRS) is required to attend, due to the nature of the incident being HAZMAT.

The crew leader may request that Police attend for traffic control if required.

Once the brigade appliances arrive the units should be parked up wind or out of the toxic smoke and in the fend off position across the road to stop passing traffic.

Bacons and head lights shall be on to warn approaching motorist.

The crew leader or IC shall survey the scene to determine if anyone may be trapped or located close to the vehicle. The information on the incident shall be relayed to Police and DFES COMCEN.

Firefighting shall only be in the form of a defensive technique, meaning to protect any other assets or preventing the fire spreading to the road verge or surrounding bush or grass.

Fire fighters shall stop traffic from passing and keep public spectators away from the incident.

The Bush fire brigade crew leader or IC may hand over control of the vehicle fire incident to the VFRS Captain or officer in charge.

Note

Vehicle fires are extremely dangerous due to many pressurised vessels for example; gas cylinders, tyres, and airbag deployment systems etc. These may cause explosions so maintaining a safe distance and wearing full PPE is required.

The first brigade member arriving on the should consider that in cases where vehicles fires are reported by passing motorists, there might still be people trapped inside the vehicle.

8.17 Structure Fires Outside of Gazetted Town Site

Bush Fire Brigades are the primary turnout for structure fires that occur outside of the gazetted townsite of Corrigin. Corrigin Bushfire Brigades are not trained, nor do they have breathing apparatus to use whilst fighting fires in toxic smoke.

Procedure

Once the initial call has been received and the brigade has turned out to the structure fire incident, the crew leader or IC must advise DFES COMCEN that the Corrigin VFRS is required to attend due to the nature of the incident. The IC or crew leader may request that Police, ambulance and Western Power attend if necessary.

The IC shall survey the scene to determine if anyone is trapped or located close to the structure fire. The information on the incident shall be relayed to DFES COMCEN. The IC shall look for any potential hazards to the firefighters and the public.

Before any type of firefighting is conducted, power shall be isolated at the buildings power box by removing all fuses and shutting down the mains switch, the firefighter conducting the size up must also note if solar power modules are located anywhere on this structure. Gas cylinders shall also be isolated at the cylinder valves.

Firefighting activities for the Bush Fire Brigades are limited to defensive techniques only and brigades shall not enter the structure at any time. Defensive firefighting is to protect surrounding assets and to prevent the fire spreading.

The IC or crew leader shall conduct a thorough situational report /hand over and hand control of the structure fire incident to the Corrigin VFRS Captain or officer in charge.

Note

It is advised that additional bulk water tankers may be required.

Brigade appliances should not obstruct access to the structure for the arriving VFRS trucks, as they will need to park closer to the building.

The fire brigade trucks may be needed to relay water to the VFRS appliances if required.

8.18 Shire Staff Attending Bushfires

In the event of a bushfire, the Shire is committed to supporting firefighting efforts by providing both personnel and equipment as directed by the CEO at the request of the IC.

The deployment of Shire staff will be based on their specific capabilities and training to ensure effective and safe participation in fire management operations.

All shire staff will wear appropriate PPE and will adhere to established safety protocols throughout their involvement. The Shire will also ensure that resources are allocated efficiently and that staff receive any necessary briefings and instructions to perform their duties effectively.

Shire staff are required to complete the Rural Fire Awareness training before attending a fire.

All Shire machinery is to be accompanied by a fire fighting unit to provide protection in the event of a machinery break down or to enable an evacuation.

8.19 Use of Foam

Foam is an effective tool for firefighting, particularly in bushfire operations. Its proper use is essential for effective fire suppression and safety. Only trained volunteers are authorised to deploy foam.

Application Guidelines

- **Mixing Ratio:** Use a maximum concentration of 0.03% for bush firefighting (approximately one cup of concentrate per 2,000 litres of water).
- **Deployment:** Ensure foam is properly mixed and aspirated before use.

Environmental Considerations

- **Notify the Department of Water & Environment Regulation (DWER)** if foam enters any water body.
- **Protect Water Supplies:** Flush any contaminated domestic water storage before reuse.
- **Aquatic Environments:** Take care to prevent foam from entering waterways.
- **Agricultural Interests:** Avoid using foam near farm dams, troughs or drains to prevent contamination.

Safety Precautions

- Follow the manufacturer's guidance as per the product's Material Safety Data Sheet
- Use foam in well-ventilated areas to avoid inhalation of vapours.
- Wear appropriate PPE, including gloves and goggles, when handling foam concentrate.

In Case of Contact:

- For eyes or skin, flush immediately with clean water and seek medical help if necessary.
- Remove and flush any soaked clothing with water.
- Seek immediate medical attention if ingestion occurs or if any side effects arise (e.g., irritation).

Clean-Up Procedures

- Thoroughly flush all firefighting appliances and equipment with clean water after using foam to prevent corrosion and equipment damage.
- Dispose of all used foam containers responsibly to minimize environmental impact.

8.20 Red Flag Warnings

Incident experience across Australia during major bushfires has shown that a lack of access to timely and critical information at an incident has led to injuries and fatalities.

Red Flag Warnings are a message system that provides a process to ensure critical information (such as fire weather changes) is confirmed as received to the lowest levels and understood by all personnel at the incident.

Red Flag Warnings are to be precise messages which convey present or potential hazards to emergency responders, outside the normal briefing, e.g. weather changes, hazardous materials, fire behaviour, structural integrity, equipment failures etc.

- Red Flag Warnings are to be initiated within the command hierarchy.
- Red Flag Warnings must be passed to all personnel at the incident, including those from other agencies or private contractors.
- At all levels, red flag warnings are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgements of Red Flag Warnings are to be logged.

The standard messaging for red flag warnings are as follows:

Red flag warning. Personnel are advised of (actual/forecast) conditions that may present a hazard to personnel. Personnel are to (describe actions to take). Acknowledge.

This message is to be passed on to all personnel.

All red flag warning must be recorded through the incident chain of command both when sent and received using incident diaries/forms.

8.21 Accident Reporting

All accidents and near miss incidents on an operational fire ground must be reported to the CBFCO and Shire of Corrigin.

If the CBFCO is not available then the most senior available of the following positions:

- DCBFCO
- IC
- Brigade Captain

The CBFCO will arrange for the accident to be investigated and the report must be with the Shire of Corrigin via the Shire Work Health and Safety Officer at works@corrigin.wa.gov.au within seven days.

8.22 First Aid

All volunteer firefighters are strongly encouraged to complete the St John Senior First Aid Course, which provides essential skills and knowledge for managing medical emergencies in the field.

When the number of attending firefighters and other staff agencies exceeds 50 people, the IC is responsible for requesting the establishment of a First Aid Post at the Control Point to provide immediate medical support.

In situations where the number of people is less than 50, the IC may still request a First Aid Post to ensure that adequate first aid resources are available as needed.

8.23 Deceased Person / Preservation of Scene

The Police have a requirement under the *Coroners Act* and Police Routine Orders to view the body of a deceased person, in situ so that evidential information and forensic details may be obtained. Brigade personnel are requested to assist the Police by strictly adhering to the following guidelines:

At any incident where death occurs the body is to remain in situ and the area immediately secured awaiting the arrival of the Police, Major Crash and Forensic Services.

Where the body is in a public place and visible by the public it should be screened if possible.

Where removal of the deceased to a place of security is essential, the IC should attempt to obtain as much information as possible prior to the removal of the body with consideration being given to the following:

- Status of the deceased (i.e. general public, fire fighter etc.)
- Details of fire activity at the time of the incident causing death
- Possible cause of death (i.e. burns, smoke etc.)

The IC is to request Police attendance as soon as possible after initial incident to ensure that brigade resources are not on Standby for lengthy periods.

8.24 Mutual – Between Shires and Regions

The Shire of Corrigin has a Memorandum of Understanding with surrounding Shires that outlines support in which will be provided during an emergency.

It is necessary to have an efficient turnout of brigades within a local government area with support from the DFES regional or state offices if required.

To ensure an orderly and effective turnout occurs the following procedures are to apply.

Shire turnout responsibilities

The CBFCO, DCBFCO, brigade Captains and CEO are responsible for the turnout of all firefighting resources stationed within the Shire.

The IC is responsible that adequate relief has been arranged. The CBFCO, DCBFCO and FCO's will ensure that some resources are held in reserve for further outbreaks of fire or that mutual aid has been arranged to cover all eventualities.

Call-out of these resources will be in accordance with the Shire of Corrigin MOU for Mutual Aid in Emergencies and supported by the Local Emergency Management Plan.

Regional Operation Centre Responsibilities

If DFES requires assistance in addition to resources from adjoining shires within the region, such assistance will be activated through the DFES Regional Duty Officer.

When making a request DFES will supply the following information:

- Number and type of fire appliances and minimum crew
- The task required to be performed
- The duration the resources will be required for
- Where and to whom will the resources report to
- When are the resources required.
- Welfare and relief arrangements
- Contact the CESM and CBFCO requesting the above be provided.
- Once the request has been actioned, confirm back the arrangements made.
- Advise the State Duty Officer of action taken.

Resource Request

When a request is made to the Shire of Corrigin to supply resources (Task Forces/Strike Teams) to another Shire then the following should apply.

- The CBFCO with the DCBFCO, Brigade Captain and CESM will decide on the number and type of appliances and crew that will be sent out of the Shire at any given time.
- Shire of Corrigin Bush Fire Brigades will be alerted via What's App or SMS that resources are leaving the shire.
- Corrigin VFRS will be alerted that Shire resources will be leaving the shire.
- Crews responding to a mutual aid request should ensure they have eaten before being dispatched to the fire. Subsequent welfare will be the responsibility of the IC.

8.25 Automatic Vehicle Locator (AVL) Testing

The Automatic Vehicle Locator (AVL) system provides real-time visibility of the fire trucks for crew safety.

Monthly testing of the AVL system during the bushfire season is required for all fire trucks to:

- Confirm the equipment is functioning correctly;
- Confirm that the connection to the server is functioning correctly;
- Update Pinpoint software including fixes and enhancements;
- Identify faults; and

The Brigade Equipment Officer is responsible for arranging for the AVL to be tested on a monthly basis.

8.26 Inspection of Fire Breaks

To ensure compliance with the Shire's firebreak order, townsite firebreaks are inspected annually. The initial inspection occurs around mid-October, serving as a reminder to residents to maintain their firebreaks and properties in preparation for the October 31 deadline.

A follow-up inspection is conducted on or shortly after November 1. During this inspection, any properties found to be non-compliant will be subject to enforcement actions, including potential infringements.

FCOs are responsible for inspecting rural properties and reporting any instances of non-compliance to the Shire. This allows the Shire to take necessary actions to ensure that all properties adhere to firebreak requirements, thereby enhancing community safety and fire prevention efforts.

Reports of non-compliant fire breaks on rural properties are to be accompanied with photographic evidence and details of the exact location as well as a record of the date, time of the inspection.

8.27 Burning Road Verge

A Permit is to be issued by FCO's or CEO prior to any hazard reduction road verge along road verges and only after a site inspection has been carried.

No authority can be given by shire staff or FCO to burn road verges that are not under the control of the Shire of Corrigin, unless written approval has been received from the controlling agency.

Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.

Permits to burn road verges will only be issued by FCO using the following broad guidelines.

- To prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
- Minimise damage to native vegetation is present where possible by carrying out burns in Autumn or Spring;
- When weather conditions are acceptable.
- Comply with normal permit requirement.;
- Only one side of a road to be burnt in any one year.
- No single hazard reduction burns to exceed 500 meters along a single road verge.
- Adjoining strips may not be burnt within three years.
- Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:
 - Fuel tons per hectare.
 - Assets and locations.
 - Vegetation type.
 - Fire History.
 - Weather patterns.
- The use of fire to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified such as where native plant species have been replaced by annual weeds and grasses.
- Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or contractors.

8.28 Drip Torches

The drip torch is to be used for prescribed burning and authorised lighting activities only. The drip torch is a container holding a fuel mixture that drips from a nozzle over a lighted wick, dripping burning liquid onto the fuel to be ignited.

When preparing to use the drip torch, the operator should:

- Ensure that there is no risk to other personnel in the vicinity.
- Use the torch on the designated burn area only.
- Wear the correct personal protective equipment, including gloves and goggles when filling, lighting, operating and extinguishing a drip torch.
- Start the torch and ignite vegetation and complete the burn under the direction of the officer in charge.
- When not in use, stand the torch upright and ensure that the flame is extinguished.
- When not in use, ensure that the torch is stored upright in a secure position.
- When not in use, ensure that the fuel tap is maintained in the closed position.
- Fuel for drip torches must be premixed at a location separate to any incident ground.
- Fuel for drip torches must be premixed in a recommended flammable liquid fuel container, stored away from the incident and clearly marked.
- Ensure regular maintenance is undertaken and report any defects.
- The fuel mixture is to be 25% Petrol and 75% Diesel as per manufacturer's instructions.

Only experienced firefighters should use the drip torch.



Shire of Corrigin

Work Health and Safety Policies and Procedures

Endorsed by Council XXXX

Council Resolution XXXX

DOCUMENT CONTROL

DATE OF AMENDMENT	AMENDMENT DETAILS
14/5/2020	Inserted Contractor Management Procedure
15/9/2020	Inserted Playground Management & OHS Performance Monitoring Procedure
27/10/2021	Inserted Emergency Preparedness and Response Procedure
4/11/2021	Inserted Handling Difficult Customers and Hazardous Substances Procedure
1/12/2021	Updated Occupational Safety and Health Performance Monitoring (June 2021)
3/25/2025	Updated Hazard Identification, Risk Assessment and Control
	Updated Incident and hazard Reporting
	Updated Consultation and Communication
	Updated Hazardous Chemicals Guidance
	Added Hot Works Procedure
	Updated Demolition Guidance
	Updated Confined Space Guidance
	Updated Handling and Disposal of Sharps
	Updated Isolated and Remote Workers

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1 CONFINED SPACE GUIDANCE

1.1 PURPOSE

To provide guidance to whole of organisation in the Work Health and Safety requirements related to confined spaces in order to ensure:

- Control of entry into confined spaces;
- Safe systems of work inside confined spaces;
- Awareness and compliance with regulatory duties with respect to confined spaces.

The purpose of this guidance document is also to increase organisational awareness of what constitutes a designated confined space and the assess the potential for changes associated with any space to then result in meeting the criteria for a confined space.

Reference should be made to the *Work Health and Safety (General) Regulations 2022 (WA)* and the approved Code of Practice: Confined Spaces for specific regulatory requirements associated with confined spaces.

1.2 SCOPE

Applies to all workers, including contractors, sub-contractors, labour hire, volunteers proposing to, or performing, any works within confined spaces where the Shire has control of the workplace.

1.3 DEFINITIONS

Confined space

Confined spaces are defined in the *Work Health and Safety (General) Regulations 2022 (WA)*, Regulation 5, "Terms Used", as follows:

A confined space means an enclosed or partially enclosed space which.

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is, or is likely to be, a risk to health and safety from;
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - harmful concentrations of any airborne contaminants, or
 - engulfment.
- does not include a space in which excavation work is carried out in an underground mine.

Contaminant

A contaminant means any substance which may be harmful to safety or health.

"Airborne contaminants" means a contaminant in the form of a fume, mist, gas, vapour or dust and includes micro-organisms.

Confined Space Entry

Confined space entry means any situation in which the head and shoulders of any person are located within the confined space for any length of time.

Confined Space Entry Authorising Officer

A competent person who has received accredited training in confined space work and is authorised to:

- Identify and classify confined spaces;
- Raise and sign off a Confined Space Entry Permit;
- Hold and provide an access key for identified and secured confined spaces.

Confined Space Entry Permit

A permit, completed in writing by an authorised competent person, which meets the requirements of the:

- *Work Health and Safety (General) Regulations 2022 (WA)*, Regulation 67

1.4 IDENTIFICATION OF CONFINED SPACES

Confined Spaces

All confined spaces that any personnel may be required to enter must be identified by a competent person, with the identification being based on the detailed definition of confined spaces contained in the *Work Health and Safety (General) Regulations 2022 (WHS Regulations)*, as replicated in definitions above.

Once identified, the location and description of confined spaces should be entered into the organisational confined space register. The description of the confined space shall include the potential hazards associated with each confined space along with the risk control measures to be implemented in order to reduce the risk to an acceptable level.

Risks associated with confined spaces shall be managed in accordance with Part 3.1 of the WHS Regulations, including the risk of any person inadvertently entering the confined space.

Identified confined spaces shall be subject to review to determine whether the need for entry can be eliminated, or the frequency of required access reduced. This review should be conducted for current situations and also during the design phase of new facilities and include specialist advice if, and as, required.

Persons involved in designing, manufacturing, importing, supplying, installing and constructing plant or structures have specific WHS duties which must be complied with, including duties associated with confined spaces. The Shire should verify that these duties have been fulfilled.

1.5 SECURITY AND SIGNAGE

Confined spaces should, so far as is reasonably practicable, be secured against unauthorised entry and permanently identified as a confined space by placement of signage. The confined space entry authorising officer shall maintain security of access keys for confined spaces within their operational area.

1.6 TRAINING AND COMPETENCY

Workers Requiring Information, Training and Instruction

No worker must enter, or perform works associated with entry into, a confined space unless they have been provided with suitable and adequate information, training and instruction in accordance with legislative requirements. Workers that shall be provided with suitable and adequate information, training and instruction associated with confined spaces in accordance with legislative requirements are those workers who could:

- Enter or work in a confined space; or
- Carry out any function in relation to work in a confined space or associated emergency procedures required to be established, but is not required to enter the confined space; or
- Be a person supervising a worker referred to above.

Confined Spaces Information, Training and Instruction

The Shire shall ensure that information, training and instruction provided in relation to confined spaces is to include the following matters:

- The nature of all hazards relating to a confined space;
- The need for, and the appropriate use of, control measures to control risks to health and safety associated with those hazards;
- The selection, fit, use, wearing, testing, storage and maintenance of any personal protective equipment;
- The contents of any confined space entry permit that may be issued in relation to work carried out by the worker in a confined space;

- Emergency procedures.

A record of all training provided to relevant workers must be kept for at least two years.

1.7 CONFINED SPACE ENTRY

Confined Space Entry Conditions

Entry into confined spaces shall only be undertaken in strict compliance with the regulatory requirements specified in the WHS Regulations, Part 4.3 'Confined Spaces', Division 3 "Duties of person conducting business or undertaking".

Confined Space Entry Permits

The Shire shall not direct a worker to enter a confined space unless a confined space entry permit has been issued by a competent person.

A confined space entry permit must:

- Be completed by a competent person; and
- Be in writing; and
- Specify the following:
 - The confined space to which the permit relates;
 - The names of persons permitted to enter the space;
 - The period of time during which the work in the confined space will be carried out;
 - Measures to control risk associated with the proposed work in the space; and
 - Contain space for an acknowledgement that work in the confined space has been completed and that all persons have left the confined space.

The risk control measures specified in the confined space entry permit must:

- Be based on a risk assessment conducted in accordance with regulatory requirements (WHS Regulation 66); and
- Include the control measures to be implemented for safe entry; and
- Include details of the system of work provided under WHS Regulation 69 to ensure:
 - Continuous communication with the worker within the confined space from outside the confined space; and
 - The monitoring of the conditions within the space by a standby person who is in the vicinity of the confined space and, if practicable, observing the work being carried out.

The Shire must ensure that when the work associated with the particular confined space entry permit which has been issued is completed, that all workers leave the confined space and the competent person who has issued the permit completes the acknowledgement section.

Specific Risk Controls

Specific risk controls shall be implemented as prescribed in the WHS Regulations, including for:

- Connected plant and services;
- Atmosphere;
- Flammable gases and vapours;
- Fire and explosion.

Emergency procedures, compliant with regulatory requirements, shall be established and practiced to ensure that they are safe and effective. Personal protective equipment shall be provided to workers entering a confined space to carry out first aid or rescue procedures in an emergency in accordance with the requirements prescribed in the WHS Regulations (Regulation 75).

Signage associated with confined spaces shall be erected and displayed in accordance with Regulatory requirements.

It is recommended that a commercially produced duplicate copy 'Confined Space Entry Permit' book be utilised to assist with record keeping obligations.

1.8 RECORDS

Training Records

Training records shall be established and maintained showing persons who have received confined space entry training, the date this training was undertaken, and when refresher training is required to be undertaken.

A record of all training provided to relevant workers must be kept for at least two years.

Record Keeping

The Shire shall ensure that the following records are kept:

- A record of all training associated with confined space's provided to relevant workers must be kept for at least two years.
- A copy of the confined space risk assessment prepared under Regulation 66 must be kept for at least 28 days after the work to which it relates has been completed.
- A copy of the confined space entry permit must be kept at least until the work to which it relates has been completed.

Note that, if a notifiable incident occurs in connection with the work to which the risk assessment or permit relates, the Shire must keep a record of the risk assessment and permit for at least two years after the incident occurs.

1.9 RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable regulatory duties associated with confined spaces to be fulfilled.

Managers / Supervisors

Responsible for implementing resources and processes to enable regulatory duties associated with confined spaces to be fulfilled.

Workers

Responsible for proactively assisting and complying with the process implemented to enable regulatory duties associated with confined spaces to be fulfilled.

1.10 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- Code of Practice: Confined Spaces (WHSC)

2 CONSULTATION AND COMMUNICATION

2.1 SCOPE

This guidance applies to all Shire workplaces.

2.2 PURPOSE

In order to allow for situations which have potential for, or have resulted in, harm to health and safety of persons or damage to the environment or equipment to be reported in a systematic manner the following information will provide guidance to Shire requirements.

Reporting and recording information related to hazards or incidents allows for:

- Legislative duties associated with identification of hazards to be demonstrated;
- Risks associated with hazards and incidents to be tracked and reviewed for effectiveness;
- The application of effective risk controls to be monitored and verified;
- Information be provided to relevant persons regarding the risk controls that have been implemented for particular hazards;
- Prompt notification to be made to Regulatory Authorities where required by legislation, including the preservation of incident scenes in such instances.

2.3 REPORTING HAZARDS

As workplace hazards are identified through the application of various hazard identification tools and processes utilised by the Shire, then it is essential that they are then recorded in a central system location so that the presence and effectiveness of risk controls may be monitored and reviewed.

Once identified, hazards must be promptly reported so that they can be investigated, have appropriate risk controls implemented and feedback given to the person reporting the hazard on the risk controls that have been implemented. Risk controls should be subject to review to ensure that they are working effectively as intended.

Each identified hazard should have the required details recorded in the Shire hazard register. Documenting details associated with each hazard allows the Shire to demonstrate that legislative obligations to identify hazards and control associated risks have been fulfilled.

2.4 REPORTING INCIDENTS

The occurrence of an incident is the realisation of a hazard. It is vital to promptly report incidents so that they may be investigated to a level commensurate with risk to determine what hazard risk controls have failed to allow the incident to occur. Investigations must commence as soon as is possible and specialist assistance should be obtained where required.

Workplace incidents must be reported whether harm or damage has actually been realised, or whether the incident was that of a 'near hit' nature.

Workplace incidents must be reported promptly so that they may be ensured to have the appropriate actions implemented to prevent any harm or damage from becoming more serious and to ensure that risk mitigation actions are undertaken to prevent further instances of harm or damage from occurring.

All instances of incident occurrence must be verified against legislated requirements for determination of any mandated legislative reporting requirements. Refer to Shire procedure "Reportable Incidents (Regulatory Authorities)" for assistance and direction in determining which incidents are of a reportable nature.

Note that penalties apply for failing to report notifiable incidents the Regulatory Authority(s) by the quickest possible means and failing to preserve incident scenes.

Legislation imposes various requirements associated with preservation of certain documentation associated with particular incident circumstances, including retention of documentation for specified periods. These include, but may not be limited to:

- Work Health and Safety Management Plan in force for construction project involved;
- Safe Work Method Statement in force for high risk construction work involved;
- Underground essential services information obtained in relation to any excavation work involved;
- Confined space risk assessment and confined space entry permit for any confined space involved;

All incidents that have occurred must have the associated details formally recorded in the Shire incident recording system. Investigation reports must include identification of hazard risk control failures and the Shire hazard register subsequently updated to include required risk controls.

2.5 REPORTING REQUIREMENTS

It is a Shire requirement that hazards and incidents are addressed within the following timeframes:

- Identified hazards and incident occurrences must be reported to workgroup manager or supervisor forthwith;
- If a notifiable incident has occurred, then the scene must be preserved and the incident reported to the responsible Regulatory Authority by the fastest possible means. Reference should be made to the Reportable Incidents (Regulatory Authorities) Procedure for initial general guidance, then subsequently to specific legislative requirements;
- Formal submission of written incident / hazard report to workgroup manager or supervisor must be made within 24 hours;
- Completion of investigation by responsible manager and/or supervisor within a reasonable time commensurate with the associated level of risk. If present within the workplace, health and safety representatives shall be involved. External specialist advice should be sought at the earliest possible stage where required.
- Notification to workers reporting incident or hazard on determination of actions, if any, that the Shire intends to take in respect of the incident or hazard within 10 working days
- Hazard and incident reports shall be reviewed by the Work health and Safety (WHS) committee at the next WHS committee meeting, including review of hazard / incident occurrences, identified risk control measures and effectiveness of proposed risk control methods.

Where an worker health and safety representative (HSR) exists for the workgroup at which a hazard or incident has been reported, they shall be involved in any investigation in accordance with legislative requirements.

2.6 SPECIFIC RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable hazards and incidents to be identified, reported, recorded and investigated.

Managers / Supervisors

Responsible for implementing resources and processes to enable hazards and incidents to be identified, reported, recorded and investigated. Responsible for ensuring incidents of a notifiable nature must have scenes preserved and are reported to the responsible Regulatory Authority(s) by the quickest possible means.

Workers

Responsible for proactively assisting in the process implemented to enable hazards and incidents to be identified, reported, recorded, investigated and associated risks to be effectively controlled.

2.7 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety Regulations 2022 (WA)*
- Hazard Identification, Risk Assessment and Control Procedure
- Reportable Incidents (Regulatory Authorities) Procedure
- Incident Investigation Procedure

3 DEMOLITION

3.1 PURPOSE

Demolition work has potential for increased risk of harm towards workers engaged in the works, those who may be in the immediate vicinity, as well as to the environment or adjoining premises.

Demolition work also has multiple legislative requirements associated with it which the Shire and staff must be fully aware of, and properly consider, prior to commencing any demolition works in order to avoid potential regulatory non-compliance and associated penalties which may be imposed.

This guidance is intended to provide some broad general information about aspects that should be understood, considered and taken into account prior to commencing any project involving demolition works.

For specific regulatory requirements associated with demolition work, reference must be made to the:

- *Work Health and Safety (General) Regulations 2022 (WA)*;
- Approved Code of Practice: Demolition Work; and,
- AS 2601: 2001 "The demolition of structures"

It is recommended that professional advice be obtained prior to undertaking or commissioning any demolition works.

3.2 SCOPE

This guidance applies to all Shire workplaces.

3.3 DEFINITIONS

ACM – means Asbestos Containing Material

AS 2601 – means; AS 2601: 2001 "The Demolition of Structures". (Copies of Australian Standards may be purchased from Standards Australia or can be viewed at the WorkSafe library).

Class (in relation to demolition work) – means; Class 1 demolition work or Class 2 demolition work

Class 1 Demolition Licence – means a licence that authorises the carrying out of Class 1 demolition work by the, or on behalf of the, licence holder

Class 1 Demolition Work – means any of the following types of demolition work:

- Work comprising the total demolition or dismantling a structure that is 10 metres or more in height when measured from the lowest ground level of the structure to the highest part of the structure;
- Work comprising the partial demolition or dismantling a structure that is 10 metres or more in height when measured from the lowest ground level of the structure to the highest part of the structure and affecting the structural integrity of the structure;
- Work comprising demolition work on a structure; and involving the use of load shifting equipment on a suspended floor;
- Work comprising demolition work on pre tensioned or post tensioned structural components of a structure;
- Work comprising demolition work on a structure containing precast concrete elements erected by the tilt up method of construction;
- Work involving the removal of key structural members of a structure so that the whole or part of the structure collapses;
- Work done to a structure involving explosives;
- Work comprising demolition work on a structure that involves the use of a tower crane or any crane with a safe working load greater than 100 tonnes;
- Work involving the removal of an area of brittle or fragile roofing material in excess of 200m² from a structure if any part of the area to be removed is 10 metres or more above the lowest

ground level of the structure.

Class 2 Demolition Licence - means a licence that authorises the carrying out of Class 2 demolition work by the, or on behalf of the, licence holder

Class 2 Demolition Work – means any of the following types of demolition work:

- Demolition work comprising demolition work involving a structure that is less than 10 metres in height when measured from the lowest ground level of the structure to the highest part of the structure, excluding;
 - Demolition work involving a single storey dwelling; or
 - Work comprising demolition work on a structure; and involving the use of load shifting equipment on a suspended floor;
 - Work comprising demolition work on pre tensioned or post tensioned structural components of a structure;
 - Work comprising demolition work on a structure containing precast concrete elements erected by the tilt up method of construction;
 - Work involving the removal of key structural members of a structure so that the whole or part of the structure collapses;
 - Work done to a structure involving explosives;
 - Work comprising demolition work on a structure that involves the use of a tower crane or any crane with a safe working load greater than 100 tonnes;

Competent person (in regards to demolition work) – means a person who has been trained by an Registered Training Organisation (RTO) in safe methods of demolition work; and, in the case of supervision of the work – has appropriate experience in the conduct or supervision of demolition work authorised by the relevant demolition licence.

Construction work – means (1) any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure; and, without limiting this definition, construction work includes;

- Any installation or testing in connection to an activity referred to in (1) above;
- The removal from the workplace of any product or waste resulting from demolition;
- The prefabrication or testing of elements, at a place specifically established for the construction work, for use in the construction work;
- The assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- The installation, testing or maintenance of an essential service in relation to a structure;
- Any work connected with an excavation;
- Any work connected with any preparatory work or site preparation (including landscaping as part of the site preparation) carried out in connection to an activity referred to in (1) above;
- An activity referred to in (1) above that is carried out on, under or near water, including work on buoys and obstructions to navigation.

Construction project – means a project that involves construction work where 5 or more persons are, or are likely to be, working at the same time at a construction site.

Construction site – means a workplace where construction work is carried out

Demolition – includes deconstruction

Demolition work (see also construction work) – means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure; but does not include

- The dismantling of formwork, falsework or other structures designed or used to provide support, access or containment during construction work; or
- The removal of power, light or telecommunications poles

- See also, note regarding “Application of Division” in the below section “Conduct of Demolition Work”.

Mandatory PPE – means that every worker and visitor on a demolition worksite shall wear a safety helmet complying with AS/NZS 1801. Also, every worker shall wear suitable protective clothing and other mandatory PPE shall be worn as determined following risk assessment.

Structure – means anything that is constructed, whether fixed or movable, temporary or permanent, and includes (but is not limited to):

- Buildings, sheds, masts, towers, framework, pipelines, storage tanks, transport infrastructure and underground works (shafts or tunnels); and
- Any component of a structure; and part of a structure

PCBU – means a person conducting a business or undertaking

Principal Contractor – means a PCBU that commissions a construction project. If the commissioning PCBU engages another PCBU as principal contractor for the construction project and authorises that PCBU to have management or control of the workplace and to discharge the duties of a principal contractor (refer WHS Regulations, Chapter 6 “Construction Work”), the PCBU so engaged is the principal contractor for the project. A construction project only has 1 principal contractor at any specified time.

WHS Regulations – means the *Work Health and Safety (General) Regulations 2022 (WA)*

Work Plan – in the context of Demolition Work, means, a specifically prepared document that details the methods and procedures for the safe demolition of the structure.

3.4 CONDUCT OF DEMOLITION WORK

Within Western Australia, there are specific legislative requirements related to demolition work contained in the WHS Regulations, Chapter 4 “Hazardous Work”, Part 4.6 “Demolition Work” which must be reviewed and understood prior to commissioning or commencing any demolition work. Reference must also be made to the Code of Practice “Demolition Work” and AS 2601.

Note that Division 2 “Conduct of demolition work” of Part 4.6 (above) includes Regulation 142A “Application of Division”, which states that Division 2 does not apply to certain demolition work including:

- Demolition work on a structure by a person in the metal fabrication or engineering industry in the course of maintaining, refurbishing, upgrading, modifying or decommissioning plant.
- Demolition work on a fence or wall less than 1.8 metres in height, or a structure less than 2 metres in height.

Demolition work which falls under the category of Class 1 Demolition Work must not be carried out unless the person conducting the work holds a Class 1 Demolition Licence. This does allow for other persons to conduct the work on behalf of a person holding a Class 1 Demolition Licence, as long as the Class 1 Demolition Licence holder has ensured that every person involved is competent to do so.

Demolition work which falls under the category of Class 2 Demolition Work must not be carried out unless the person conducting the work holds a Demolition Licence (of Class 1 or Class 2). This does allow for other persons to conduct the work on behalf of a person holding a Demolition Licence, as long as the Demolition Licence holder has ensured that every person involved is competent to do so.

Demolition work is to be carried out in accordance with AS 2601 and compliance with AS 2601 is mandatory. The WHS Regulations require that a copy of AS 2601 is to be at every demolition site while the demolition work is carried out, except where the thing to be demolished is a fence or wall less than 1.8 metres in height, or a building or structure less than 2 metres in height.

A copy of the work plan referred to in AS 2601 must be kept at the demolition site.

If the demolition work is not covered by / included in AS 2601, or it is proposed that the work be carried out in variation to AS 2601, then the work must be approved by the Regulator prior to commencement.

If Class 1 or Class 2 Demolition Work are intended to be conducted, then the Demolition Licence Holder must notify the Regulator using the [“Notification of Demolition Work Form”](#) within the following timeframes:

- If the work is to be conducted in accordance with AS 2601, notification must be provided to the Regulator at least 5 working days before the work is intended to begin;
- If the work is not to be conducted in accordance with AS 2601, notification must be provided at least 10 working days before the work is intended to begin, to the Regulator for approval to do the work;
- For demolition work involving explosives, 15 working days’ notice is required. Demolition work involving explosives is not to begin unless approval has been provided by the Regulator.

Prior to commencement of any demolition work, a Hazardous Substances audit shall be conducted by a competent person to determine the presence of hazardous substances or conditions which may be disturbed during the demolition process. The purpose of the audit is to identify the location, extent, accessibility, type and condition of hazardous substances such as asbestos, lead paint or PCB’s. The audit shall be supported by a laboratory analysis of the suspected hazardous substances and results recorded in a Hazardous Substance Management Plan which is to be included in contract documentation.

The WHS Regulations, in Chapter 8 “Asbestos”, Part 8.6 “Demolition and Refurbishment”, also contain specific provisions associated with the identification and removal of asbestos before demolition which must be reviewed, understood and complied with prior to commencing any demolition work. Reference must also be made to the Code of Practice: “How to manage and control asbestos in the workplace” and the Code of Practice: “How to safely remove asbestos”.

For demolition work involving asbestos removal, a separate notification form for the “Notification of Asbestos Removal” must also be lodged [online](#).

Where demolition work of other than Class 1 or Class 2 is to be carried out, then the Shire (or principal contractor) must ensure that the work is carried out in accordance with AS 2601, excepting that the work plan required to be prepared under AS 2601 is not required to be submitted to the Regulator for approval.

Demolition work is a type of construction work. Therefore, when carrying out demolition work, the requirements relating to construction work must also be complied with. Specific legislative requirements associated with construction work are contained in the WHS Regulations, Chapter 6 “Construction Work” which must be reviewed and understood prior to commencing any demolition work. Reference must also be made to the Code of Practice “Construction Work”.

A person conducting a business or undertaking that includes the carrying out of construction work must comply with AS/NZS 3012: 2010 “Electrical installations – Construction and demolition sites”.

The following documentation is required to be on site at all times when demolition work is carried out:

- Class 1 and Class 2 Demolition Work:
 - Copy of notification or approval, as the case requires, and each condition imposed by the Regulator in relation to the work (if any); and
 - Copy of AS 2601; and
 - Copy of the work plan referred to in AS 2601.

- Demolition work plan if more than 1 PCBU involved – may be incorporated into the Construction Work Health Safety Management Plan* (*Refer CoP: Demolition Work, Chapter 3)
- Demolition work other than Class 1 or Class 2:
 - Copy of AS 2601; and
 - Copy of the work plan referred to in AS 2601.
- And, as demolition work falls under the definition of construction work:
 - Pertinent construction work documentation as may be required, which may include, but is not limited to; Safe Work Method Statements and Construction Work Health and Safety Management Plan.

3.5 PRINCIPAL CONTRACTOR

When a PCBU, such as the Shire, commissions a construction project they become the principal contractor for the project.

If another PCBU is formally engaged as the principal contractor for the construction project: and,

- Authorised to have management or control of the workplace; and,
- To discharge the duties of a principal contractor under Chapter 6 of the WHS Regulations; then,

The PCBU so engaged become the principal contractor for the construction project.

Such arrangements should be formally documented in a contractual arrangement which specifically sets out duties and responsibilities associated with the construction project.

A construction project has only 1 principal contractor at any one time. The PCBU with management or control of a workplace must comply with Section 20 of the WHS Act.

3.6 REQUEST FOR EXEMPTION FROM WHS REGULATIONS

Should the Shire be considering undertaking a demolition of a structure, other than removal of power, light or telecommunications poles, a wall or fence of less than 1.8 metres in height or a structure less than 2 metres in height, then it is likely that an appropriate Class of Demolition Licence would be required to be held. If the Shire does not hold an appropriate class of demolition licence and believes that they can safely conduct the demolition work, the WHS Regulations do allow for an exemption to be applied for from the Regulator. There is no fee associated with this process.

A request for an exemption must be made in writing, using the WorkSafe WA “[Request for exemption form](#)”. When completing this form, the following must be clearly specified:

- Details of the specific WHS Regulation number(s) for which the exemption is required;
- The time frame or period for which the exemption is required;
- The date the exemption is required by;
- A detailed description of why the Regulator should grant you an exemption from complying with the WHS Regulation(s);
- Any relevant documentation to support your request;
- Risk assessment and control measures (in the context of demolition work, taking into account AS 2601 specifications);
- Information about how health and safety standards will be maintained;
- Whether there are any exceptional circumstances; and
- Details of consultation undertaken with workers and / or other affected PCBU's.

3.7 DEMOLITION CHECKLIST

The following checklist may be utilised, in conjunction with AS 2601, to prompt for risk control considerations which must be considered prior to the commencement of any demolition work. (AS 2601 must be referred to for full requirements)	Yes	No	N/A
Documentation			
Has the demolition work scope been assessed and need for Class 1 or Class 2 demolition licences determined?			
If of Class 1 or Class 2 demolition work is an appropriate demolition licence held by person to conduct work?			
If of Class 1 or Class 2 demolition work , has notification been given to Regulator on the approved form?			
Has the demolition worksite has been assessed, by a competent person, for the presence of any ACM and any other hazardous substance?			
Where hazardous substances have been identified, has a Hazardous Substance Management Plan been prepared and included in contract documentation?			
IF ACM and / or other hazardous substances are to be removed, are competent persons ensured to be utilised with the appropriate regulatory notification made and licence held by person conducting the removal process?			
Has a demolition work plan been prepared for the work by a competent person?			
Does the demolition work plan include the demolition sequence and those requirements specified in Clause 2.3 of AS 2601?			
Has the demolition work plan considered and identified potential basements, cellars or retaining structures providing support to adjoining properties?			
Is a copy of the demolition work plan available on the worksite?			
Is a copy of the Regulators notification, approval and each condition (if any) available on worksite?			
Is a copy of AS 2601 available on the worksite?			
Have applicable elements associated with Construction works been considered and ensured to be in place? (SWMS, Safety Management Plan, Construction Induction Training Certificate)			
Is mandated Personal Protective Equipment and Clothing signage displayed at site perimeter? (Note safety helmet is mandatory, other PPE by risk assessment)			
Are there any statutory, regulatory or other legal impediments to the demolition?			
Is the owner legally empowered to have the building demolished?			
Has permission been sought from neighbouring properties where any access or occupation may be sought?			
Have emergency access and egress routes been identified and kept clear at all times?			

Demolition Checklist Continued			
Services to the Site	Yes	No	N/A
Have all services to the demolition site been identified and located, including electricity, gas, water, sewage, fibre optic?			
Have all services to the demolition site been effectively isolated / disconnected?			
Have any services to be maintained, passing through the worksite or in the immediate vicinity of the worksite been clearly identified and protected?			
Public Protection	Yes	No	N/A
Has the worksite been secured against unauthorised access through provision of chain wire security fencing?			
Have warning notices displaying "WARNING DEMOLITION IN PROGRESS" or similar message been fixed to security fencing?			
Have street closures been implemented if required?			
Has lighting been provided in any adjoining public places to make any obstructions visible at all times?			
Has protection from falling materials been provided, including hoardings and overhead protection where required?			
Have traffic management plans been implemented for control of vehicular traffic entering and leaving the worksite?			
If scaffolding is used, is it heavy duty, compliant with AS 1576.1, enclosing the work area, impenetrable and able to withstand impact of rubble?			
Site Personnel	Yes	No	N/A
Has all access, egress and work areas, including all openings and edges, been illuminated and protected?			
Is it ensured that suitable PPE has been identified and is mandated to be worn at the worksite? [Note: Safety helmets are a mandatory requirement.]			
Have all confined spaces been identified and risk controls applied in strict accordance with legislative requirements?			
Have all hot works (cutting welding) been identified and had adequate risk controls applied?			
Has suitable fire protection equipment been provided in all areas of the worksite?			
Have facilities and equipment for administration of first aid been provided?			
Have site amenities been provided?			
Has it been assured that any temporary electrical installations comply with AS/NZS 3012:2010?			
Have work methods been established to ensure safe working at heights, compliant with legislative requirements?			
Is all plant and equipment fitted with FOPS where required?			
Is all plant and equipment only operated by competent persons?			
Environment	Yes	No	N/A
Have measures been established to ensure that deliberate burning does not occur unless formal approval has been obtained?			
Have measures been established to control dust or noxious emissions?			
Have measures been introduced to minimise noise?			
Have measures been undertaken to minimise the effects of vibration and concussion on adjoining buildings and occupants?			
Have measures been implemented to minimise the spreading of mud, rubble or debris by vehicles leaving the site?			
Have measures been undertaken to identify and protect flora on the worksite?			
Have measures been implemented to keep the worksite free of vermin?			

3.8 DEMOLITION WORK PLAN CHECKLIST

Demolition Work Plan: should include, but not be limited to, documentation of the following information;	Yes	No	N/A
Location of the site on which the structure to be demolished stands.			
The overall height of the structure above ground level and the least distance from the structure to each site boundary.			
A brief description of the type of building (occupancy class), its structural support system services and principal materials of its construction.			
A description of the methods of demolition proposed to be used, type of major equipment proposed for implementing these methods and means of moving this equipment from floor to floor.			
A description of the methods proposed for handling and disposing of demolished materials, and in particular, hazardous substances.			
A description of the proposed sequence of carrying out demolition works and an estimate of the time, in days, that is likely to take to complete all or each of the stages of the work.			
Details of protective measures, including overhead protection and scaffolding required by AS 2601 (clauses 1.5 and 1.7).			
Dimensions of the demolition exclusion zone as determined by considering existing conditions and intended work methods? (Zone may need to be larger than the site during key stages of the operation).			
Any other plans, illustrations, or written documents as may be necessary to clearly define or substantiate demolition work plan proposals.			
Provision of a traffic management plan for the structure and site.			
Provision of an environmental management plan for the site and structure.			
Occupational health and safety management system.			

3.9 RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable legislative duties associated with demolition work to be fulfilled.

Managers / Supervisors

Responsible for implementing resources and processes to enable legislative duties associated with demolition work to be fulfilled.

Workers

Responsible for proactively assisting and complying with the process implemented to enable legislative duties associated with demolition work to be fulfilled.

3.10 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- *Code of Practice: Demolition Work (Second Edition) (WHSC)*
- *Code of Practice: Construction Work (WHSC)*
- *Code of Practice: How to manage and control asbestos in the workplace (WHSC)*
- *Code of Practice: How to safely remove asbestos (WHSC)*
- *Code of Practice: Managing electrical risks in the workplace (SWA)*
- *Code of Practice: How to manage work health and safety risks (WHSC)*
- *AS 2601: 2001 The Demolition of Structures*
- *AS/NZS 3012: 2019 Electrical Installations – Construction and Demolition Sites*
- *AS/NZS 1576.1: 2019 Scaffolding - General requirements*
- *AS/NZS 1801:2024 Occupational Protective Helmets*

- AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use
- Notification of Demolition Work Form (DMIRS)
- Notification of Asbestos Removal Form (Online) (DMIRS)
- Request for Exemption from WHS (General) Regulations Form (DMIRS)
- Hot Works Procedure

4 ELECTRICAL SAFETY

4.1 PURPOSE

Contact with energised electrical power sources is a potential cause of workplace fatality. The Shire of Corrigin will ensure that proactive measures are employed to reduce the risk of harm associated with electrical hazards.

4.2 SCOPE

This guidance is applicable to all Shire of Corrigin workplaces.

4.3 GENERAL ELECTRICAL REQUIREMENTS

The Shire of Corrigin will ensure that any risk of injury from electricity in the workplace is eliminated, when reasonably practicable, or the risk is adequately controlled if elimination is not practicable. To achieve this aim, the following aspects must be taken into account;

- All electrical installations are to be designed, constructed, installed, protected, maintained and tested by a competent person prior to energization to ensure that the risk of electrical shock or fire is minimized
- All electrical installations are to be maintained by a competent person to ensure that they are safe for use
- Electrical installations on construction or demolition sites shall comply with the requirements of AS/NZS 3012 and any socket outlet provided on switchboards for the connection of portable appliances and equipment shall be individually controlled by a double pole switch (or other device that provides the same level of safety as a double pole switch)
- All electrical plant that are supplied power by an electrical outlet are to be regularly inspected, tested, tagged and maintained by a competent person to ensure that they are safe for use
- All electrical articles that are used in a location where a hostile environment may affect the safe operation of the article are to be regularly inspected, tested, tagged and maintained by a competent person to ensure that they remain safe for use
- All electrical plant and installations that are found to be in an unsafe condition shall immediately be repaired, replaced or permanently removed from use. The operating status of equipment and installations as safe or otherwise shall be designated through the use of the accepted electrical tag or equipment "Out of Service" tag.
- Electrical plant shall not be used in conditions that are likely to give rise to electrical hazards
- All electrical equipment must be tested and verified for a state of zero energy by a competent person prior to any work commencing on it.
- Isolation (tag out/ lock out) procedures shall be implemented to prevent inadvertent energizing of electrical installations
- Underground electrical cables must be identified and all the relevant information disseminated to persons likely to be working in the vicinity. No person shall commence any excavation without an approved and duly authorized Permit to Dig relating to the location of the excavation.
- Persons at work, their plant, tools or other equipment and any materials used in or arising from the work do not intrude into the safe working distance of any overhead electrical power lines, with the exception of work conducted with a written risk assessment, safe system of work and the approval of the relevant electricity supply authority
- Any electrical cord extensions, flexible cables or fittings must be located where they are not likely to be damaged or are adequately protected against damage
- All low voltage electrical extension cables shall be inspected and tagged and have transparent or integrally molded plugs
- Electrical extension cords used in an external environment shall be rated as IP66.
- Electrical extension cables shall not be used while coiled
- Electrical extension cables shall be elevated at intervals of 2.4m on stands, or attached to structure by cable hangers. No aerial cable shall be attached to, or fixed onto, a scaffold.
- The maximum length of an extension cable shall not exceed 25 meters. The cable will not be joined in lengths in which the total length exceeds 25 meters

- Extension cables shall not be left plugged in, energized and with no appliance plugged into the socket end. (An open ended, energized, extension lead, exposed to the environment is a possible fatality waiting to happen)
- Electrical extension cables shall be placed so that they do not create a trip hazard
- Adequate signage, and barricading if required, must be placed so as to warn or restrict access to any area that may pose a risk of exposure to persons arising from electrical hazards

Residual Current Devices (RCD's)

The Shire of Corrigin will ensure that RCD's are provided, kept in a safe working condition and tested on a regular basis to ensure their continued effective operation.

Where portable equipment is supplied with electricity from a fixed socket, a non-portable RCD will be provided to protect against earth leakage current. The non-portable RCD will be either installed at the switchboard or built into the fixed socket. Notice shall be placed to indicate that the switchboard has a non-portable RCD installed, or that the fixed socket is providing protection against earth leakage current as the case may be.

Where protection against earth leakage current has not been provided for users of portable equipment through a non-portable RCD, then a portable RCD shall be directly connected to the output side of a fixed socket and the portable equipment directly connected to the output side of the portable RCD.

Portable equipment shall not be used unless an RCD is in place to provide protection against earth leakage current.

4.4 DANGER ZONES

For each task undertaken on the worksite the proximity of mobile plant, Elevated Work Platform (EWP)'s, or cranes, to overhead power lines must be included as part of the risk assessment and recorded on the safe work method statement (SWMS) for the task.

The risk assessment must include a thorough examination of the approaches and surroundings of the work area. This examination is to determine what precautions need to be taken to prevent any part of the plant, EWP's, or cranes, any load carried on it and any person on it coming within the following distances to overhead power lines;

Voltage	Danger Zone
< 1000 Volts	0.5 meters (insulated line)
< 1000 Volts	1.0 meters (Un-insulated line)
1000 to 33 000	3 meters (regardless of insulation status)
Above 33 000	6 meters (regardless of insulation status)

In calculating these distances the following must also be considered;

- The sag of the cables (which may increase during hot weather)
- The swing of any load during handling
- The effect of wind forces

Whenever plant or machinery is intended to be operated near overhead power lines the following control measures must be considered;

- If there is a possibility that the required distances may not be maintained while the work is carried out then the relevant power supply authority must be contacted in order to determine risk control options, a written risk assessment and safe system of work developed
- An observer, other than the driver or operator, should be present to observe the position of the plant, crane or load and to warn the operator or driver of the proximity to the power lines

NOTE: Only workers authorized to carry out electrical work under the Electricity Act 1945 (WA) may enter the danger zone of an overhead power line.

4.5 ELECTRICAL ACCIDENTS

Electrical accidents involving the sudden discharge of electricity which cause, or is likely to cause, danger to life, shock or injury to a person, or loss or damage to property must be reported to the relevant network operator or to the Director of Energy Safety (WA).

Western Power: 131 351

Horizon Power: 132 351

Energy Safety: 1800 678 198 or (08) 9422 5200

4.6 RESPONSIBILITIES

Shire of Corrigin Managers

Shire of Corrigin managers are responsible for the overall safe operation of the workplace and have the specific responsibility to ensure that:

- Any work involving electrical hazards is only undertaken after review of pertinent legislative considerations and hazard identification, risk assessment and control process
- All electrical work is only undertaken by trained competent persons in strict compliance with legislative requirements
- All documentation requirements associated with the control of electrical hazards are obtained, maintained and appropriately stored.
- All electrical installations are designed, constructed, installed, protected, maintained and tested by a competent person prior to energisation to ensure that the risk of electrical shock or fire is minimized
- Competent contractors are engaged and their performance is monitored
- The performance of the site supervisor is regularly reviewed and compliance with HSE standards, procedures and work methods is enforced

Shire of Corrigin Supervisors

Shire of Corrigin supervisors have the responsibility for the safety of the work teams and those who may be impacted by the work team's activities:

- Ensuring that any work involving electrical hazards is conducted in accordance with the relevant approvals, work plans and safe work instructions developed by competent persons
- Ensure that workers, contractors and visitors have completed the location induction and training requirements.
- Ensure that personnel have the appropriate qualifications, licenses, competencies and experience to perform their roles in relation to the work.
- Participate and facilitate HSE meetings and communications
- Act on and report unsafe practices and situations.
- Ensure that safety behavior observations and management safety work contacts are completed.
- Ensure that SWMS consider all identified hazards, and then review and authorize the SWMS.
- Report and investigate all injuries / incidents that occur in their area of responsibility. Ensure necessary documentation related to incidents and injuries are completed including notification to the relevant authorities if an electrical incident has occurred. Ensure that corrective actions have been implemented.
- Develop co-operative safety behaviors in the workgroups through the recommended methods of education, training, enforcement and by personal example.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Demonstrate and support Shire of Corrigin HSE values by their actions.
- Participate in SWMS audit verifications, workplace audits, observations and inspections.

- Endorse work planning at beginning of shift

Personnel on Site

All personnel on site have the responsibility to ensure that they;

- Take reasonable care for their own health and safety and those who may be impacted by their activities
- Report to their supervisor any hazards or incidents which they become aware of
- Ensures non-assigned personnel in the area are aware of any hazards associated with the work.
- Understands the basic concepts of the principles and tools of the projects HSE program.
- Takes corrective action and submit report if an unsafe act or unsafe condition is observed.
- Maintain housekeeping standards and makes use of formal inspections as one of the tools available to ensure success.
- Identifies the location of and knows how to operate emergency equipment installed in their operations area.
- Aware of all hazardous materials they are likely to be associated with and also how to get access to any necessary information and permissions for safe use and storage of these hazardous materials.
- Understands and complies with any HSE rules, procedures and standards that apply to their area of operations.
- Highlights any procedural problems to appropriate personnel.
- Participate in workgroup HSE activities such as HSE plans, incident/injury investigations, observation programs, project safety reviews and training.

References

- *Occupational Safety and Health Act 1984 (WA)*
- *Occupational Safety and Health Regulations 1996 (WA)*
- *Electricity Act 1945 (WA)*
- *Electricity (Licencing) Regulations 1991 (WA)*
- Bulletin – Electrical Switchboards on Construction Sites (Worksafe WA)
- AS/NZS 3012 Electrical Installations on Construction and Demolition Sites
- AS/NZS 3000 Electrical Installations
- AS/NZS 3760 In Service Safety Inspection and Testing of Electrical Equipment

5 HANDLING AND DISPOSAL OF SHARPS

5.1 PURPOSE

Discarded needles and syringes have the potential to transmit blood borne viruses and pose a risk of infection from these viruses if incorrectly handled and a needle stick injury results.

Blood borne viruses to which persons may be exposed through needle stick injury may include:

- HIV/AIDS
- Hepatitis C
- Hepatitis B

This procedure is intended to provide guidance to staff on the safe handling process to be followed upon the discovery of any discarded syringes so that needle stick injury and potential exposure to blood borne viruses may be avoided.

5.2 SCOPE

This procedure applies to all Shire workers, including: volunteers, work experience students, labour hire workers and contracted services providers.

5.3 POTENTIAL LOCATIONS OF SYRINGES AND NEEDLES

Discarded syringes and needles may be found in public places, including unexpected locations. Sometimes, discarded syringes and needles may be placed so as to try and deliberately inflict harm upon other people.

Be aware that garbage bags may be easily penetrated by sharps, so avoid holding by the base of the bag, holding the bag close to your body or manually compressing the bag.

Care should be taken to avoid placing your hands into locations where you cannot clearly see.

Discarded syringes and needles may be found in locations such as:

- Public parks
- Roadsides / verges
- Public toilets and waste disposal plumbing systems
- Drains and culverts, (where they may accumulate in sumps or entrapment opportunities)
- Abandoned vehicles, (especially under seats, within upholstery and seat joints)
- Rubbish bins and associated garbage bag bin liners
- Amongst other litter or rubbish

The presence of a needle or syringe may indicate that there could be others in the vicinity which have not yet been identified.

5.4 IF YOU FIND A DISCARDED SYRINGE OR NEEDLE

If you find a discarded needle or syringe, then the following steps should be undertaken:

- Do not be alarmed
- Do not attempt to handle the syringe or needle by hand. Warn others of the threat and post a lookout / guard if required.
- Obtain the required handling and disposal equipment, including:

- A rigid walled, puncture resistant, plastic container with a well secured lid, preferably screw top. Avoid using glass which may shatter, aluminium which may be crushed or frosted plastic which may not be puncture proof. Ideally, a proper sharps disposal container should be sourced.
- Suitable puncture resistant gloves
- Tongs or forceps
- Bring the container to the needle and syringe and place on the ground or a level stable surface next to the needle and syringe. Remove the container lid in preparation for receiving the needle and syringe.
- Place your puncture resistant gloves on
- Using tongs or forceps pick up the used needle and syringe by the blunt end, away from the point. Do not touch the point of the needle or attempt to bend or break it. Do not attempt to put the protective cap back on a needle if it has been removed.
- Leaving the container on the ground or the level stable surface, place the needle and syringe point first into the container. More than one needle and syringe may be placed into a container, but do not overfill or force into the container.
- Following placement of the needle and syringe into the container, make sure the container is tightly sealed.
- Do not carry the needle and syringe unless it has been placed into a suitable container.
- Never hold the container while a needle and syringe is being placed into it – leave upon the ground or stable level surface during this process.
- Contact your EHO who will then dispose of the contents of containers in a safe manner.
- Always report the finding of needles and syringes as an incident. This will enable any 'hotspots' or other incorrect disposal points to be identified and remedial actions implemented.
- Clean tongs or forceps with detergent and warm water while wearing impermeable gloves, then immerse in bleach solution for at least one minute. Air dry and replace in an appropriate area for future use.

5.5 IF YOU ARE INJURED BY A DISCARDED SYRINGE OR NEEDLE

If a person is injured by a discarded needle or syringe, then the following steps should be undertaken:

- Do not panic
- Promptly flush the wound under running water
- Wash the wound with warm water and liquid soap
- Thoroughly pat dry the area
- Apply a sterile waterproof dressing, such as adhesive plaster
- Place the needle and syringe involved into a suitable sealed container
- Ensure the injured employee is accompanied to the doctor and ensure the doctor is provided with the sealed container with the needle and syringe inside
- Offer the employee access to a trauma counselling service
- Ensure that confidentiality of the incident and anonymity of the injured person is maintained

5.6 RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable legislative duties associated with handling and disposal of sharps to be fulfilled.

Managers / Supervisors

Responsible for implementing resources and processes to enable legislative duties associated with handling and disposal of sharps to be fulfilled.

Workers

Responsible for proactively assisting and complying with the process implemented to enable legislative duties associated with handling and disposal of sharps to be fulfilled.

5.7 REFERENCES:

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- National Code of Practice for the Control of Work Related Exposure to Hepatitis and HIV (Blood borne) Viruses [NOHSC:2010(2003)]

6 HAZARD AND INCIDENT REPORTING

6.1 SCOPE

This guidance applies to all Shire workplaces.

6.2 PURPOSE

In order to allow for situations which have potential for, or have resulted in, harm to health and safety of persons or damage to the environment or equipment to be reported in a systematic manner the following information will provide guidance to Shire requirements.

Reporting and recording information related to hazards or incidents allows for:

- Legislative duties associated with identification of hazards to be demonstrated;
- Risks associated with hazards and incidents to be tracked and reviewed for effectiveness;
- The application of effective risk controls to be monitored and verified;
- Information be provided to relevant persons regarding the risk controls that have been implemented for particular hazards;
- Prompt notification to be made to Regulatory Authorities where required by legislation, including the preservation of incident scenes in such instances.

6.3 REPORTING HAZARDS

As workplace hazards are identified through the application of various hazard identification tools and processes utilised by the Shire, then it is essential that they are then recorded in a central system location so that the presence and effectiveness of risk controls may be monitored and reviewed.

Once identified, hazards must be promptly reported so that they can be investigated, have appropriate risk controls implemented and feedback given to the person reporting the hazard on the risk controls that have been implemented. Risk controls should be subject to review to ensure that they are working effectively as intended.

Each identified hazard should have the required details recorded in the Shire hazard register. Documenting details associated with each hazard allows the Shire to demonstrate that legislative obligations to identify hazards and control associated risks have been fulfilled.

6.4 REPORTING INCIDENTS

The occurrence of an incident is the realisation of a hazard. It is vital to promptly report incidents so that they may be investigated to a level commensurate with risk to determine what hazard risk controls have failed to allow the incident to occur. Investigations must commence as soon as is possible and specialist assistance should be obtained where required.

Workplace incidents must be reported whether harm or damage has actually been realised, or whether the incident was that of a 'near hit' nature.

Workplace incidents must be reported promptly so that they may be ensured to have the appropriate actions implemented to prevent any harm or damage from becoming more serious and to ensure that risk mitigation actions are undertaken to prevent further instances of harm or damage from occurring.

All instances of incident occurrence must be verified against legislated requirements for determination of any mandated legislative reporting requirements. Refer to Shire procedure "Reportable Incidents (Regulatory Authorities)" for assistance and direction in determining which incidents are of a reportable nature.

Note that penalties apply for failing to report notifiable incidents the Regulatory Authority(s) by the quickest possible means and failing to preserve incident scenes.

Legislation imposes various requirements associated with preservation of certain documentation associated with particular incident circumstances, including retention of documentation for specified periods. These include, but may not be limited to:

- Work Health and Safety Management Plan in force for construction project involved;
- Safe Work Method Statement in force for high risk construction work involved;
- Underground essential services information obtained in relation to any excavation work involved;
- Confined space risk assessment and confined space entry permit for any confined space involved;

All incidents that have occurred must have the associated details formally recorded in the Shire incident recording system. Investigation reports must include identification of hazard risk control failures and the Shire hazard register subsequently updated to include required risk controls.

6.5 REPORTING REQUIREMENTS

It is a Shire requirement that hazards and incidents are addressed within the following timeframes:

- Identified hazards and incident occurrences must be reported to workgroup manager or supervisor forthwith;
- If a notifiable incident has occurred, then the scene must be preserved and the incident reported to the responsible Regulatory Authority by the fastest possible means. Reference should be made to the Reportable Incidents (Regulatory Authorities) Procedure for initial general guidance, then subsequently to specific legislative requirements;
- Formal submission of written incident / hazard report to workgroup manager or supervisor must be made within 24 hours;
- Completion of investigation by responsible manager and/or supervisor within a reasonable time commensurate with the associated level of risk. If present within the workplace, health and safety representatives shall be involved. External specialist advice should be sought at the earliest possible stage where required.
- Notification to workers reporting incident or hazard on determination of actions, if any, that the Shire intends to take in respect of the incident or hazard within 10 working days
- Hazard and incident reports shall be reviewed by the Work health and Safety (WHS) committee at the next WHS committee meeting, including review of hazard / incident occurrences, identified risk control measures and effectiveness of proposed risk control methods.

Where an worker health and safety representative (HSR) exists for the workgroup at which a hazard or incident has been reported, they shall be involved in any investigation in accordance with legislative requirements.

6.6 SPECIFIC RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable hazards and incidents to be identified, reported, recorded and investigated.

Managers / Supervisors

Responsible for implementing resources and processes to enable hazards and incidents to be identified, reported, recorded and investigated. Responsible for ensuring incidents of a notifiable nature must have scenes preserved and are reported to the responsible Regulatory Authority(s) by the quickest possible means.

Workers

Responsible for proactively assisting in the process implemented to enable hazards and incidents to be identified, reported, recorded, investigated and associated risks to be effectively controlled.

6.7 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety Regulations 2022 (WA)*
- Hazard Identification, Risk Assessment and Control Procedure
- Reportable Incidents (Regulatory Authorities) Procedure
- Incident Investigation Procedur

7 HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL

7.1 SCOPE

This guidance applies to all Shire workplaces.

7.2 PURPOSE

This guidance describes the methods by which work health and safety (WHS) hazards may be identified, associated risks assessed and appropriate risk controls implemented in order to minimise risks to an acceptable condition. Legislation requires that, so far as is reasonably practicable, WHS risks should be eliminated in the first instance or, if elimination is not reasonably practicable, risks must be minimised through the preferential application of the accepted hierarchy of risk control. In order to assist in the identification, assessment and control of risks associated with WHS hazards, the Shire will undertake a consultative process involving all persons who have a duty in relation to the matter and workers who carry out the work or are directly affected by the matter. Where required, the input of technical or specialist advisors will be sought.

Undertaking a process of informed co-operative consultation with involved parties will help to determine what types of risk controls or systems of work are to be implemented to ensure the health and safety of all persons involved with, or affected by, the proposed works.

7.3 GENERAL RESPONSIBILITIES

Effective risk management starts with a genuine commitment to health and safety from those who operate and manage the Shire. This includes active involvement in understanding WHS hazards and risk exposures, providing time and resources for health and safety, and effectively demonstrating safety values and behaviors.

All workers and officers have a responsibility to proactively identify WHS hazards through the diligent application of the various hazard identification processes utilized by the Shire.

Where identified, WHS hazards must be initially controlled so that they do not pose a risk, (for example- isolated, barricaded off or tagged out), and then promptly reported to Shire management representatives who will ensure that the proper process to control the risk associated with the hazard has been implemented, subsequent review of risk control effectiveness is undertaken, and feedback given to those involved as to the risk control measures implemented.

7.4 HAZARD RISK MANAGEMENT

Risk is recognized as precisely what it implies - a possibility. Within the context of hazard risk management, it refers to the possibility of injury, harm, or other adverse and unwanted effects. Effective risk management is considered to be an essential pillar of Shire operations and work processes.

The Shire, including through the efforts of its officers and workers, shall take proactive steps to identify any potential hazards associated with the performance of its work so that risks may be minimized.

The essential tasks of the risk management process comprise the following:

- Intelligently identify the hazards associated with the tasks proposed to be performed
- Conduct a risk assessment process on each identified hazard
- Consider what risk control options are available
- Decide on appropriate risk control actions to eliminate unacceptable risks or, if this is not reasonably practicable, otherwise minimise risks so far as is reasonably practicable
- Monitor and review identified hazards and applied risk control measures for effectiveness

Deciding what is 'reasonably practicable' requires taking into account and weighing up all relevant matters, including:

- The likelihood of the hazard or risk concerned occurring;
- The degree of harm that may result from the hazard or risk;
- Knowledge about the hazard or risk and ways of eliminating or minimizing the risk;
- The availability and suitability of ways to eliminate or minimise the risk;

- After assessing the extent of the risk and available ways to eliminate or minimise the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk.

In some instances risk control measures for certain hazards are specified in legislation, in which case the stipulated risk control measures must be implemented and complied with. In other instances, risk control measures for certain hazards may be described in an approved Code of Practice, in which case the recommended risk control measures should be implemented unless an alternative risk control measure can be implemented which provides the same or a greater level of protection to that described in the Code of Practice.

Other sources of risk control information which should be taken into account may also be found in relevant Australian Standards, guidance notes or technical specification documents.

The process utilised to arrive at a risk control solution should take into account and consider all required relevant information and be documented to demonstrate that legislative obligations have been discharged and due diligence has been fully applied.

7.5 HAZARD IDENTIFICATION

The Shire will manage hazards through the legislatively required risk management process of hazard identification, risk assessment, risk control, monitoring and review of risk control effectiveness.

Methods utilized for hazard identification include, but are not limited to:

- Review of specific legislative requirements, approved Codes of Practice, relevant Australian Standards, guidance notes and technical documentation;
- Inspections and audits
- Pre-start Inspections
- Incident and hazard reports
- Permits to work
- Hazardous chemical risk assessments
- Asbestos registers
- Management Safety Observations
- Safe Work Method Statements (SWMS)
- Take 5's
- Contractor management processes
- Task and project planning
- Management of change
- Review and evaluation

7.6 RISK ASSESSMENT PROCESS

In order to determine the level of risk associated with each identified hazard, it is necessary to perform a risk assessment for each identified hazard associated with activity task components. When the initial level of risk has been determined, then control measures can be implemented, residual risk assessed, and management monitoring initiated.

In order to have a consistent risk assessment process conducted across the full spectrum of Shire operations, the Shire will generally use the following risk assessment tables to determine risk levels.

RISK ASSESSMENT & ACCEPTANCE CRITERIA

Likelihood Table

Level	Rating	Description	Frequency	Control Effectiveness
1	Rare	The event may only occur in exceptional circumstances (< 5% chance)	Less than once in 10 years	Controls are very strong and operating as intended. There is no scope for improvement.
2	Unlikely	The event could occur at some time (<10% chance)	Once in 10 years	Controls are strong and operating as intended.
3	Possible	The event should occur at some time (20% chance)	Once in 3 years	Controls are operating as intended, but there is scope for improvement.
4	Likely	The event will probably occur in most circumstances (>50% chance)	Once per year	Controls are operating; however inadequacies exist.
5	Almost Certain	The event is expected to occur in most circumstances (>90% chance)	More than once per year	Controls are weak, do not exist, or are not being complied with.

Consequences Table

Level	1	2	3	4	5
Rating	Insignificant	Minor	Moderate	Major	Catastrophic
Health and Safety	Near miss, minor first aid injuries	Medical treatment injuries	Lost time injury < 30 days	Lost time injury > 30 days	Fatality, permanent disability
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact
Financial Impact	Less than \$2000	\$2000 - \$20 000	\$20 001 - \$100 000	\$100 001 - \$1M	> \$1M
Reputation	Unsubstantiated, low impact, low profile or 'no news' item	Substantiated, low impact, low news items	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact, high news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, widespread multiple news profile, third party actions

[Note: Refer to Shire Organisational Risk Framework for full measures of consequence table. Financial impact must be adjusted to suit Shire risk tolerances]

Risk Assessment Matrix

	Consequence				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely (4)	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible (3)	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely (2)	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare (1)	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Risk Acceptance Criteria			
Risk Assessment Rating	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.	Supervisor / Team Leader
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.	Service Manager
HIGH	Urgent Attention Required	Risk may be acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring.	Executive Team
EXTREME	Unacceptable	Risk generally not acceptable.	CEO & Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.

7.7 HIERARCHY OF CONTROL MEASURES

The hierarchy of control measures must be preferentially applied in the following order;

- The complete elimination of the risk to health and safety, or if it is not reasonably practicable to do so then risks must be minimized by:
- Substituting (wholly or partially), the hazard giving rise to the risk with something that gives rise to a lesser risk;
- Isolating the hazard from any person exposed to it;
- Implementing engineering controls.

If a risk then remains, then the remaining risk must be minimized as far as is reasonably practicable, by implementing administrative controls.

If a risk then remains, then the remaining risk must be minimized as far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.

The effectiveness of the hierarchy of controls diminishes the lower the control measure selected is located in the listing, therefore the higher and more effective control measures must be implemented in preference to lower order risk control measures. Often, several risk control measures may be applied at the same time to mitigate the risks associated with any given hazard.

It must be ensured that risk control measures are adequately reviewed to verify that the application of risk control measures are effective in eliminating risk exposure, or minimizing risk exposure if elimination is not reasonably practicable, and have not unintentionally resulted in the introduction of further unidentified risk(s).

When assessing suitability of risk controls that may be implemented, consideration must be given to any legislatively prescribed requirements as well as any methodologies that are described in approved Codes of Practice.

It must be ensured that legislatively prescribed risk control requirements, including preferential application of the hierarchy of WHS risk controls, are fully complied with. Risk controls described in an approved Code of Practice should be implemented, unless an alternative risk minimization methodology provides an equal, or better, level of risk control to that described in the relevant approved Code of Practice.

Consideration should also be given to relevant Australian Standards, guidance notes or other technical advice pertaining to the situation.

The risk assessment and control methodology utilised must be developed in a cooperative and consultative manner with those involved in performing the work. Outcomes of the process should be documented and retained as a record. In the instance of High Risk Construction Work, this process must be documented in a Safe Work Method Statement.

Certain categories of work have inherent higher risk associated with them. In order to ensure that risks are adequately controlled by active oversight, a permit to work (PTW) system must be utilised with each PTW authorised by a competent person prior to works commencing.

Everyone involved in performing the work must be aware of the risk control methodologies that are intended to be utilised and the role that they are to play in ensuring risk minimization strategies are effectively implemented and achieved.

7.8 INCIDENT AND HAZARD REPORTING

All incidents and hazards occurring at any Shire worksite that have potential to cause injury, illness, damage or harm to persons, environment or equipment must be reported and recorded through the Shire hazard / incident recording system. This will assist in ensuring that associated risks can be documented, assessed, monitored and ensured to be effectively eliminated or minimised.

It is a requirement of the Shire that all persons at the workplace must ensure that reports of hazards and incidents are promptly reported to the relevant manager and details submitted for entry into the hazard / incident recording system.

Upon notification of a hazard or incident occurrence, the responsible manager shall review the facts associated with the hazard or incident and ensure that the situation is made safe. Should any incident be of a notifiable nature, then steps must be undertaken to preserve the scene and make notification to any regulatory authority by the fastest possible means.

Where the workplace has a health and safety representative, the manager shall ensure that the health and safety representative is provided with such information as is available and consulted with in regards to the hazard or incident.

All incidents must be investigated to a level commensurate with risk, so that root cause(s) may be identified and risks eliminated in the first instance, or otherwise controlled so far as is reasonably practicable.

7.9 SPECIFIC RESPONSIBILITIES

Shire

Responsible for enabling adequate resources and establishing processes to effectively identify hazards and eliminate or control risk in accordance with legislative requirements.

Managers / Supervisors

Responsible for implementing processes to effectively identify hazards and eliminate or control risk in accordance with legislative requirements.

All Workers on Site

Responsible for complying with and assisting implementation of processes to effectively identify hazards and eliminate or control risk in accordance with legislative requirements.

7.10 REFERENCES:

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- Code of Practice: How to manage work health and safety risks (WorkSafe WA)
- AS ISO 31000 (2018): Risk Management, Principles and Guidelines
- Shire Organisational Risk Framework
- Hazard and Incident Reporting Procedure
- Permit to Work Procedure and associated Permit to Work Form
- Reportable Incidents (Regulatory Authorities) Procedure
- Management Safety Observation Procedure and associated Management Safety Observation Form

8 HOT WORKS PROCEDURE

8.1 SCOPE

This guidance applies to hot works performed on behalf of the Shire and conducted outside of any dedicated hot works areas by any person(s) undertaking works for the Shire.

Authorised bushfire prevention and control activities undertaken in line with normal acceptable process by members of registered bush fire brigades are not subject to this procedure.

Roadworks activities are not considered within the scope of this procedure but must be undertaken in accordance with legislative requirements as specified by the *Bush Fires Act 1954 (WA)* and associated *Bush Fires Regulations 1954 (WA)*.

8.2 PURPOSE

The nature of performance of certain hot works processes results in the potential for introduction of ignition sources and resultant risk of fire occurrence, potentially with catastrophic outcomes. This procedure is intended to assist in ensuring the safe execution of hot work activities to prevent the realisation of fire, explosion or other associated hazards and protect the health and safety of workers, other persons and the workplace environment.

As situations involving the performance of hot works may be many and varied, each specific situation should be subject to a documented hazard identification and risk assessment process by a competent authorised Shire Officer in order to ensure that risks are effectively controlled.

8.3 DEFINITIONS

Approved or approval – approved by the designated Authorised Shire Officer acting in a supervisory capacity, following thorough risk assessment of the proposed hot work activity.

Hazardous Area – an area in which flammable materials, liquids, vapours or gases, combustible liquids, dusts or fibres may be present.

Dedicated Hot Work Area – An area of the Shire workshop that is specifically set up for the performance of hot works and is maintained free of combustible liquids, dusts or fibres, or flammable materials or substances at all times.

Hot Work – Any work that involves open flames, grinding, welding, thermal or oxygen cutting or heating, and other spark producing or heat producing tools, equipment or operations. (Except works outside of the scope of this procedure as stated above).

Hot Work Permit – A document that authorises and controls hot work activities by ensuring proper risk control precautions are implemented.

Fire Watch – An individual designated to have formal responsibility for monitoring the hot work area during and after the hot work is completed to identify and prevent fire occurrence.

Authorised Shire Officer – a person having satisfactory knowledge of the fire, explosion and toxicity hazards associated with hot work, including identification of hazardous areas, and who is competent in designating procedures and precautions necessary for the elimination of any risk involved.

8.4 RISK ASSESSMENT

An onsite inspection and risk assessment process shall be conducted by an Authorised Shire Officer, prior to any proposed hot works, in order to:

- Identify any potential hazards associated with the proposed hot works location and process;

- Ensure that a means of effectively controlling the risks associated with the hazards is implemented;
- Ensure that the proposed work area is cleared of flammable materials prior to commencement of hot works, including combustible or flammable liquids, gases and dust;
- Ensure that adequate ventilation is provided to minimise the accumulation of noxious or flammable fumes, vapours or dusts;
- Ensure that appropriate personal protective equipment is identified and utilised;
- Ensure that all necessary permits and approvals required by Regulatory Authorities are obtained and that there are no restrictions or conditions in place which would prohibit the performance of the hot works at the proposed location;
- Ensure that suitable and appropriate fire extinguishers and other fire response equipment as may be required, are provided, maintained and readily available;
- Ensure that an appropriately trained fire watch(s) is established during and after hot work activities to detect and respond to any potential fires;
- Ensure that hot work activities are not conducted at times that may increase the risk of an undetected fire occurrence;
- Ensure that a documented hot works permit is appropriately authorised, issued and closed out.

If it is not practicable to control the risks associated with identified hazards, then alternative methods for conducting the works shall be implemented.

On completion of hot works, a thorough inspection of the site shall be conducted in order to verify that it has been restored to a safe condition and no risk of fire occurrence remains.

8.5 DEDICATED HOT WORK AREA

The dedicated hot work area within the Shire Depot workshop shall be subject to regular monitoring, housekeeping and pre-start inspections in order to ensure that:

- The area is maintained free of combustible liquids, dusts or fibres, or flammable materials or substances at all times, including consideration of the potential for flammable vapours to travel considerable distance from the source;
- Flammable or combustible liquids and gases in the vicinity of the dedicated hot work area are appropriately stored at a safe distance in accordance with safety data sheet (SDS) requirements and those stipulated by AS 1940 "The storage and handling of flammable and combustible liquids", AS 1596 "The storage and handling of LP gas", AS 4332 "The storage and handling of gases in cylinders" or other relevant Australian Standard associated with such substances as may be applicable;
- Appropriate and suitable fire extinguishers are selected, provided, maintained and readily available;
- Where the hot work is proposed to be conducted upon an item that contains an inherent hot work hazard, the Authorised Shire Officer shall be notified and shall then ensure that the provisions of AS 1674.1 "Safety in welding and allied processes" are considered and consistently applied. *(for example, but not limited to, hot work proposed to be conducted upon a container that has previously held flammable or combustible liquids).*

8.6 HAZARDOUS AREAS

The performance of hot works within hazardous areas is a task that requires specialist techniques and precautions to be applied and will not be undertaken by Shire staff, instead being only conducted by specialist contracted services providers where required. The Authorised Shire Officer

must carefully consider the proposed hot works and fully identify any potentially hazardous areas or processes prior to commencement of any hot works.

A normally safe area may become hazardous if a tank, container or equipment containing flammable or combustible liquids, gasses or vapours is brought into it.

If specialist contractors are to be utilised to conduct hot works in hazardous areas, then the Authorised Shire Officer is responsible for formally advising the service provider that all legislative duties, as well as the provisions of any relevant Australian Standard or Approved Code of Practice, pertaining to the scope of works must be strictly complied with. Documented records of this process must be maintained.

8.7 GRASS FIRES AND BUSHFIRES

Prior to any hot works commencing in the vicinity of dry grass or bush, consideration shall first be given to ensuring compliance with any restrictions or conditions which may be in force associated with hot works. These include determining aspects such as:

- Total Fire Bans and any associated hot work prohibition;
- Catastrophic fire danger forecast and associated hot work prohibition;
- Specific Hot Work provisions, including providing notice of the hot work, as stipulated in the [*Bush Fire Regulations 1954 \(WA\)*](#), Part VA, Division 4.

Following review of legislative requirements by the Authorised Shire Officer, and in circumstances where the performance of hot works is assessed to be allowable, the ground within a 10m radius of the hot works site must be cleared of inflammable material and sufficiently damped down with water in order to prevent the hot works starting a grass or bush fire. Fire resistant barriers of sufficient height to prevent the escape of hot particles or sparks, must be placed around the hot work.

At least one able bodied person, other than the person carrying out the hot work, must be in the immediate vicinity of the hot works and perform the role of a fire watch through the actions of detecting and suppressing any fire caused by the hot work.

The fire watch must be trained in the use of fire response equipment and associated suppression techniques, including fire fighting vehicles and suppression of bush fire if the hot work is carried out within 30M of bushland or land which is under crop, pasture or stubble.

The fire watch and at least one other able bodied person must remain at the worksite for at least 30 minutes after the hot work is completed and must not leave the worksite until they are satisfied that there is no fire, or anything likely to cause a fire, on the worksite.

8.8 OFF-CUTS AND ELECTRODE STUBS

Prior to the commencement of any hot works, arrangements shall be made to prevent any hot works debris, such as metal off cuts, hot metal, slag or electrode stubs from lodging in places where there is a possibility of them starting a fire.

8.9 TIMBER

Where hot work is to be conducted in the vicinity of or above, timber, then the timber shall be protected from the effects of direct heat arising from flame or arc, and from sparks, slag and hot metal particles. Protection could be obtained through sufficient wetting of the timber or by other suitable means.

8.10 ROPE

Where hot work is to be conducted in the vicinity of ropes, then the ropes shall be protected from the heat arising from flame or arc, and from sparks, slag and hot metal particles. Particular care must be taken if ropes in the vicinity of hot works are supporting critical elements such as loads, guy ropes and scaffolding ropes.

8.11 OTHER MATERIALS

Where hot work is to be conducted in the vicinity of other materials, care should be taken to ensure that the surfaces of the materials are adequately protected in order to prevent either damage to surfaces or the ignition of a fire.

8.12 PROTECTIVE GUARDS

Protective guards shall be made of fire resistant material and ensured to be stable, of adequate size, and arranged so as to prevent sparks, slag and hot metal particles from rolling beneath them or penetrating openings in them.

8.13 HOT WORK PERMIT

Prior to conducting hot works outside of a dedicated hot works area, the Authorised Shire Officer shall attend the site and assess the nature of the proposed works, including the considerations listed in the risk assessment section of this procedure, and then determine if the hot works should proceed.

If it is deemed suitable for the hot works to proceed, then a hot work permit shall be completed and authorised by the Authorised Shire Officer. The hot work permit shall have all required fields completed.

Persons responsible for designated roles shall endorse the relevant section of the hot work permit and comply with any conditions described therein.

Upon the cancellation or return of the hot work permit, the Authorised Shire Officer shall inspect the hot works site and sign the respective part of the permit stating that the site is in a safe condition. Hot work permits shall be maintained as a record.

It is recommended that commercially available duplicate page hot works permit books are utilised.

8.14 TRAINING

Workers involved in the performance of hot work shall be trained in:

- Safe work procedures for welding and other hot work in accordance with Australian Standard AS1674.1 "Safety in welding and allied processes – Part 1: Fire precautions";
- Use and maintenance of required personal protective equipment and clothing;



- Use of firefighting equipment, such as portable fire extinguishers, hose reels, fire blankets;
- Evacuation procedures in case of fire or other emergency.

8.15 SPECIFIC RESPONSIBILITIES

Shire

Responsible for enabling adequate resources and establishing processes to effectively identify hazards and control risk associated with the conduct of hot works.

Authorised Shire Officer

Responsible for assessing proposed hot works, conducting risk assessment, authorising and documenting hot works permits.

Fire Watch

Responsible for monitoring the hot work area during and after the hot work is completed to identify and prevent fire occurrence.

Managers / Supervisors

Responsible for ensuring Authorised Shire Officer is notified of proposed hot works prior to these being commenced.

All Workers on Site

Responsible for complying with and assisting implementation of hot works risk control processes.

8.16 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- *Bush Fires Act 1954 (WA)*
- *Bush Fires Regulations 1954 (WA)*
- Code of Practice: Welding Processes [WorkSafe WA]
- Fact Sheet: Hot work – fire safety essentials (WorkSafe WA)
- AS 1674.1 “*Safety in welding and allied processes – Part 1: Fire Precautions*”
- AS 1940 “*The storage and handling of flammable and combustible liquids*”
- AS 1596 “*The storage and handling of LP gas*”
- AS 4332 “*The storage and handling of gases in cylinders*”
- Hot Work Permit Form

9 HSE RESPONSIBILITIES

9.1 PURPOSE

The Shire of Corrigin acknowledges that all persons within the workplace have specific responsibilities with regards to effective performance of work health and safety requirements, as well as that associated with environmental management. This document is intended to provide guidance to each person within the workplace as to what their role and responsibility is in this regard.

9.2 SCOPE

This guidance is applicable to all Shire of Corrigin workplaces.

9.3 SHIRE OF CORRIGIN MANAGEMENT

Responsibilities

- Responsible for the overall safe, healthy and environmentally considerate operation of Shire of Corrigin work activities.
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialized skills in order that an effective HSE management system and associated processes may be implemented, maintained, reviewed and continually improved
- Responsible for ensuring that all aspects of Legislative and Shire of Corrigin WHS and environmental requirements are complied with
- Responsible for ensuring WHS responsibilities are adequately and accurately documented in position descriptions

Activities

- Demonstrates support for Shire of Corrigin HSE values through their own actions
- Sponsors and supports the HSE review and continual improvement process
- Monitors HSE performance and ensures participation in relevant HSE programs
- Acts on and reports unsafe practices or situations
- Communicates HSE policy
- Develops HSE enablers in consultation with others
- Ensures compliance with work location standards
- Ensures that the necessary notifications, reporting and recording associated with incidents, injury and disease are completed within specified timeframes
- Exercises due diligence in ensuring effective HSE management system performance

9.4 SHIRE OF CORRIGIN FRONTLINE SUPERVISORS

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Responsible for the environmental performance of the work team

Activities

- Ensures that all workers, or other persons attending the worksite, have completed the required inductions and training prior to accessing the site
- Ensures that workers, including contracted services providers, hold appropriate and current qualifications, licences, competencies and experience to enable safe performance of their task in accordance with all Legislative and Shire of Corrigin HSE requirements.
- Acts on and reports any unsafe acts or practices

- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Review, in consultation with the work team, and approve SWMS or other agreed safe work methods
- Through effective supervision, ensure that work is conducted in accordance with the agreed safe method of work
- Develop co-operative safety behaviours in their workgroup through the recommended methods of education, training, supervision, enforcement and by personal example.
- Ensure that team members are aware of any hazardous materials associated with the job and are able to access the MSDS for each.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Investigate all injuries / incidents that occur in their area of responsibility and report the facts using the appropriate reporting tools. Ensure that corrective action has been implemented
- Demonstrate and support Shire of Corrigin HSE values by their actions.
- Participate in SWMS audits, workplace audits, observations and inspections.
- Ensure necessary documentation related to hazards, incidents and injuries are completed.
- Monitor safety performance and ensures participation in relevant HSE programs.
- Provide a communication link to the work team, safety representatives, management and statutory bodies on safety issues.
- Endorse work planning at beginning of shift
- Regularly reviews contracted service provider WHS management performance, enforcement of safe methods of work and WHS standards.
- Ensures compliance with location WHS standards.
- Review and implement workgroup, worksite specific and organisational HSE plans.

All Personnel on Site

Responsibilities

- Takes reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions
- Comply with Shire of Corrigin instructions given for their safety or that of other persons
- Use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it
- Will not misuse or damage any equipment provided in the interest of health and safety
- To immediately report any situation that constitutes a hazard or instance of injury or harm to health or environment that arise in the course of their work
- To co-operate with the efforts of Shire of Corrigin to provide a safe and healthy place of work

Activities

- Ensures non-assigned personnel in the area are aware of any hazards associated with the work.
- Understands the basic concepts of the principles and tools of the HSE program.
- Takes corrective action and submits reports if an unsafe act or unsafe condition is observed.
- Maintains housekeeping standards and makes use of formal inspections as one of the tools available to ensure success.
- Identifies the location of and knows how to operate emergency equipment installed in their operations area.
- Aware of all hazardous materials they are likely to be associated with and also how to get access to any necessary information for safe use and storage of these hazardous materials.



- Understands and complies with any HSE rules, procedures and standards that apply to their area of operations.
- Highlights any procedural problems to appropriate personnel.
- Participates in workgroup HSE activities such as HSE plans, incident/injury investigations, observation programs, project safety reviews and training.
- Any worker who during the course of their working day will be working alone or in isolation, shall inform their supervisor of the location and estimated time involved. They shall also confirm agreed check in times with their supervisor.

References

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*

10 INCIDENT INVESTIGATION

10.1 PURPOSE

To provide guidance into considerations associated with investigation of incidents which have resulted in, or have potential for, negative organisational impacts including:

- Harm to safety and health of persons,
- Damage to the environment,
- Damage to plant and equipment,
- Uncontrolled release of energy,
- Security breach or other incident impacting upon the organisations operations.

Effective and thorough investigation of such situations will allow for:

- Contributory factors to be identified
- Risk mitigation and controls to be applied
- Workplace safety and health to be continually improved
- Reporting requirements to be fulfilled
- Organisational and operational stability to be maintained

10.2 SCOPE

This guidance applies to all Shire of Corrigin workplaces.

10.3 IMMEDIATE ACTION

Whenever an incident occurs, appropriate immediate action should be taken by personnel to mitigate further harm or damage. Such actions may include provision of first aid, fire response or spill containment. Persons undertaking immediate action should be competent to undertake the task safely and professional emergency responders utilised as required.

Serious incidents shall be immediately reported to senior management and responsible leaders have the authority to suspend work in the area where the incident has occurred, or to suspend similar work, until the investigation is completed, if there is a risk of a similar incident occurring. Care should be taken to avoid unnecessarily disturbing the scene of an incident until appropriate approval has been given.

10.4 REPORTING INCIDENTS

All workplace incidents must be reported promptly so that they may be reviewed and ensured to have the appropriate actions implemented to prevent any harm or damage from becoming more serious and also to ensure that appropriate risk mitigation actions are undertaken to prevent further instances of harm or damage from occurring.

In some instances, incidents may be of a nature that is reportable to the regulatory authorities and may have statutory requirements imposed for preservation of the incident scene and/or set timeframes that reporting of such incidents must be completed by. Incidents should be verified against legislated requirements for determination of any mandated legislative reporting requirements. An overview of incidents reportable to Regulatory Authorities may be found in the "Reportable Incidents (Regulatory Authorities)" Procedure.

Workplace incidents must be reported whether harm or damage has actually been realised, or whether the incident was that of a 'near hit' nature.

Each instance of incident occurrence should have the appropriate details recorded in the Shire of Corrigin Hazard / Incident Register.

10.5 INVESTIGATION OF REPORTED INCIDENTS

It is vital that reported incidents are investigated, to a level commensurate with risk, in order to ensure that contributing factors are identified and corrective actions are implemented aimed at preventing recurrence. Often, there may be several contributing factors that have combined to result in an incident occurrence.

It may be useful when conducting an investigation to determine the series of events that should have taken place and compare these with the events that occurred to see where deficiencies may be identified.

An investigation should gather evidence and base conclusions upon that evidence. Often a team approach may help achieve the required outcomes.

The following persons should be considered for an investigation team:

- Safety and health representatives
- Manager / supervisor
- Safety officer
- Persons with technical skills or knowledge

It may be useful to put together an investigation kit so that elements are readily available for use following an incident occurrence. Useful items may include:

- A4 notebook, pencils and pens
- Retractable measuring tape
- Digital camera
- Sealable plastic bags
- Torch with spare battery
- High visibility barrier tape
- Danger and out of service tags
- Disposable gloves
- Suitable items of PPE

Investigations should be systematic and commenced as soon as possible following an incident. The following aspects should be considered:

- Statutory reporting requirements should be ensured to have been completed and verification of the status for preservation of the scene for Regulatory investigations is determined;
- Safety of the investigation team and other persons remains paramount and must be considered properly prior to entering the incident location;
- The scene should remain undisturbed, apart from actions that may be required to prevent further damage or harm, so as to preserve physical evidence;
- The situation should not be prejudged;
- Enquiries should be made of witnesses, including if anything has been moved;
- Photographs and sketches should be made – it is useful to include scalable objects in photographs and measurement in sketches;
- Identify, label and keep all evidence. For example, tools, defective equipment, fragments, chemical samples etc;
- Interview witnesses separately,
- Check to see if there have been any 'near misses' in similar circumstances;
- Note down all sources of information;
- Keep records to show that the investigation was conducted in a fair and impartial manner;
- Review all potentially useful information, including design specifications, operating logs, purchasing records, previous reports, procedures, equipment manuals, job safety analysis reports, Safe Work Method Statements, Health and Safety Management Plans, records of



training and instruction of the people involved and experiences of people in similar workplaces/industries; and

- Reconstruct the incident (while ensuring that another incident does not occur) to assist in verifying facts, identifying what went wrong and what can be done to prevent it happening again.

Build a chain of events to identify all the causes. For the investigation to be successful it is necessary to establish the following information:

10.6 EVENTS LEADING UP TO THE INCIDENT

Investigate:

- The system of work being carried out and the adequacy or suitability of that system for the job;
- The instructions and/or training given for the work;
- Any variation from instructions or standard work practices and the reasons for such variation;
- The workplace conditions, such as lighting, floor surfaces, stair treads and handrails, warning signs, temperature and weather conditions (if the incident occurred outside);
- The exact location of the incident with sufficient detail for the spot to be readily identified by others reading the report;
- The materials in use or being handled;
- The type of transport or equipment in use; and
- Whether adequate supervision was provided.

10.7 FACTS OF THE INCIDENT ITSELF

Facts of the incident itself

Investigate:

- The state of the system and the actions that occurred at the time;
- The people directly and indirectly involved;
- The tools, equipment, materials and fixtures directly connected; and
- The time the accident or incident occurred.

Facts regarding what occurred immediately after the incident

Investigate:

- Any injuries or damage resulting directly from the accident;
- The people involved, including those rendering aid; and
- Any problems in dealing with the injuries or damage, for example faulty extinguisher, isolation switch difficult to locate.

Essential factors and causes

To conduct an effective accident/incident investigation, it is essential to look for the design, environment/work process, and behaviour components, such as plant, procedures and people, rather than trying to isolate a single cause.

Design components:

Poor systems design may result in exposure to hazards such as:

- Unguarded dangerous parts of machinery;
- Ineffective safety devices;
- Provision of makeshift plant, equipment and tools; and
- Inadequate ventilation.

Environmental components/work processes:



How people function in the work environment depends on what they experience in it. Environmental factors may be both physical and social.

The way in which people do the job, the procedures they follow and the work process are important factors in incident investigation. Poor work process may lead to hazard exposure.

Behavioral components:

Examples include misuse of safeguards, improper use of tools and equipment, disregard of cautionary notices, failure to wear personal protective equipment, horseplay and poor standards of housekeeping. Poor practices may indicate that improved communication, further training or some other action, such as supervision, are necessary.

Determining Recommendations and Conclusions:

The following checklist may assist investigators when determining recommendations:

What Systems Failed?
How can we prevent failure or make it less likely?
How can we detect approaching failure?
How can we detect failure when it occurs?
How can we control failure and minimise the consequences?
What does the system do?
Why do we do this?
What could we do instead?
How else could we do it?
Do we need to do it at all?
Which persons failed?
What did they fail to do? In considering this, include aspects such as: failure to supervise, train, check, adequately design, etc, as well as failure of work practices such as failing to apply park brakes.
How can we make failures less likely?
What is the purpose of the person's action?
Why do we do this?
What could we do instead?
How else could we do it?
Who else could do it?
When else could it be done?
What specific items in the system triggered the incident?
What does it do?
Why do we do this?
What could we do instead?
What could we use instead?
How else could we do it?

10.8 SPECIFIC RESPONSIBILITIES

Shire of Corrigin Management

Responsibilities

- Responsible for the overall safe and environmentally considerate operation of Shire of Corrigin work activities.
- Ensures that the necessary notifications, reporting, investigation and recording associated with incidents, injury and disease are completed within specified timeframes
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialized skills in order that an effective HSE management system may be implemented, maintained, reviewed and continually improved



- Responsible for ensuring that all aspects of Legislative, Shire of Corrigin, and where applicable client site, requirements are complied with
- Monitors HSE performance and ensures participation in relevant HSE programs
- Corrects practices or situations which are not aligned with organisational safe working practices
- Monitors HSE performance and ensures participation in relevant HSE programs

Shire of Corrigin Frontline Supervisors

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Ensures that the necessary notifications, reporting and recording associated with incidents, injury and disease are completed within specified timeframes
- Investigate all injuries / incidents that occur in their area of responsibility and report the facts using the appropriate incident reporting tools. Ensure that corrective action has been implemented
- Responsible for the environmental performance of the work team
- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Through effective supervision, ensure that work is conducted in accordance with the agreed safe method of work
- Ensure that team members are aware of any hazardous materials associated with the job and are able to access the MSDS for each.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Provides feedback to interested parties on risk control methods utilised to address reported hazards

All Personnel on Site

Responsibilities

- Takes reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions
- To immediately report any situation that constitute an incident, or have the potential to result in an incident, that may arise in the course of their work
- Comply with Shire of Corrigin instructions given for their safety or that of other persons
- Use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it
- Will not misuse or damage any equipment provided in the interest of health and safety
- To co-operate with the efforts of Shire of Corrigin to provide a safe and healthy place of work.

References

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*



- *Dangerous Goods Safety Act 2004 (WA)*
- *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *Environmental Protection Regulations 1987 (WA)*
- *Road Traffic Act 1974 (WA)*
- *Electricity (Licencing) Regulations 1991 (WA)*
- *Gas Standards (Gas Fitting and Consumer Gas Installations) Regulations 1999 (WA)*
- AS 1885.1 Workplace Injury and Disease Recording Standard
- Internal Procedures
- Incident and Hazard Reporting
- Reportable Incidents (Regulatory Authorities)

11 ISOLATED AND REMOTE WORKERS

11.1 PURPOSE

The Shire is committed to ensuring that a means of communication is available which will enable any worker who is isolated from other persons because of time or location, to call for help in the event of an emergency.

The Shire is also committed to ensuring that a procedure is available for regular contact to be made with the worker and that the worker is trained in the procedure.

The intent is to have a system of work which will provide for appropriate and timely response in the event that an isolated or remote worker calls for assistance, and in the event of scheduled communications not occurring.

11.2 SCOPE

This procedure applies to all Shire worksites where there are workers who work remotely or in isolation.

11.3 WORKING ALONE AFTER REGULAR WORKING HOURS

Workers are to ensure that their immediate Supervisor is aware that they will be working alone after regular working hours. The Supervisor must be advised of the location where the work will be performed and the approximate finishing time.

At agreed intervals the worker is to contact their supervisor, or if the work is of a short duration, once work has been completed the worker is to advise their supervisor.

Failure to make a scheduled check in call, or to advise the Supervisor that the worker has safely completed the task at hand, will result in progressive implementation of response in accordance with pre-agreed timeframes and actions.

11.4 WORKING IN ISOLATED AREAS

At times workers may be required to work in isolated areas where conventional communications methods (mobile phones, radios, land lines) are ineffective. All personnel, when working in isolated areas must be able to contact the necessary assistance should there be an emergency.

Shire vehicles are fitted with appropriate communications platforms to ensure that ability to make contact is maintained at all times. Workers should make sure that their communications are working at all times and report any problems to their supervisor at the earliest possible time.

A worker is remote/alone at work when they are on their own; when they cannot be seen or heard by another person (including members of the public) and when they cannot expect a visit from another worker or person for some time.

Workers who have regular contact with members of the public as part of their work are not considered "alone". However, it is recognized that contact with members of the public may pose risks and appropriate risk control measures should be implemented.

There is no set minimum time for a worker to be on their own to be considered "alone", each situation must be considered specific to the relevant factors including the nature of the work, the location, the time of the day, the competencies of the worker, the duration of the tasks being performed and the communication systems available.

11.5 RISK ASSESSMENT

A risk assessment should be completed by the worker and Supervisor to identify all hazards and the risks associated with any working in isolation aspects of the task to be completed. The risk



assessment process must identify if there are any communications blackspots involved and, if so, determine an effective alternative means of communication.

All workers are responsible for taking reasonable measures to ensure their own safety and personal security when working in isolation, including compliance with all Shire communication requirements.

11.6 COMMUNICATION METHOD

The means of communication will depend on the circumstances and the risks inherent in the work.

Communication systems may include fixed phones, mobile phones, two-way radio, personal locating beacons or satellite phones. The means of communication to be employed will be appropriately maintained and tested, prior to deployment, to ensure that the system remains operational and viable.

11.7 COMMUNICATIONS PROCESS

As the Shire conducts operations over a diverse range of conditions and geographical locations, definition of a single communications procedure to fit all circumstances where an isolated worker may be engaged is impracticable.

The following general process will be applied as a methodology to achieving the organizational aim of a legislatively compliant and safe workplace:

- Assess the work situation pre-deployment, including:
 - Geographical location
 - Whether workers will be isolated
 - Viable communications methods for the location – including communications systems test for viability
- Determine an appropriate call in schedule
- Determine an action schedule which will be progressively implemented in the instance of a scheduled call in being missed
- Document the process in the Safe Work Method Statement for the task, or attach as an appendix. Include alternative contact method as a failsafe.
- Ensure that all persons involved in remote or isolated work are trained in the communications process and are fully aware of what actions will be initiated in the event of a scheduled call in failing to be logged.

11.8 RESPONSIBILITIES

Shire

Responsible for ensuring resources and processes are provided to enable legislative duties associated with remote or isolated work to be fulfilled.

Managers / Supervisors

Responsible for implementing resources and processes to enable legislative duties associated with remote or isolated work to be fulfilled.

Workers

Responsible for proactively assisting and complying with the process implemented to enable legislative duties associated with remote or isolated work to be fulfilled.

- *Workplace Health and Safety Act 2020 (WA)*
- *Workplace Health and Safety (General) Regulations 2022 (WA)*
- AS/NZS ISO 31000:2018, Risk Management – Principles and guidelines.
- Guidance Note: [Working Alone](#), WorkSafe WA Commission (2009)

12 MANAGEMENT SAFETY OBSERVATION PROCEDURE

12.1 PURPOSE

The purpose of Management Safety Observations (MSO's) is:

- To assist employers to formally meet their obligations imposed by the supervision requirements in Section 19 of the *Work Health and Safety Act 2020 (WA)*
- To enable hazards to be reported and proactive risk control measures to be implemented for areas of identified "At Risk" categories
- To provide an auditable trail of supervision activities that have been conducted by employer management representatives
- To collect data relating to observed "At Risk" categories so that trends and areas of potential improvement may be easily identified
- To collect data relating to observed commendable safe behaviours
- Inclusion as an organisational leading key performance indicator (KPI)

12.2 SCOPE

The scope of Management Safety Observations is restricted to use by the management representatives of employers to assist in proactive identification of hazards, generate an auditable trail of supervisory activities undertaken and collect safety related data for analytical purposes with the intent of identifying areas of risk and subsequent implementation of targeted risk control measures.

12.3 DEFINITIONS

Management Safety Observation (MSO):— A documented supervisory contact with members of the designated work group.

At Risk Category – At risk categories are selected from subgroups of six main category headings which include;

- Personal Protective Equipment
- Procedure
- Working Environment
- Tools/ Equipment
- Body Use / Position
- Mobile Equipment

Leading KPI – a proactive, rather than reactive, key performance indicator

12.4 PROCEDURE

Consultation and Communication

Management Safety Observations are conducted by management representatives in order to identify any "at risk" behaviours or hazardous situations, or any commendable safe behaviour, during observation of workgroup daily activities. In order for the MSO process to be most effective, it should be explained to the various workgroups prior to implementation.

Key points that should be communicated to workgroups include:

- Other than the person making the observation, no names are recorded.
- The MSO process allows for identification of hazardous, or at risk, aspects of the work process being observed, allowing for risk controls to be implemented and immediate feedback provided to staff.
- The MSO process allows for immediate positive feedback to be given where commendable safe behaviours are identified.
- The MSO process is an additional forum to raise any safety concerns that the workgroup staff may have regarding the work process being observed.
- The data collected allows for identification of at risk areas over an extended period of time.
- The conduct of MSO's is a process that allows for workplace safety performance to be improved as a result of actual observations.
- The conduct of MSO's allows organisations to demonstrate compliance with the supervisory duties imposed on employers by the *Work Health and Safety Act 2020 (WA)*.



Frequency

MSO's should be conducted by the organisations management representatives at a rate to be determined in consultation with all interested parties. The determination of an agreed rate allows for measurement of progress to leading KPI targets.

The following table indicates frequency targets for MSO's.

Key Performance Indicator	Target	Stretch Target
Management Safety Observations	15 per year	30 per year

Table1: MSO Targets and Stretch Targets

12.5 CONDUCTING A MANAGEMENT SAFETY OBSERVATION

In order to conduct an effective MSO the following steps should be completed;

- Determine the work area or process to be observed. This should be applied as a focus on all aspects of work related activities, including those of contracted services providers, and rotated through the various tasks or activities over the duration of the year.
- As a management representative, it is imperative that you set a good example by ensuring your full compliance with any PPE or other safety requirements relating to the worksite being attended.
- Print the required number of the Management Safety Observation form(s).
- Take the printed form and approach the workgroup to be observed, explain that you are conducting an MSO. Complete the fields at the top of the form including:
 - Date
 - Time
 - Work Area
 - Number of Staff Observed
 - Observers Name
- Observe the workgroup, including viewing any documentation such as:
 - Safety Management Plans or Traffic Management plans,
 - Safe Work Method Statements,
 - Equipment pre-start forms
 - Registered plant maintenance inspections / log sheets
 - Any required licences, including motor vehicle and High Risk Work Licences
- Note any "at risk" categories that are apparent from your observations. These should have the relevant subcategory circled on the MSO form and a description of the area of concern entered into the relevant field. The follow up timing and completion may be immediate and provided during the closure discussion with the workgroup, alternatively, identified issues may be raised at the next available forum – such as during a full workgroup toolbox meeting. Hazards identified must be adequately controlled in accordance with organisational risk acceptance criteria.
- Any commendable safe behaviours observed should also be recorded, and feedback on these also given to the workgroup during the close out discussion.
- When sighting and reviewing documentation such as Safe Work Method Statements or equipment pre-start forms it is advisable to record on these that they have been reviewed during the MSO process by simply writing on the relevant form "MSO conducted", then date and sign. This adds depth to the auditable aspects of the MSO process.
- Conduct a close out discussion with the workgroup ensuring that feedback is given on both observed "at risk" categories and any commendable safe behaviours. The close out discussion should also be used as an opportunity to ask the workgroup members whether they have any safety concerns that they would like to raise.

12.6 RECORDING

Once the MSO process has been completed, the collected data should be input to the MSO database. It is easier to maintain effective data control if this is undertaken as soon as possible after the observation process.

To enter data, the following steps should be undertaken:



- 1) Select the "MSO Data Entry" Spreadsheet in the Management Safety Observations xls.
- 2) Click on the green button marked "Click here to add new management safety observation data". This will open an electronic form that replicates the fields on the printable MSO form.
- 3) Enter the data into the electronic form. Once you have entered the required data, click the button "Add Data to Database", this will add the entered data to the database and clear the entry fields in the electronic form. If you have other data to enter, repeat the process. If you have finished entering data, click the button marked "Close Form" and the form will close.
- 4) From the top toolbar, select "File", then select "save" from the drop down list.

Where the MSO process has identified specific hazards, these should be also recorded in the site hazard and risk register. It must be ensured that risks are adequately controlled in accordance with the preferred application of the hierarchy of controls.

12.7 REVIEW

In order to review data contained within the excel register, there are two options. The first is the use of the chart which can be viewed by clicking the "View Chart" button located on the "MSO Data Entry" spreadsheet. The chart will clearly show the major "at risk" areas that have been identified during the total data input period.

Alternatively, the data entries themselves may be viewed by selecting the tab for the "MSOData" spreadsheet. Viewing specific data entries may allow for recurring trends to be identified and specifically targeted in order to prevent further recurrence

13 MANUAL TASKS

13.1 PURPOSE

The Shire of Corrigin is committed to preventing manual task injuries in the workplace, as far as is practicable, through the thorough a process of identification and risk assessment of manual task hazards and the effective control of associated risks.

13.2 SCOPE

This procedure applies to whole of organisation

13.3 OBJECTIVE

To ensure that all factors involving manual task aspects have:

- A formal consultative hazard identification, risk assessment and control process conducted and recorded
- Staff training needs identified
- Adequate supervision, information, instruction and training delivered to staff required to perform manual task activities
- Activities performed in such a manner so as to prevent injuries or other adverse health effects on staff
- Necessary records maintained

13.4 DEFINITION

Manual Tasks: Any activity or sequence of activities that require a person to use their physical body to perform work, including;

- The use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining and person, animal or thing
- Performing repetitive actions
- Adopting awkward or sustained postures
- Using plant tools or equipment that exposes workers to vibration

Hazardous Manual Tasks include manual tasks having any of the following characteristics:

- Forces exerted by the worker or on the worker by an item, person or animal
- Awkward postures – such as bending forwards, twisting or reaching
- Sustained postures – such as prolonged sitting or standing
- Repetitive movements – such as repeating and action frequently without breaks
- Vibration – such as whole of body from sitting in certain vehicles, and hand / arm such as that arising from using certain powered tools
- Manual tasks involving task of persons or animals
- Manual tasks involving the task of unstable or unbalanced loads, or loads which may be difficult to grasp

13.5 TRAINING

All personnel who are required to perform a manual task activity shall be properly trained in correct manual task techniques, at induction, prior to initial performance of specific manual task activities, and at regular scheduled intervals.

The manual task training program should include the following elements:

- An explanation of the definition of manual task, including what constitutes hazardous manual task activities
- How to recognise unsafe manual task conditions or potentially hazardous manual task issues
- How to adopt good posture and manual task technique
- How to adopt a 'lift twice' approach (mentally, then physically), including ensuring clear travel paths and set down points prior to commencing any lift
- Use correct lifting methods, including mechanical aids in the first instance wherever possible



- The correct employment of team lifting techniques, including the importance of having a designated person in control of team lifting operations
- Employment of other preventive measures as appropriate, including application of stretching and warming up techniques
- Encouraging staff to maintain personal fitness and health
- Hazard and incident reporting requirements

13.6 RESPONSIBILITIES

Managers and supervisors are responsible for:

- Ensuring that formal hazard identification and risk assessment on manual task factors in the workplace are conducted in a consultative manner and the results recorded in the appropriate location
- Ensuring appropriate actions are taken in accordance with this procedure and legislative requirements to consider the means that manual task risks may be reduced and that such risk reduction measures are effectively applied as far as is practicable
- Ensuring that adequate supervision of workers conducting manual task activities is provided
- Ensuring that all workers involved in manual task activities have been provided with adequate and relevant information, instruction and training
- Ensuring that manual task incidents are adequately investigated to determine the root cause and that effective risk control measures are subsequently implemented in order to prevent recurrence

Workers are responsible for:

- Ensuring that manual task activities are carried out safely in accordance with the information, instruction and training they have received
- Reporting immediately to their supervisor any situations, activities or tasks which they consider could potentially lead to a manual task injury
- Reporting any manual task injuries in accordance with the incident reporting guidelines

13.7 MANUAL TASK RISK FACTORS

Manual task risk factors should be considered during;

- Purchasing of plant and equipment
- The design and construction of a project or a workplace
- Modification to plant and equipment
- Task/ activity planning and performance of work practices

Assessment of Manual Task Risks

The workplace should be assessed by an appropriately trained person for compliance with good design, layout and practice, in order to minimise adverse health consequences due to manual task issues. Manual task activities should be formally assessed using an approved manual task risk assessment checklist.

The assessment of manual task risk factors should include consideration of the following:

- Workplace design and layout
- Working practices and organisation
- Working position and posture, particularly if required for extended duration
- Actions and movements necessary for tasks, including their frequency and duration
- Location and position of loads to be lifted, lowered, carried, pushed, pulled or restrained
- Weights and dimensions of loads
- Any loads that are difficult or awkward to handle due to aspects such as shape, instability or temperature
- Evaluation of plant and equipment for suitability, including possible modification or replacement where necessary
- Work carried out by persons with any disability
- Age, fitness level and any other personal factors relating to the personnel required to do the work



- Working environment and conditions such as heat, noise, cold, vibration, slippery or uneven surfaces, air quality and weather if working outdoors
- Any other relevant considerations, such as PPE that is required to be worn

Any significant manual task risks that are identified should be recorded in the workplace risk register.

Manual Task Risk Control Factors

Manual task risk control measures should be developed in a consultative manner, having regard to the preferred application of the hierarchy of risk controls, and may include, but not be limited to;

- Elimination of the task
- Consideration and modification of design aspects
- Task or activity modification
- Workstation layout modifications
- Mechanical task equipment
- Task/ employee rotation
- Training of personnel in manual task techniques

The use of cranes, hoists, forklifts and other mechanical lifting equipment should be encouraged as an alternative to manually lifting heavy loads. When mechanical lifting is absolutely not possible, suitable team lifting techniques should be considered as an alternative to individual performance of manual lifting.

Review and Performance Measurement

Regular reviews should be conducted to ensure identification of tasks, activities, or aspects of the workplace, which may constitute a manual task hazard.

Incident, hazard and injury reports, as well as comments from employees, should be used to identify such tasks, activities or aspects and assist in the implementation of effective risk control measures.

Performance data should be collected in such a way so as to facilitate the implementation of specifically targeted risk control measures. Factors that may be considered include;

- Where do manual task injuries occur
- Which tasks, activities, plant, equipment or other workplace aspects are involved
- What type of action, such as pushing, lifting, pulling, is involved
- Which part of the body has been affected
- What time of the day has the incident occurred

As many manual task injuries do not have a single event associated with an injury, a person may not feel pain until several hours have elapsed. This means that an investigation into an injury must look at all relevant activities that the injured person usually performs. Care must be taken to ensure that any re-enactments of perceived incident causes do not further injure the injured person.

14 RESOLUTION OF SAFETY AND HEALTH ISSUES IN THE WORKPLACE

14.1 PURPOSE

The purpose of this procedure is to outline the agreed process for resolving safety and health issues affecting Shire of Corrigin employees.

14.2 SCOPE

This procedure is applicable to all Shire of Corrigin worksites.

14.3 DUTIES

Employees:

In this instance, the term 'employee' is taken to encompass all persons engaged by the Shire of Corrigin to conduct works at Shire controlled workplaces, including direct Shire employees, volunteers, apprentices and contracted service providers.

Although Shire employees are represented on the WHS Committee by an elected safety and health representative, all employees as individuals have a duty to report forthwith to the Shire any situation at the workplace which the employee has reason to believe could constitute a hazard to any person.

Where possible, the situation or issue should be corrected immediately, or where this is not possible, made as safe as is possible through the application of barricading, warning signage or other suitable temporary control measure(s) while notification and investigation of the situation is made.

Initial notification of a situation or issue constituting a hazard shall be to the supervisor for the workgroup.

Employers:

The Shire of Corrigin is regarded as an employer and is represented by its executive management, officers, managers and supervisors. Employers have a duty to investigate, within a reasonable timeframe, any reports of hazards that are made by employees or safety and health representatives. These hazards must then be investigated, have the risk of injury or harm arising from the hazard assessed and the means of reducing the risk considered.

Following investigation of the situation, the employer must provide notification to the person reporting the hazard of the actions that they intend to take to resolve the issue.

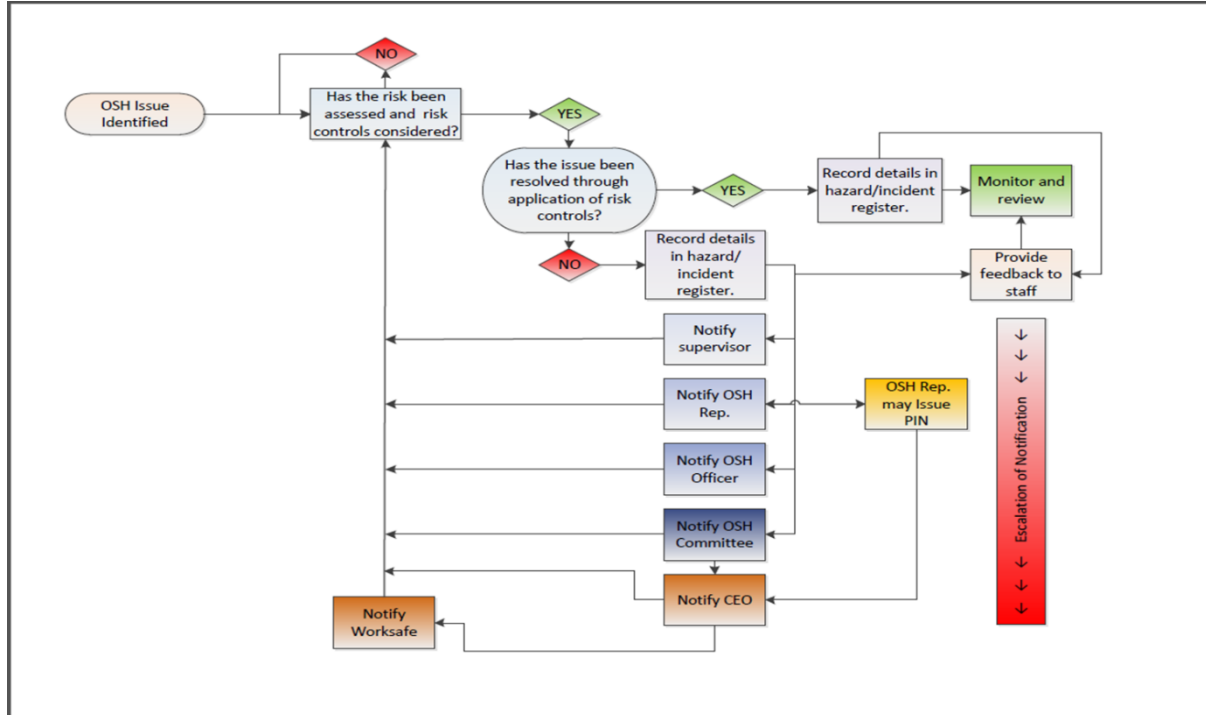
14.4 RESOLUTION PROCESS

Safety and health issues are to be addressed through a process of consultation with the employee, elected safety and health representative (if applicable) and the supervisor, prior to escalation to the WHS Committee, CEO and Worksafe, if required. Specialist external advice may be sought at any stage of the process.

The following steps describe the agreed procedure for the resolution of safety and health issues in the workplace.

1. WHS Issue identified, reported to supervisor and details recorded in the hazard / incident register
2. Risk associated with the issue is assessed and risk control measures considered in line with the preferential hierarchy of risk controls
3. If the issue is resolved through application of risk control measures, then:
 - Details are recorded in the hazard / incident register,
 - Feedback is provided to staff involved
 - The effectiveness of risk controls are subject to ongoing monitoring and review
4. If the issue remains unresolved, then:
 - Details are recorded in the hazard / incident register,
 - Feedback is provided to staff involved
 - The issue is incrementally escalated for review and resolution through:
 - The safety and health representative;

- The workgroup supervisor;
- The WHS committee, and if still unresolved;
- The CEO, who will make a decision on the issue, or if still unresolved and considered a serious and imminent risk;
- Will refer the issue to Worksafe for resolution



15 WORK HEALTH AND SAFETY PERFORMANCE MONITORING

15.1 PURPOSE

The Shire of Corrigin has established, implemented, and maintained documented Work Health and Safety (WHS) objectives and targets. These objectives and targets are utilised to monitor organisational performance with the aim of continual improvement, and to allow for demonstration of this performance to any interested parties.

15.2 SCOPE

The WHS objective and targets described below are applicable to all Shire workplaces.

15.3 WHS OBJECTIVE

The Shire has an ultimate work health and safety objective to achieve the elimination of work related illness and injury from within all workplaces under the control of the Shire.

In order to achieve this objective all persons within the workplace have a responsibility to participate in activities designed to monitor workplace WHS performance.

15.4 WHS TARGETS

The Shire records and utilizes key performance indicator (KPI) targets in order to effectively measure our WHS performance. Key performance indicator targets consist of both proactive leading KPI activities and review of lagging KPI's.

15.5 LEADING KEY PERFORMANCE INDICATORS

Leading KPI activities are those proactive measures that are utilized in order to measure the level of activity designed to identify hazards prior to the hazard becoming realized and an injury or harm event subsequently occurring.

Leading key performance indicator activities which are measured (annually) include:

- Number of Workplace Housekeeping inspections conducted
- Number of Toolbox meetings conducted
- Number of Management Safety Observations conducted
- Number of emergency drills conducted
- Number of WHS committee meetings conducted
- Number of monthly PPI focus quizzes completed
- Ratio of hazards identified (including through injury free events and injury free observations) to incidents resulting in injury
- External WHS Audits to determine compliance and identify areas of improvement against a recognized work health and safety management systems framework. The Shire of Corrigin will utilize the WorkSafe Plan as a WHS framework for continual improvement.

Lead KPI	Target	Stretch Target
Workplace inspections (Works Crew)	10	12
Workplace inspections (Office & CRC)	10	12
Workplace inspections (Pool Facility)		
Workplace inspections (Waste Facility)	10	12
Toolbox meetings (Works Crew)	10	11
Toolbox meetings (Administration Bldg)	10	11
Emergency Drill	2	4
WHS Committee meetings	3	4
Management Safety Observations	26	30
Monthly PPI Focus Quiz	10	11
Ratio IFE/IFO : Injuries	5:0	7:0



WHS Audit showing continual improvement (WorkSafe Plan)*	3 Yearly	Annual
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*WHS Audits are intended to be conducted internally annually and by an external party on a tri-annual basis.

15.6 LAGGING KEY PERFORMANCE INDICATORS

The Shire of Corrigin has a target of zero injuries sustained that result in harm to our staff.

15.7 REPORTING AND REVIEW

Reporting of WHS performance shall be conducted on a regular basis and provided to senior management for review. Ongoing review of WHS performance against established targets for each criteria shall be considered in the WHS committee forum and documented within each agenda and minutes.

The WHS Committee shall review, consider and set appropriate WHS targets and objectives for each calendar year during the annual effectiveness of the WHS Committee review.

Where specified by legislative requirements, such reporting as is stipulated shall be made to the relevant authority.

15.8 RESPONSIBILITIES

Shire Management

Responsibilities

- Responsible for endorsing this procedure and ensuring that adequate resources are provided in order to enable it.

Shire Frontline Supervisors

Responsibilities

- Responsible for implementing the requirements of this procedure.

All Personnel on Site

Responsibilities

- Responsible for participating with the requirements and intent of this procedure.
- To co-operate with the efforts of the Shire to provide a safe and healthy place of work

References

- Work Health and Safety Act 2020(WA)
- Work Health and Safety Regulations 2022 (WA)

16 PURCHASING AND HIRE

16.1 PURPOSE

Many hazards may be prevented from entering the workplace through the application of an effective risk assessment process. The identification of unwanted hazards prior to introduction to the workplace allows these to be addressed in a cost effective manner through the sourcing of better alternatives.

Remediation of hazards post introduction to the workplace may increase costs significantly when compared to effective hazard identification processes and application of suitable risk controls prior to procurement.

The risk assessment process for items intended to be imported into the workplace, whether by purchase or hire, should include consideration of hazards associated with a wide range of factors including:

- Safe design, including safe access and egress requirements for maintenance purposes
- Operational considerations, including exposure to noise, vibration or other damaging energies
- Suitability for intended purpose and compatibility with existing workplace elements
- Toxicity, reactivity and environmental impact of chemical substances
- Ongoing cleaning and maintenance considerations
- Training requirements
- Safe transport and storage requirements
- Compliance with relevant Australian Standards
- Legislative considerations, including licencing, registration, documented risk assessments, provision of training and records maintenance.

Consideration should also be given to any unnecessary hazards associated with plant, equipment or substances that contracted services providers may potentially introduce to the workplace.

Where reasonably practicable, consideration should be given to sourcing and utilising recycled products.

16.2 SCOPE

This procedure applies to all Shire of Corrigin workplaces.

16.3 DEFINITIONS

The term "items" refers to all items that may impact on the safety and health of employees or other persons. This includes plant, equipment and chemical substances which may be purchased, hired or otherwise procured.

This procedure does not apply to items procured by the request for tender process, where health, safety and environmental (HSE) requirements are to be specified in the tender selection criteria although consideration of the contents of this procedure may assist in that process.

16.4 APPLICATION

Standard purchases

Prior to purchasing a new item, the authorised officer shall consider work health and safety issues that may be associated with the item and determine whether the item is the safest possible alternative. In regards to items of plant, the risk assessment of plant or equipment form should be utilised as a guide and maintained as a record.

Consultation shall be undertaken with the relevant employee(s) when new plant, equipment or substances are being purchased and where there is the potential for detrimental impact on health and safety of any person or to the environment. In some instances it may be prudent to form an assessment team, consisting of persons with appropriate knowledge and skills, to conduct this process. The consultation, hazard identification and risk assessment process shall be documented and retained as a record.



Substances

Prior to purchasing chemical substances, the site chemical register should first be reviewed to determine if a suitable substance has already been identified for the proposed use. If so, then previously sourced substances should be re-ordered as required. If not, then a risk assessment process shall be conducted to determine if the substance proposed to be used is the safest alternative available. The risk assessment process shall consider aspects associated with work health and safety, as well as potential environmental impact. Supplier provision and Shire review of the current version (< 5yrs old) material safety data sheet (MSDS) information shall be undertaken as a minimum requirement.

Chemical substances sourced for use within the workplace should have the relevant details recorded in the site chemical register and have the current respective MSDS stored in the electronic MSDS folder. The MSDS may then be hyperlinked to the respective chemical substance entry in the chemical register.

Chemical substances may be identified as a hazardous substance and/or a Dangerous Good by the relevant MSDS. Chemical substances identified as a hazardous substance and/or dangerous good must have the relevant details recorded in the respective hazardous substance / dangerous goods register(s). The presence and maintenance of these registers provides assistance in fulfilling regulatory compliance requirements.

Where the chemical is identified as a hazardous substance, a documented risk assessment shall be undertaken. The risk assessment must consider the likelihood of injury or harm occurring as a result of the use of the hazardous substance at the workplace and any health surveillance that may be required. A record of this risk assessment must be maintained.

Specific requirements associated with control of risks associated with hazardous substances are detailed in Part 5 of the *Work Health and Safety (General) Regulations 2022* and should be reviewed, understood and complied with. Hazardous substances for which health surveillance is required are listed in Schedule 5.3 of the *Work Health and Safety (General) Regulations 2022*.

Dangerous goods which are intended to be sourced and will contribute to the respective quantity of Dangerous Goods class exceeding manifest quantities as defined in Schedule 1 of the Dangerous Goods (Storage and Handling of Non-explosives) Regulations 2007 (WA) must have a documented risk assessment process undertaken in accordance with legislative requirements.

Unless good reason is present, preference should be given to replenishing supplies of chemical substances with those substances that have already been subject to the risk assessment process.

New buildings

Work health and safety issues must be considered during the planning stage of new buildings or facilities. In order to assist the process, a working committee consisting of management representatives, employee representatives and those with specialist knowledge of likely health and safety issues associated with the proposed building type / use should be formed and a systematic documented process utilised to identify any health and safety issues as early as possible in the planning process.

Designers are required to provide a written report setting out the hazards, an assessment of the risk of injury or harm resulting from the hazards and what things the designer has done to reduce the risks. Consideration must be applied to control of risks arising from future maintenance or servicing activities to reduce these risks to as low as is reasonably practicable in line with the accepted hierarchy of risk control.

Suppliers

All suppliers of goods and services must be approved and placed on the master supplier register. Preference will be given to the use of competent and reliable suppliers who consistently meet legislative and Shire of Corrigin quality assurance, safety, health and environmental requirements. Delivery instructions to suppliers will specify the exact delivery point to minimise downstream manual handling required by Shire of Corrigin staff.

Commissioning of new plant and equipment

Prior to the purchase and introduction of any new items of plant or equipment into the workplace a formal documented risk assessment process shall be undertaken in order to ensure that the safest possible option has been determined. The risk assessment process should include utilisation of a review panel consisting of persons with sufficient technical and operational knowledge to enable the process to be effectively conducted in order to achieve desired outcomes.

Risk assessments should be inclusive of consideration of suitability of the plant item for intended purpose and ensure compatibility with any implements or attachments to be utilised. The intended use of the plant should be discussed with the supplier and the plant item under consideration verified as appropriate by the supplier in a documented format. Where implements or attachments are intended to be utilised, the suitability and compatibility of these with the plant item(s) should be appropriately assessed and verified by the supplier in a documented format as being fit for intended purpose.

New equipment or plant shall be inspected and assessed prior to use to ensure it is in a serviceable condition. Instruction manuals or safety information provided with the equipment shall be reviewed prior to use of the equipment.

If the risk assessment determines the need to use personal protective equipment, or that additional training is required to safely operate the plant, then this will be documented on the plant risk assessment form and any safe work method statement (SWMS), with the required training received prior to use. Any previously created SWMS stored in library archives should also have a documented review prior to reactivation to determine if they need to be updated to reflect any changes associated with the use of new or alternative plant or equipment.

Hire of equipment

When hiring any plant or equipment, the following process shall be adhered to:

- Conduct a risk assessment and determine to the most suitable item of plant that will perform the task appropriately
- Ensure that operators are appropriately trained and hold any required licences or certificates of competency
- Obtain certificate(s) of insurance and registration
- Obtain a copy of the operator's manual from the equipment provider
- Prior to hiring the equipment, perform a pre-start check on the plant or equipment, as per Shire of Corrigin, operator manual and any equipment provider instructions.
- Determine personal protective equipment required and ensure this is available and serviceable.

Any hazards identified with the plant or equipment prior to or during use will be reported to the appropriate Shire of Corrigin management representative using the hazard identification, risk assessment and control process. The Shire of Corrigin management representative will then liaise with the hire company regarding any maintenance or risk mitigation issues. This process will be documented. The equipment will be tagged out of service and then returned to the hire company if it is not considered safe to operate.

The Shire of Corrigin representative hiring the equipment will discuss transport arrangements with the hire company, to determine that the trailer/float or other transport arrangements are appropriate for the equipment and in strict accordance with legislative requirements.

If the safety provisions of the hire company are not adequate, Shire of Corrigin will document this assessment and consider alternative hire companies.

Transport Considerations

Entities undertaking transport of substances, plant or equipment to Shire of Corrigin worksites should be advised in writing of their duties to transport loads strictly in accordance with all legislative responsibilities including, but not restricted to, compliance with:

- Loading requirements in accordance with the specifications of the National Transport Commission Load Restraint Guide as referenced in legislation
- Mass, width or dimension restriction requirements



- Fatigue management requirements
- Dangerous Goods Safety transport requirements
- Vehicle safety standards requirements

16.5 RESPONSIBILITIES

Shire of Corrigin Management

Responsibilities

- Responsible for the overall safe and environmentally considerate operation of Shire of Corrigin work activities.
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialized skills in order that an effective HSE management system processes may be implemented, maintained, reviewed and continually improved
- Responsible for ensuring that all aspects of Legislative and internal Shire of Corrigin HSE requirements are complied with
- Responsible for ensuring that HSE aspects associated with purchasing and hiring of plant, equipment, items, substances or facilities are subject to a formal hazard identification, risk assessment and control process

Shire of Corrigin Frontline Supervisors

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Responsible for the HSE performance of the work team
- Responsible for ensuring that HSE aspects associated with purchasing and hiring of plant, equipment, items, substances or facilities are subject to a formal hazard identification, risk assessment and control process prior to these entering the workplace
- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Provide a communication link to the work team, safety representatives, management and statutory bodies on safety issues

All Personnel on Site

Responsibilities

- Takes reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions
- Comply with Shire of Corrigin purchasing and hire process requirements
- Comply with Shire of Corrigin instructions given for their safety or that of other persons
- Actively participate in the hazard identification, risk assessment and control process
- Use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it
- Will not misuse or damage any equipment provided in the interest of health and safety
- To immediately report any situation that constitute a hazard or instance of injury or harm to health that arise in the course of their work
- To co-operate with the efforts of Shire of Corrigin to provide a safe and healthy place of work

17 REPORTABLE INCIDENTS (REGULATORY AUTHORITIES)

17.1 SCOPE

This procedure applies to all Shire of Corrigin workplaces.

17.2 PURPOSE

Certain legislation in Western Australia mandates incidents that are reportable to the Regulatory Authority which has responsibility for the enforcement of the legislation. The purpose of this document is to provide some guidance to incident occurrence types that may be considered within a reportable category.

Consideration has not been given to legislative requirements which are outside of parameters which would usually be expected to be encountered by Local Government operations within Western Australia.

17.3 GENERAL RESPONSIBILITIES

All employees, management representatives and contracted service providers have a responsibility to report incidents in accordance with incident reporting processes utilized by the Shire of Corrigin.

17.4 SPECIFIC RESPONSIBILITIES

Shire of Corrigin Management Responsibilities

- Responsible for the overall safe and environmentally considerate operation of Shire of Corrigin work activities.
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialized skills in order that an effective HSE management system may be implemented, maintained, reviewed and continually improved
- Responsible for ensuring that all aspects of Legislative, Shire of Corrigin and, if applicable client site, requirements are complied with
- Ensures that a process of consultation and communication is undertaken
- Ensures that reported hazards and incidents are investigated, the risk of injury or harm is assessed, and consideration is given to the risk controls that may be applied so that risks are, as far as is practicable, reduced to an appropriate level
- Reviews risk controls implemented as a result of incident occurrence for suitability and effectiveness
- Ensures that the necessary notifications, reporting and recording associated with reportable incidents, injury and disease are completed within specified timeframes
- Ensures that the scene of any reportable incident is preserved, unless action must be taken to ensure safety or prevent further damage, for review by inspectors of the Regulatory Authority until such time as authorisation is given that the scene is not required to be preserved
- Ensures that notification is given to those persons reporting hazards or injuries of the action, if any, that is intended to be taken in respect of the matter
- Ensures that situations which are not aligned with organisational safe working requirements are corrected
- Monitors HSE performance and ensures participation in relevant HSE programs



Shire of Corrigin Frontline Supervisors

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Responsible for the environmental performance of the work team
- Responsible for consulting and communicating with the workgroup and management
- Ensures that the necessary notifications, reporting and recording associated with incidents, injury and disease are completed within specified timeframes
- Ensures that the scene of any reportable incident is preserved, unless action must be taken to ensure safety or prevent further damage, for review by inspectors of the Regulatory Authority until such time as authorisation is given that the scene is not required to be preserved
- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Through effective supervision, ensure that work is conducted in accordance with the agreed safe method of work
- Ensure that team members are aware of any hazardous materials associated with the job and are able to access the MSDS for each.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Ensures that all hazards, injuries or incidents that occur in their area of responsibility are investigated and the facts recorded using the appropriate incident reporting tools.
- Ensures that corrective action associated with identified hazards or incidents has been implemented
- Provides notification to interested parties on action undertaken, if any, to address reported hazards or incidents

Shire of Corrigin WHS Officer (or delegated officer)

Responsibilities

The Shire of Corrigin WHS Officer has specific responsibility and authority for:

- Ensuring that Shire of Corrigin WHS requirements are established, implemented and maintained in accordance with the specification of AS/NZS 4801
- Reporting on the performance of the WHS to top management for review and as a basis for continual improvement
- Ensuring that the necessary notifications, reporting and recording associated with incident, injury and disease are completed within specified timeframes
- Ensures that the scene of any reportable incident is preserved, unless action must be taken to ensure safety or prevent further damage, for review by inspectors of the Regulatory Authority until such time as authorisation is given that the scene is not required to be preserved
- Investigating all injuries / incidents that occur and reporting the facts using the appropriate incident reporting tools.
- Verifying that corrective actions associated with hazards or incidents have been implemented
- Verifying that notification has been given to interested parties on action undertaken, if any, to address reported hazards or incidents

All Personnel on Site Responsibilities

- To take reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions
- To proactively seek to identify hazards or hazardous situations that may be apparent at the workplace
- To immediately report any situation that constitutes a hazard or instance of injury, harm or damage that may arise in the course of their work
- Ensures that the scene of any reportable incident is preserved, unless action must be taken to ensure safety or prevent further damage, for review by inspectors of the Regulatory Authority until such time as authorisation is given that the scene is not required to be preserved
- To comply with Shire of Corrigin instructions given for their safety or that of other persons
- To use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it
- To not misuse or damage any equipment provided in the interest of health and safety
- To co-operate with the efforts of Shire of Corrigin to provide a safe and healthy place of work

17.5 REPORTABLE INCIDENTS (REGULATORY AUTHORITIES)

The following table sets out incidents of a nature which are reportable to Regulatory Authorities within Western Australia. In the instance of an incident occurrence, the following should be reviewed as an initial guide to help determine if the incident should be reported.

Incidents that are of a reportable nature should have the scene of the incident preserved, unless action must be taken to ensure safety or prevent further damage, so that an inspector of the Regulatory Authority may conduct an investigation.

Where there is any doubt as to whether an incident should be reported, an authorised inspector of the Regulatory Authority responsible for administering the legislation should be contacted to clarify requirements.

Work Health and Safety Act 2020 (WA)		
Section. 418	Notifiable Incidents	
Work Health and Safety (General) Regulations 2022		
Regulation 699	Prescribed Diseases:	
	Disease: Any infection	Course of Work: Work involving exposure to blood products, body secretions, excretions, or other material which may be a source of infection
	Disease: Occupational zoonoses; Q fever, anthrax, leptospirosis, brucellosis, Hendra virus, avian influenza, psittacosis	Course of work: Work involving handling of or contact with animals, animal hides, skins, wool, hair, carcasses or animal waste products

Dangerous Goods Safety Act 2004 (WA)	
Section 9	Reporting requirements: Reportable Situations when storing, handling or transporting dangerous goods
Dangerous Goods Safety (Storage and Handling of Non Explosives) Regulations 2007 (WA)	
Regulation 121	Reportable situations prescribed: - Any dangerous goods incident at a dangerous goods site or that involves dangerous goods in a pipeline - Any other situation at a dangerous goods site or that involves dangerous goods in a pipeline if it resulted in, or but for intervening events could have resulted in, an unexpected; spill, leak or emission of dangerous goods; or, fire, explosion or other release of energy.
Regulation 121	Report prescribed particulars required: - Location of the dangerous goods site - Name of operator of dangerous goods site - Date and time of reportable situation - Type and quantity of dangerous goods involved - The manner in which the dangerous goods were stored or handled - A description of the reportable situation and of the events leading up to and after the reportable situation - Details of any injuries, death or hospitalisation of people; or, damage to property and the environment resulting from the reportable situation, and otherwise an assessment of the risk to people, property or the environment resulting from the reportable situation - Details of any evacuation of people from the dangerous goods site or adjacent places resulting from the reportable situation - An assessment of the cause of the, and any contributing factors to, the reportable situation - Details of any measures taken to control any leak or spill of the dangerous goods or any fire or explosion resulting from the reportable situation - The measures taken after the reportable situation to prevent a similar situation from arising again.

Environmental Protection Act 1986 (WA)	
Section 72	Duty to notify CEO of discharge of waste: - As a result of an emergency, accident or malfunction - Occurs otherwise than in accordance with a works approval or licence or requirement of Environmental protection notice - Is of a prescribed kind or of a kind notified in writing to the occupier concerned; - And has caused or is likely to cause pollution, material environmental harm or serious environmental harm
Environmental Protection Regulations 1987 (WA)	

Regulation 5K	Details of discharge prescribed: The prescribed details of a discharge of waste are; • The time and address of the premises on or from which the discharge occurred and a map of the premises showing the location of the discharge • If the discharge of waste was a result of the operation of equipment or otherwise, the name of the person operating the equipment or otherwise responsible for the discharge of the waste • The composition of the waste • The quantity of the waste discharged • Whether or not the discharge caused pollution and if so, the nature and extent of the pollution • The action taken by the occupier of the premises to minimise the effect on the environment of the discharge of waste • Whether or not the waste involved in the discharge has been removed, dispersed, destroyed, disposed of or otherwise dealt with and if so, the manner of doing so (not exact wording- check Reg 5K)
Regulation 5L	Prescribed manner of notification to the CEO; • May be by telephone or facsimile • If by telephone, notification in writing must be given as soon as is practicable after the telephone notification

Road Traffic Act 1974 (WA)	
Section 56	Driver in incident occasioning bodily harm or damage to report incident to police. • Driver must report the incident occasioning death or bodily harm forthwith to the officer in charge of a police station • If a vehicle driven by a person is involved in an incident in which any property is damaged, the driver must report the incident forthwith to the officer in charge of a police station
Ref: WA Police - When to report a traffic crash	When to report a traffic incident: The driver of a vehicle must report a traffic crash when the incident occurred on a road or any place commonly used by the public, eg carparks, and; • The incident resulted in bodily harm to any person • The total value of property damaged to all involved parties exceeds \$3000; or • The owner or representative of any damaged property is not present.
Ref: WA Police – Information to be provided	Information to be provided in regards to traffic crashes; • Date of crash • Time of crash • Precise location of crash • Personal details from drivers licence • Drivers licence number and expiry details • Vehicle licence plate and expiry details • Details of other involved drivers, passengers, owners, vehicles, witnesses

	• Details of drivers and any other persons injuries • Crash features (traffic control, road features, road alignment, other conditions) • Total estimated cost of damage to all vehicles and property • Optional – digital images of crash incident – up to three images in online report. Each image no larger than 1Mb in size.
WA Police / Insurance Commission of WA	Online Crash Reporting Facility

Electricity (Licencing) Regulations 1991 (WA)	
Regulation 63	Electrical accidents to be reported: Electrical accidents are those that result from a sudden discharge of electricity or otherwise have electrical origin and that causes, or is likely to cause; • Danger to life • Shock or injury to a person • Loss or damage to property
Regulation 63A	A person shall not do anything at the scene of an electrical accident, referred to in Reg 63, with the intention of hindering or obstructing an investigation of the accident by an inspector or a police officer.
Reportable to;	Accidents referred to in Reg 63 are reportable to the network operator, and/or the Director, Energy Safety, Department of Commerce WA

Gas Standards (Gas Fitting and Consumer Gas Installations) Regulations 1999 (WA)	
Regulation 42	Certain Incidents, Duty to Report: If an incident that causes, or is likely to cause injury to a person or damage to property, occurs – a person who is aware of the incident must immediately report it. Such incidents must be reported to: • The relevant gas supplier and the Director • Or to the director if; ○ The gas installation is in a mobile engine or is on or in a caravan or marine craft, or; ○ The relevant gas supplier is not identifiable

18 TAGGING AND ISOLATION

18.1 PURPOSE:

To ensure that a safe system exists so that:

- Defective plant is adequately, clearly and consistently identified as being “Out of Service”
- Instances where personal danger arising from the use, maintenance, or due to the proximity of, plant are adequately, clearly and consistently identified
- Plant undergoing repair or maintenance is effectively isolated from all potential energy sources, prevented from inadvertent operation, and verified as having a state of zero energy prior to any works commencing.

18.2 SCOPE:

This procedure applies to whole of organisation.

18.3 OBJECTIVE:

To minimise:

- The risk of personal harm occurring as a result of any inadvertent use or activation of “Out of Service” plant.
- The risk of personal harm occurring as a result of any uncontrolled or unwanted release of energy while persons are in immediate proximity to, servicing, maintaining, or cleaning, plant.
- The potential for further damage to any plant item to be incurred as a result of continued use of a defective item of plant.

18.4 DEFINITIONS:

- **All persons** – everyone at the worksite location
- **Supervisor** – any person at the worksite who has supervisory or management responsibilities including leading hands, supervisors, managers, directors, DCEO's, CEO's.
- **Out of Service** – Plant that has been identified as defective and requiring repair or that is posing risk of harm to persons.
- **Out of Service Tag** – A tag fitted to out of service plant in order to identify it as being out of service. Out of Service tags are commonly yellow and black.
- **Personal Danger Tag** – A tag fitted to plant to indicate that personal danger exists to a person if the item is activated. Personal Danger tags are commonly white, black and red.
- **Authorised Person** – A suitably qualified, knowledgeable and competent person responsible for ensuring the effective isolation of plant.
- **Unauthorised use** – The unauthorised use of any plant fitted with either an Out of Service or a Personal Danger tag.
- **Isolation** – Removal, or physical prevention, of any means of activating any plant energy sources.
- **Isolation Point** – A point, such as a key, valve, lever or other device which may be positively locked out or removed so that activation of an energy source is physically impossible.
- **Lock Out** – Application of a positive locking device to ensure that it is physically impossible to activate or energise an energy source.
- **Energy Source** – Any source of energy including active or potential stored energies.
- **Zero Energy** – A state where an energy circuit has been tested for the presence of any residual energy and positively verified to have none present.
- **Plant** – refers to machinery, equipment, appliance, implement or tool and any components, fittings or accessories thereof



- - this symbol indicates an important note that should be fully comprehended

18.5 OUT OF SERVICE PLANT

Plant which is identified by any person as being in a defective or damaged state, any further use of which may result in injury to persons or increase damage to the plant, must be removed from service. In order to indicate the plant is defective and requiring repair, an “Out of Service” tag is to be immediately fitted to the plant item.

18.6 OUT OF SERVICE TAG

In order to identify defective items of plant as being defective or otherwise unfit for service a yellow and black equipment “Out of Service” tag is used to identify the item as requiring repair, having the potential to harm persons, or having the potential to result in further damage to the item if used. Upon the identification of any items of plant as being in a defective or damaged state, the item of plant shall have fitted to it, in a prominent location, an “Out of Service” tag. If the item of plant has a starting circuit then the “Out of Service” tag shall be fitted to the isolation point or starting control, such as a key, switch, push button or activation control, which shall be ensured to be in the ‘off’ or ‘safe’ position.

“Out of Service” tags, as indicated at right, must have all respective fields on the tag completed including:

- Reason
- Date
- Name/ Signature
- Location
- Problem



A yellow rectangular tag with black text. At the top, it says 'TAG NO. XXXXX' and 'www.shireofcorrin.com.au'. Below this, in large bold letters, is 'OUT OF SERVICE' and 'DO NOT USE'. Underneath, there are fields for 'REASON', 'SIGNED', 'DATE', 'TAG NO. XXXXX', 'LOCATION', 'PROBLEM', and another 'SIGNED' and 'DATE' field at the bottom.

Any person is authorised to attach an “Out of Service” tag to defective items of plant. When an item has an “Out of Service” tag fitted then the placement of the tag, and the reason why it was placed, must be reported to the responsible supervisor by the person fitting the tag.



Plant displaying an “Out of Service” tag must not be used, the only exception being limited use required by an authorised and competent person during the assessment and repair process.

Any unauthorised person who uses, or orders the use of, any item displaying an “Out of Service” tag, or who removes, or orders, without authority, any removal of an “Out of Service” tag may have formal disciplinary action taken against them. The only person authorised to remove an “Out of Service” tag is a competent person after they have affected repairs.

Once an “Out of Service” tag has been appropriately removed by a competent and authorised person, then the responsible supervisor should be notified that the tag has been removed and the plant item is in a suitable condition to be placed back into service. Removed tags should be destroyed.

An “Out of Service” tag must not be used in place of a “Personal Danger” tag.

18.7 ISOLATION

The aim of effective isolation is to:

- Isolate all forms of potentially hazardous energy to ensure that an accidental release of hazardous energy does not occur
- Control all other hazards posed to those doing the work
- Ensure that entry into any restricted area is tightly controlled

The basic principle of isolation is comprised of three separate steps:

- 1) Lock
- 2) Tag; and
- 3) Try

Isolation procedures

Each item of plant should have a procedure developed detailing the isolation process required and including the application of isolation devices, locks and tags, as practicable. Only suitably competent and knowledgeable persons should develop specific plant isolation procedures. It must be ensured that all energy sources are fully identified and effectively isolated.

While a specific procedure for a plant item may differ according to different situations, the following aspects should be considered and included in the isolation procedure:

- Ensure that all hazards associated with the energy sources of the plant are identified. This may involve a comprehensive examination of the plants operational safety manual or consultation with competent people such as engineers.
- In some instances, a “Permit to Work” system may also be required.
-  **A person must be authorised to carry out the matters as outlined in the responsibilities of an authorised person, (responsibilities section – below).**

A basic isolation procedure consists of the steps listed below;

- Identify the plant involved and the corresponding energy sources through application of an Out of Service tag
- Identify all other hazards
- Shut the plant down
- De-energise all stored energy sources
- Isolate and lock out all energy sources
- Apply Personal Danger Tag to plant controls, isolation points, energy sources and other potential hazards
- Control other potential hazards
- Test by ‘trying’ to re-activate the plant, without exposing the tester or others to risk, to ensure that isolation procedures have been effective, before commencing any maintenance, cleaning, inspection or repairs on the plant
- Carry out the work on the plant
- Once remedial work is complete, the people who tagged the controls are to remove the tags before the plant is returned to operational status

Isolation procedures should be displayed in a prominent position on, or adjacent to, the item of plant where possible. Adequate supervision must be provided in order to ensure that isolation procedures are consistently followed.

In instances where it is not practicable to conduct cleaning, maintenance or repairs with the plant stopped, operational controls which permit the controlled movement of the plant must be fitted and written safety procedures must be developed and used in conjunction with a “Permit to Work” system.

Isolation Devices/ Locks

Isolation devices must be reliable and clear. The method used to isolate plant will vary according to its type.

Only devices that incorporate a lock or can accommodate one or more padlocks are suitable lockout devices. If more than one person is working on the same item of plant, each person must attach their own lock to prevent the isolation being reactivated before all locks have been removed or opened. If multiple isolation locks are required to be applied in the instance of several lockout points, then each person must attach a lock and tag to each lockout point. It is advisable that each persons locks respond to a single key which is incapable of opening another persons lock(s).

In the instance where isolation locks are employed, each lock should;

- Be strong enough to withstand physical abuse, either intentional or unintentional.
- Be made of a material suitable for the environment
- Be heavy duty or specifically designed, and;
- Have only one key in use and one owner who is responsible for it to prevent its removal without their knowledge.

Master, or spare, keys should be kept in a designated location, away from the immediate workplace, secured, and under the control of an authorised person. There should be written procedures in place to ensure that they are only used in an emergency situation after thorough safety checks have been made to ensure that no person is in, on or about the plant.

18.8 TEST FOR ZERO ENERGY



Prior to commencing works on any item of plant that has been tagged and locked out, a state of zero energy must be verified. Particular care must be taken to ensure that potential sources of stored energy are fully identified and made safe, a competent, knowledgeable and authorised person should be utilised to verify a state of zero energy exists. The calibration of any instruments required to test isolation effectiveness should be checked before use.

Potential sources of stored energy that should be considered may include:

- Gravitational energy in items such as raised hydraulic implements, moving / articulating components or chassis supported by airbag suspensions
- Accumulated air pressure in air lines, circuits or tanks
- Accumulated hydraulic pressure in hydraulic lines, circuits or components
- Electrical energy stored in capacitors
- Pressurised coolant systems
- Rocket inflated vehicle airbags
- Fire suppression activation systems
- Accumulator cylinders
- Energy stored in springs
- Torque in shafts
- Energy stored in rotating components, such as flywheels, which may require a cycle to be completed
- Energy from uncontrolled movement of vehicles – unchocked wheels

Personal Danger Tag

In order to indicate that there is an imminent risk of personal harm being posed to a person if an item of plant is operated; “Personal Danger” tags are used in conjunction with “Out of Service” tags. A tag is NOT in itself an effective isolation device and acts only as a source of information to others in the workplace.

Personal Danger tags, shown at right, must have all tag entry fields completed on each instance that they are applied.

The plant item to be worked on is initially fitted with an equipment “Out of Service” tag, then locked out at isolation points, then a “Personal Danger” tag is securely fixed at the isolation points and at the operating controls of the plant by the person who may be placed at harm if the item is activated while works are in progress. If exposed to the weather, then Personal Danger tags must be placed in a weatherproof sleeve.



Personal Danger tags may only be removed by the person who has placed the personal danger tag on the plant item, or a suitably authorised person, once they have completely removed themselves from the danger area. Personal Danger tags must be removed whenever a person has stopped work on the item, including coffee and meal breaks, and when leaving work for the day. Failure to remove a Personal Danger tag when leaving work for the day may result in the person who placed the tag being recalled to work to remove it.

Personal Danger tags should be regarded as being for single use only and destroyed once removed.



Unauthorised removal, or ordering unauthorised removal of any personal danger tag, or operation of any plant displaying a personal danger tag, is strictly prohibited. Unauthorised removal, or ordering unauthorised removal of any personal danger tag, or operation of any plant displaying a personal danger tag, is considered to be serious misconduct which may recklessly endanger peoples lives and will result in disciplinary action. In limited and exceptional circumstances, such as a worker going home sick, the situation may arise where a supervisor or suitably authorised person may be required to remove a personal danger tag. There should be written procedures in place to ensure that they are only removed by an authorised person in an emergency situation after thorough safety checks have been made to verify that the person named on the tag is not in, on or about the plant.

If work on plant is not complete by the end of a working shift, then the “Out of Service” tag should remain attached to each isolation point and individual Personal Danger tags removed. If work on the plant is to continue with an oncoming shift, then there must be a handover briefing conducted by those leaving the site to those taking over the work. The briefing should include the status of the work and the removal/replacement of personal danger tags and locks.

Permits to Work

A work permit system is one that identifies and manages high risk operations and activities through the issue of special permits and procedures. Any high risk task that has the potential to adversely affect the safety or health of people, or the environment, shall not be performed without a work permit issued by an appropriately trained and authorised person.

It is the responsibility of the relevant supervisor to ensure that any activities requiring a permit to work be issued, or any licence or certificate of competency to be possessed, have valid documentation in place prior to the commencement of any work activity by physically sighting such documentation.



Situations such as complicated isolations or any proposed works on either energised or un-isolated plant require a permit to work to be duly authorised and issued prior to the works commencing.

Training

All persons undergoing the site safety induction process must be adequately trained in the recognition of and circumstances where “Out of Service” and “Personal Danger” tags must be used as well as the procedures for a safe system of isolation, including the application of isolation lockout devices.

The training process must ensure that:

- Workers are adequately instructed and trained in the safe system of isolation and can demonstrate that they are competent to carry out the isolation, lock out and tag out procedures. In some instances, such as for office staff, awareness training may suffice.
- Supervisors, in addition to the requirements above, are adequately instructed and trained in the supervision requirements associated with the application of tagging and isolation systems.
- Authorised persons are adequately trained in order to enable them to fulfil the duties of an authorised person.



Staff involved in works requiring complicated isolations must be ensured to have been trained in the specific isolation procedures required to be implemented in order to allow the works to be completed safely.



18.9 RESPONSIBILITIES

All persons on site

All persons on site, including employees, supervisors, managers, contractors and volunteers, are personally responsible for:

- Ensuring that they comply with the requirements of the tagging and isolation system in accordance with this procedure and the specific instruction and training provided to them.

Supervisors

Supervisors are responsible for ensuring:

- That all persons entering their respective work area have been adequately instructed and trained in tagging and isolation system.
- That all appropriate records are maintained and updated.
- That work permits are appropriately issued, recorded, and resolved if not closed at the end of a work period.
- That all persons in direct charge of plant, or areas where plant is located, are aware of any works being undertaken on the plant item.
- That adequate supervision is provided in order to achieve compliance with the requirements of the tagging and isolation system.
- That any person who does not comply with the requirements of the tagging and isolation system is subject to appropriate disciplinary action.
- Investigation of any incidents or accidents consider whether any Tagging and Isolation procedural failure were a contributing factor.

Authorised Persons

Authorised persons are responsible for ensuring;

- The authorised person must, if it is practicable to do so, stop the plant and ensure that any risks associated with any identified hazards are reduced as far as is practicable. This should include notifying any workers who may be affected by the planned isolation.
- Ensure that all energy sources are de-energised, isolated using an isolation device and locked out using a lockout device. This step should include activating all energy isolating devices and ensuring that all switches and valves are in the off or safe position. Stored energy must be either released or restrained.
- Ensure that an "Out of Service" tag is fixed to the plant and that "Personal Danger" tags are fixed at the energy sources and at the operating controls of the plant.
- Ensure that the measures taken to de-energise and isolate energy sources are tested to verify that the plant cannot be energised inadvertently.
- Ensure that any inspection, repair, maintenance, alterations, cleaning or withdrawal of plant is not conducted before the above activities and tests are carried out.
- Ensure that after the works are completed, that the plant is restored to operational status.

Review and Performance Management

Consistent application of isolation and tagging requirements should be reviewed during the Management Safety Observation process and the appropriate records maintained to reflect that the aspect has been considered.

Risk controls associated with tagging and isolation systems must be regularly reviewed in order to ensure that they remain effective, relevant and appropriate.

In all instances of incident occurrence, it should be considered whether any non-compliance with the isolation and tagging system requirements may have been a contributory factor.



Records

Appropriate records must be ensured to be maintained including:

- Documented hazard identification, risk assessment and control
- Specific written plant isolation procedures
- Documented review of risk controls
- Individual training records
- Permits to Work/ Permit to Work Register
- Any instances where an authorised person, being other than the person who originally attached it, removes a Personal Danger tag or lock.
- Any instances where non-compliance with the tagging and isolation requirements have been identified.

19 TRAINING AND COMPETENCY

19.1 PURPOSE

The Shire of Corrigin acknowledges the legislative and moral requirement to ensure that persons attending worksites under their control are appropriately trained to enable efficient performance of work duties or attendance requirements in a manner with minimal risk of injury or harm. In order that the Shire of Corrigin adopts a structured approach to the identification and provision of required training, the following information will provide guidance to some considerations and methodologies which should be taken into account.

19.2 SCOPE

This guidance material applies to all Shire of Corrigin worksites.

19.3 TRAINING NEEDS ANALYSIS

The Shire of Corrigin, in consultation with workers, shall identify training needs in relation to allowing work activities to be performed competently. Any legislative parameters that are applicable shall be considered as part of this process.

A process will be implemented to ensure that HSE competencies are developed and maintained through the application of training needs analysis. Workers will be assessed as competent to perform proposed tasks on the basis of skills achieved through education, training or experience.

Competencies of workers to perform tasks will be structured through documentation of requirements and verified prior to assignment to any particular task.

All persons attending Shire of Corrigin worksites, including contracted service providers and visitors, are required to undertake appropriate training to ensure that they are aware of any hazards associated with the work area and the means that risk is reduced in relation to each particular hazard.

Provision of training shall be undertaken by person with appropriate skills, knowledge and experience in the training subject matter and associated HSE requirements.

19.4 MANDATED TRAINING REQUIREMENTS

Induction Training

Induction training will be provided to all persons entering Shire of Corrigin worksites for the first time prior to the commencement of any work activity. If the need is determined as a result of workplace change, incident occurrence or review process, induction training may be required to be presented again or at regular intervals.

Induction training shall be presented to a level commensurate with the level of risk associated with the work activity to be undertaken. The determination of the risk level and subsequent required induction training shall be determined by executive management approval or as deemed by legislative stipulation.

Persons who are not attending Shire of Corrigin worksites in a work capacity and who remain fully escorted at all times by authorised Shire of Corrigin representatives may be exempt from the requirement to undertake the full induction process at the discretion of executive management.

Exemption from the induction process, if granted under fully escorted conditions, does not remove the obligation for visitors to comply with all directions given by Shire of Corrigin representatives, mandated site safety requirements or personal protective equipment and clothing requirements associated with the workplace.

General induction training shall include the following aspects, as applicable:

- General duty of care requirements imposed by legislation in force
- Legislative hierarchy – Act, Regulations, Codes of Practice, Guidance Notes, Australian Standards.



- Guidelines and forms of guidance available in the workplace – location and information content
- Shire of Corrigin HSE and QA Policies
- Shire of Corrigin HSE manual contents
- Hazard identification, risk assessment and control process
- Hazard and incident reporting
- Personal protective equipment and clothing
- Plant operation
- Hazardous substances / dangerous goods
- Electrical
- Work at heights
- Slips, trips and falls
- Tagging and Isolations
- Consultation and communication
- Emergency management

Inductees shall be assessed for comprehension of the general Shire of Corrigin HSE induction presentation contents through the inductor conducting a verbal questionnaire.

Site Specific

The Shire of Corrigin will, where required in addition to general induction information, will ensure that worksite specific training requirements are identified and information presented to persons attending such worksites.

Task Specific

The Shire of Corrigin will present task specific training, or will verify that required competencies for task performance aligned with HSE requirements and specifications are held prior to the commencement of any task. Manual tasks shall have appropriate training provided as a result of risk assessment.

Safe performance of the task will be further verified through the application of adequate supervisory activities.

High Risk Work

Performance of any work deemed as requiring a High Risk Work Licence by WA legislation shall only be performed by persons who hold a current and valid photographic High Risk Work Licence of the category required. Licences will be verified as current prior to any task commencement and a copy obtained for Shire records.

Work deemed as requiring a current photographic High Risk Work Licence is specified in [Schedule 6.3](#) of the *Work Health and Safety (General) Regulations 2022* and includes:

- Scaffolding work of basic, intermediate or advanced classes
- Dogging work
- Rigging work of basic, intermediate or advanced classes
- Crane and hoist operation of certain classes
- Forklift truck operation
- Order picking forklift truck operation
- Pressure equipment operation (boilers / turbines / steam engines)

Construction/ Demolition

The Shire of Corrigin shall ensure that all persons who are to perform work at a construction or demolition workplace hold a current construction induction training certificate (white card) prior to any work commencing or the worksite being accessed for work purposes.

Construction induction training certificates will be verified as being issued to the person they are held by through review of a photographic ID (such as drivers licence or High Risk Work Licence) to ensure that the same name is displayed on each. Copies of all construction induction training certificates shall be obtained for filing.



Persons attending any Shire of Corrigin construction or demolition site where there is a work health and safety management plan in place shall be made aware of the contents of the plan in force and have a copy made available to them.

Load Shifting Equipment

The Shire of Corrigin shall ensure that all persons who are to perform work operating any specified categories of load shifting equipment have been assessed as competent to operate the equipment through consideration of the competency standards defined in the National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified equipment [NOHSC: 7019 (1992)] prior to any work operating such equipment commencing.

While the competence standards should be reviewed to ascertain specific requirements that may apply, generally equipment within the scope of Shire of Corrigin works that is likely to be categorised within these competence standards includes:

- Front end loader / backhoe
- Front end loader
- Front end loader of the skid steer type
- Excavator
- Dozers (wheeled and tracked)
- Forklift truck
- Vehicle loading cranes (< 10 metre tonnes capacity)

The WHS competencies required for each of the specified equipment types, as described within the competency standards, are the minimum core competencies required for the safe use of the equipment.

Hazardous Substances / Dangerous Goods

Where a hazardous substance is to be used at a Shire of Corrigin workplace, following consultation with those who are proposed to use it, adequate, relevant information and training shall be provided including:

- The potential health risk and any toxic effects associated with the hazardous substance
- The control measures to be implemented to reduce the risk to safety, health or environment
- The correct methods to be utilised to minimise any adverse effects of exposure
- The correct care and use of any specific personal protective clothing and equipment required
- The need for, and any details of, health surveillance required

Where a substance that is designated to be a Dangerous Good according to legislative criteria is to be used at a Shire of Corrigin workplace, then induction, information, training and supervision must be provided that includes:

- The nature of the hazards and properties associated with the dangerous good(s)
- The processes used in the identification, assessment and control of the risks relevant to the persons duties associated with the dangerous good(s)
- The purpose, use and maintenance of the measures for the control of the risks associated with the dangerous good(s)
- The systems of work and the conduct of the persons at the site insofar as these may affect the safe storage and handling of the dangerous good(s)
- The operation of any emergency plan and emergency response equipment kept at the site
- The proper use, fitting and maintenance of personal protective equipment
- The proper use, fitting and maintenance of risk control equipment, other than fire control equipment, identified as part of the risk assessment process

Asbestos Containing Materials

Where Shire of Corrigin worksite buildings or locations contain, or are presumed to contain, any asbestos containing materials (ACM), then induction briefings specific to ACM must be presented prior to the commencement of any works.

Induction training in regards to ACM must encompass:

- The use and location of the ACM register
- The Asbestos Management Plan
- The legislative requirements associated with ACM
- The national codes of practice pertinent to ACM:
 - Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC: 2002(2005)]
 - Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)]
- The work health and safety consequences of exposure to ACM and appropriate control measures
- Licencing and competency requirements
- Safe Work Methods to be utilised when dealing with ACM

Where ACM are to be removed which are in a friable condition, this work shall only be conducted by a person who holds an unrestricted licence or a person employed or engaged by the unrestricted licence holder in strict accordance with the Code of Practice for the Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)] and the unrestricted licence.

Where ACM is to be removed that is in excess of 10m² in non-friable condition, then this work shall only be conducted by a person who holds either a restricted or unrestricted licence or a person employed or engaged by the relevant licence holder in strict accordance with the Code of Practice for the Removal of Asbestos 2nd Edition [NOHSC: 2002 (2005)] and the licence utilised.

The Shire of Corrigin will verify that any persons conducting such ACM removal work hold the relevant licence, or are employed or engaged by the licence holder, and that removal work is conducted in accordance with legislative requirements. Copies of ACM removal licences will be obtained and maintained as file records.

19.5 RESPONSIBILITIES

Shire of Corrigin Managers

Shire of Corrigin managers are responsible for the overall safe operation of the workplace and have the specific responsibility to ensure that:

- Any work is only undertaken by trained competent persons after review of pertinent legislative considerations and hazard identification, risk assessment and control process
- Training needs are identified and adequate instruction, information and training is provided to ensure that only competent persons perform work tasks in strict compliance with legislative requirements
- All documentation requirements associated with the training process are completed, obtained, maintained and appropriately stored.
- Competent and appropriately qualified contractors are engaged and their performance is monitored
- The performance of the site supervisor is regularly reviewed and compliance with HSE standards, procedures and work methods is enforced

Shire of Corrigin Supervisors

Shire of Corrigin supervisors have responsibility for the safety of the work teams and those who may be impacted by the work team's activities:

- Ensuring that any work requiring licences or formal competencies to be held is only conducted after verification of competencies in accordance with the relevant approvals, work plans and safe work instructions developed by Shire of Corrigin management and competent persons.
- Ensure that workers, contractors and visitors have completed the location, site and task specific induction and training requirements.
- Ensure that personnel have the appropriate qualifications, licenses, competencies and experience to perform their roles in relation to the work.
- Participate and facilitate HSE meetings and communications
- Act on and report unsafe practices and situations.

- Ensure that safety behavior observations and management safety work contacts are completed.
- Ensure that SWMS consider all competencies and training requirements, then review and authorise the SWMS.
- Report and investigate all injuries / incidents that occur in their area of responsibility. Ensure necessary documentation related to incidents and injuries are completed and recorded. Ensure that corrective actions have been implemented.
- Develop co-operative safety behaviors in the workgroups through the recommended methods of education, training, enforcement and by personal example.
- Ensure that team members are aware of the hazardous materials or dangerous goods associated with the job, have been suitably trained and are able to access the MSDS, required PPE or emergency response equipment for each.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Demonstrate and support Shire of Corrigin HSE values by their actions.
- Participate in SWMS audit verifications, workplace audits, observations and inspections.
- Monitor safety performance and ensure participation in relevant HSE programs.
- Communication link to the work team, safety representatives, management and statutory bodies on safety issues.
- Endorse work planning at beginning of shift.

Personnel on Site

All personnel on site have the responsibility to ensure that they;

- Take reasonable care for their own health and safety and those who may be impacted by their activities.
- Perform all work tasks in accordance with the training, information and instruction that has been provided to them.
- Do not perform any tasks requiring a specific license or competency unless they hold the relevant current certificate of competency or license and have been duly authorised by Shire management to perform the task.
- Report to the Shire supervisor any hazards or incidents which they become aware of.
- Ensure non-assigned personnel in the area are aware of any hazards associated with the work.
- Understands the basic concepts of the principles and tools of the Shire HSE program.
- Takes corrective action and submit reports if an unsafe act or unsafe condition is observed.
- Maintain housekeeping standards and makes use of formal inspections as one of the tools available to ensure success.
- Identifies the location of and knows how to operate emergency equipment installed in their operations area.
- Aware of all hazardous materials or dangerous goods they are likely to be associated with and also how to get access to any necessary information and permissions for safe use and storage of these hazardous materials or dangerous goods.
- Understands and complies with any HSE rules, procedures and standards that apply to their area of operations.
- Highlights any procedural problems to appropriate personnel.
- Participate in workgroup HSE activities such as HSE plans, incident/injury investigations, observation programs, project safety reviews and training.

20 USE OF MOBILE PHONES AND I-PODS

20.1 PURPOSE

The purpose of this procedure is to provide direction to all Shire of Corrigin staff of the organisations requirements in regards to the safe usage of mobile phones and personal music player devices, such as "I-Pods". Contracted services providers are required to comply with the contents of this procedure.

20.2 SCOPE

This procedure is applicable to all Shire of Corrigin operations and encompasses both Shire of Corrigin issued and personal devices during the performance of work related duties or within Shire of Corrigin workplaces, including Shire of Corrigin plant and vehicles.

20.3 RESPONSIBILITIES

Managers/ Supervisors

All Shire of Corrigin managers and supervisors are responsible for ensuring that the requirements of this procedure are applied to all staff and contracted services providers within their area of responsibility.

Employees/ Contracted Service Providers

All employees and contracted services providers are responsible for complying with Shire of Corrigin management directions in the application of this procedure.

20.4 MOBILE PHONES

Mobile phones, while a common and everyday item, can pose particular hazards in a work environment when interaction with explosives, flammable dangerous goods, road traffic, mobile plant or construction activities is occurring.

Historically, many accidents have been caused through persons using a mobile phone being distracted while interacting with road traffic, mobile plant or performing high risk activities.

The use of mobile phones within the working environment shall be strictly in accordance with the following legislative requirements and safety considerations.

- All mobile phone usage by drivers in moving vehicles on public roads shall only be via a hands free device which does not require the driver to press or operate anything on the body of the phone in order to operate it.
- If a driver in a moving vehicle on a public road which does not have a hands free device fitted is required to use a mobile phone, then the vehicle shall be parked in accordance with legislative requirements prior to any such use.
- When drivers of moving vehicles on a public road are using a mobile phone fitted with a hands free device, due consideration shall be given to the level of traffic intensity and prevailing road conditions. If a call requires intense concentration, or prevailing road conditions and/or traffic conditions are not conducive to the safe conduct of the call, then the vehicle shall be parked for the duration of the call.
- Unauthorised persons shall not use mobile phones in operational areas of construction sites.
- Under no circumstances are persons involved with high risk construction activities, such as drivers, plant operators, spotters, riggers or doggers, to use a mobile phone while involved in the construction process.
- Mobile phones shall not be used by pedestrians in the immediate vicinity of roadways or mobile plant operations.
- Mobile phones shall not be used in the vicinity of explosives, flammable dangerous goods or refuelling depots.
- Mobile phones shall not be used in confined spaces where there is any risk of an explosive atmosphere.



20.5 I-PODS AND PERSONAL MUSIC DEVICES

In order to reduce the risks associated with the use of I-pods and other personal music devices, the use of these devices within the working environment shall be strictly in accordance with management direction and the following safety considerations:

- I-pods and other personal music devices shall not be worn by persons operating vehicles or items of mobile plant.
- I-pods and other personal music devices shall not be worn by pedestrians in the immediate vicinity of roadways or mobile plant operations.
- I-pods and other personal music devices shall not be worn by persons working on, or accessing as a visitor, any operational area of a construction site.
- I-pods and other personal music devices shall not be worn by persons who are required to readily hear and respond to verbal safety communications.
- I-pods and other personal music devices shall not be worn by persons where there is any risk of cords or lanyards becoming entangled, caught or trapped in moving plant or other items.

21 WORKING AT HEIGHTS

21.1 PURPOSE

Work at heights increases potential risk of harm to persons that may arise through falls from height or to persons on the ground that may be exposed to the hazards of falling objects.

21.2 SCOPE

This guidance is applicable to all Shire of Corrigin workplaces.

21.3 PROCESS

Any proposed work at height must be subject to a hazard identification, risk assessment and risk control process. The hazard identification, risk assessment and risk control process should be undertaken in a consultative manner and be documented.

It is a legislative requirement that any high risk construction work have a safe work method statement (SWMS) in place before the work commences. Construction work where a person may fall two metres or more is included in the legislative definition of high risk construction work.

21.4 IDENTIFY HAZARDS

Key falls hazard aspects to consider include:

- Surfaces to be accessed;
 - Stability
 - Fragility or brittleness – such as asbestos roofing or translucent panels (which may not always be readily apparent if covered in dust or debris)
 - Slipperiness – are the surfaces wet, polished, glazed or oily (such as new steel or roofing materials)
 - Strength or capability to support proposed loads
 - Slope of surfaces - risks increase with increased slope
 - Safe movement of workers where surfaces change
- Levels – where levels change and workers may be exposed to a fall from one level to another
- The stability of any temporary or permanent structures
- The ground conditions, considering evenness and stability for support of scaffolding, working platforms or ladders. The presence of hidden ground hazards, such as service pits or loosely filled holes, should be considered.
- The raised working area – is it crowded or cluttered
- Scaffolding requirements, including the correct erection and dismantling
- Edge protection for open edges of floors, working platforms, walkways, wall or roofs
- Openings, voids or holes which will require identification and protection, including unguarded shafts and excavations
- Proximity of workers to unsafe areas
 - Where loads are placed on elevated working areas
 - When objects are below a work area, such as reo bars or pickets
 - Where work is conducted above other workers – falling objects
 - Power lines
- Movement of plant and equipment
- Safe access, egress and movement around the work area
- Manual tasks which may increase risk, such as movement of plaster board or sheet materials which may be caught by the wind
- Lighting conditions



- Weather conditions
- Suitable footwear and clothing
- Young, new or inexperienced workers
- Ladders – where and how they are being used

Assess Risks

Once the potential hazards have been identified the associated risks must be assessed through determining the potential consequences and likelihood of each hazard becoming realised. The standard Shire risk assessment matrix, as also included in the SWMS template, should be utilised for this process.

Control of Risks

Risk controls must then be implemented in order to eliminate or reduce the risk of persons being injured or harmed during the performance of the work. These risk control measures must be reviewed and monitored on an ongoing basis.

In addition to the application of risk controls in the preferred order of risk controls, Western Australian legislation also mandates certain methods that must be implemented to control the risk. These are documented in the WHS Regulations and the Code of Practice "Prevention of Falls in Workplaces", both of which should be referred to prior to any work at heights being conducted.

Considerations for risk control include;

Edge protection:

- Edge protection that must be capable of withstanding a force of 0.55kN applied to any point, have a top rail positioned between 900mm and 1100mm above the working surface and either a mid-rail and toe board or a toe board and mesh panel filling the space between the top rail and the toe board. [Mesh wire must be not less than 3mm in diameter and apertures not greater than 75mm x 50mm]
- Edge protection must be provided and kept in place whenever there is a risk that a person could fall two or more meters from the edge of a scaffold, fixed stair, landing, suspended slab, falsework or formwork at the workplace.
- Whenever there is an edge, other than that above, at a workplace where a person could fall three or more metres, then either:
 - Edge protection must be provided, or
 - A fall injury prevention system must be provided, in operation and worn.

Fall Injury Prevention System:

Fall injury prevention systems and associated anchorages must be designed, manufactured, constructed, selected and installed so as to be capable of withstanding any force applied as a result of a person's fall.

Fall injury prevention systems may include:

- Restraint systems
- Fall arrest systems
- Catch platforms
- Scaffolding
- Safety nets
- Safety mesh

The most appropriate fall injury prevention system must be selected for the task at hand and be such that any person falling travels the shortest possible distance before having their fall arrested.

The fall injury prevention system must be ensured to have:

- Each component and means of attachment to an anchorage inspected by a competent person:
 - After installation and prior to use
 - At regular intervals
 - Immediately after it has operated, or should have operated, in relation to a person's free fall
- Each component or attachment to an anchorage that upon inspection shows any sign of wear, weakness or defect, withdrawn from use and replaced by a properly functioning component.
- Results of inspections documented and recorded.
- In the instance of welding or hot works in the vicinity, that the falls injury prevention system and persons using it are protected from any hot particles or sparks.

Anchorage:

All anchorages utilised for fall injury prevention systems must be ensured to be inspected by a competent person:

- If permanently fixed and in regular use – at intervals not greater than 6 months
- If permanently fixed but not in regular use – before each use
- After any repair and prior to use

Anchorage which are deemed to be defective or have their load bearing capacity impaired are to be tagged "Out of Service" and not used while it is in that condition.

Emergency Rescue

Appropriate emergency rescue procedures must be developed to provide a method for rescuing persons in an emergency situation. These procedures must consider different emergency scenarios which may arise such as those associated with rescues, accidents or injuries.

Where fall arrest systems are utilised, the procedures should take into account aspects such as;

- The immediate rescue of any person after an arrested fall, without the need to rely on emergency services. This is required to prevent suspension trauma which can quickly affect persons suspended in harnesses.
- The necessary equipment to facilitate the rescue
- Installation of fall arrest systems in locations where it is possible to assist or rescue a person quickly if required
- Ensuring that persons using fall arrest systems or industrial rope access are not working alone
- The availability of trained first aiders, facilities and services
- Effective means of communication
- Details of additional support services such as fire brigade, ambulance and hospitals
- Ensuring that all persons working with the fall arrest system receive instruction and training in the emergency rescue process and are familiar with the fall arrest system and devices prior to commencing work

Holes in floors:

Holes or openings in floors, (other than those associated with lift wells, stairwell or vehicle inspection pits), that have dimensions greater than 200mm x 200mm and less than 2 metres x 2 metres, or diameter greater than 200mm and less than 2 metres must have:

- If not a concrete floor, a covering material securely fixed to the floor that is strong enough to prevent persons or things from entering or falling into or through the hole or opening.
- If a concrete floor, has:

- If practicable, wire mesh that is at least 4mm in diameter with maximum apertures 75mm x 75mm and is embedded at least 200mm in the surrounding concrete – 20mm concrete cover if in upper half of slab, 30mm concrete cover if in lower half of slab; [wire mesh must not be used as a working platform] and;
 - covering material securely fixed to the floor that is strong enough to prevent persons or things from entering or falling into or through the hole or opening.
- Covering materials must be clearly marked “DANGER – HOLE BENEATH” and only removed for the purpose of installing services, immediately before the installation of the service.

Brittle and Fragile Roofing

Instances where persons are required to work on or from a roof where there is brittle or fragile roofing present as a whole or as any part of a roof must:

- Have a safe working platform and access way provided to the worker(s) and
 - Display signage at the access way that states “DANGER FRAGILE ROOFING – USE WORKING PLATFORM”
- Provide information, instruction and training to any workers accessing the roof which describes;
 - Precautions to be taken.
 - How and where to access the roof and working platform.
- If the brittle or fragile roofing is to be removed, then before the roof is removed, the areas consisting of brittle or fragile material must be identified, and;
 - The stability of the roof supporting structure and soundness of the roof must be assessed
- If there is a risk of a person falling through fragile or brittle roofing and there is no other means to prevent a potential fall then:
 - Non corrosive safety mesh must be fitted directly over the top or underneath the area, or
 - Barriers are securely fixed and maintained around the area.

21.5 ACCESS AND EGRESS

Elevating Work Platforms

The following points must be taken into consideration when using elevating work platforms (EWP's):

- Only competent trained operators should operate EWP's
- If a boom type EWP with a boom length 11 metres or more is to be operated, then a high risk work licence of the Class WP must be held by the operator
- Ground spotters should be utilised and trained in the operation of the EWP so that the device may be lowered if the need arises
- Pre-operational checks are to be undertaken prior to use and the log book filled out
- Safe working loads must not be exceeded
- Loose items must be appropriately secured to avoid the risk of them being dropped
- Hazard identification must take into account ground evenness, stability, firmness and have the presence of underground service pits, voids, power lines and pinch/ crush points noted and avoided
- Appropriate barricading, signage and traffic control options must be implemented



Portable Ladders

Portable access ladders must be in good condition and suitable for the work to be conducted – (no aluminum ladders to be used in the vicinity of incompatible materials such as acid or caustic, or for electrical works), and used in accordance with accepted safe work methods for portable ladder use including;

- The ladder must be inspected prior to use
- The ladder must be secured at an angle of approximately 75° with a 4 (up) to 1 (out) ratio
- The ladder must be secured against slipping or sideways movement
- The ladder must only be used on a firm footing
- Ladders must extend to at least 900 mm above any platform that they are being used to approach
- No person should stand on a ladder higher than 900mm from the top of the ladder
- Ladders must not be suspended from parapet hooks, if on a construction site
- Ladders must not be used against poles unless a pole strap is utilized
- Three points of contact must be maintained at all times
- Two ladders must not be spliced together
- Ladders must not be placed so that the weight of the ladder and person using it is supported by the rungs (rather than the intended ladder feet)
- Ladders must be secured to vehicles when transporting
- A haul line must be used to lift tools and equipment to the job
- All ladders must be designed and constructed in accordance with the relevant Australian Standard
- Ladder bracket scaffolds must not be used unless they are set up in accordance with clause 10.2.5 of AS/NZS 4576.
- If a person may fall three or more metres from the ladder, the use of temporary or permanent fall arrest systems should be employed

Scaffolding

Scaffolding from which a person or object could fall more than 4 metres, and its supporting structure, must be inspected and identified as structurally sound, or otherwise, through the use of “Scaff-Tags” by a competent licensed person;

- Before its first use
- As soon as is practicable, and before its next use, after an occurrence that might reasonably be expected to affect the stability or adequacy of the scaffold or its supporting structure, such as a severe storm or earthquake
- Before its use following alteration or repairs
- At least every thirty days

If an inspection is carried out on the scaffold or its supporting structure and found to indicate an unsafe condition then appropriate repairs, alteration or additions are to be carried out and the scaffold and its supporting structure re-inspected by a competent person prior to further use of the scaffold.

If a scaffold is incomplete and left unattended, appropriate controls, including the use of Danger Tags, red and white barricading, and warning signs, must be used to prevent unauthorized access to it.

All erection and dismantling of scaffolding and temporarily erected structures, intended or used to support sheeting's, hoardings, guard rails or means of access or egress must be carried out in accordance with the requirements stipulated in AS/NZS 1576 (2010) Scaffolding Parts 1 to 6.

All erection and dismantling of scaffolding and temporarily erected structures must be accompanied by sufficient area barricading, (red and white – exclusion zone), and traffic control measures so as to preclude unauthorised access and prevent falling objects from striking persons on the ground. Any person who dismantles and lowers scaffolding equipment must do so carefully without dropping or throwing the scaffolding equipment. Any area where scaffolding is to be erected must be ensured to be clear of rubbish and any material or equipment not required for immediate use.

Scaffolding from which a person could fall four metres or more is required to be constructed only by a person holding the appropriate Class of High Risk Work License for the type of scaffolding to be constructed.

Falling Objects

Adequate risk controls to prevent persons being struck by falling objects must be implemented. Some considerations could include;

- Establishment of exclusion zones in the vicinity of overhead work
- Deployment of barricading
- Use of safety helmets [mandated requirement on construction sites if risk of being struck on head by falling object – signage is required at site entrance which states “SAFETY HELMET AREA – HELMETS MUST BE WORN AT THIS SITE”]
- Any item or gear that is to be lowered, must have this done carefully and without throwing or dropping the item
- Rubbish must be removed from first or subsequent stories through the use of hoisting appliances or fully enclosed discharge chutes into a discharge hopper or area completely enclosed by a hoarding at least 2 meters high
- Deployment of hoardings or gantries
- The use of tool belts and tool restraints

Instruction and Training

All persons involved in work at heights must receive suitable information, instruction and training prior to commencing any such work. The training information should include the intent of the WHS Act and Regulations so that workers understand that the prevention of falls depends upon them performing some work activities in a particular way.

Instruction and training in falls prevention requirements should be included in:

- General health and safety inductions
- Task specific inductions
- “On the Job” training
- In house training programs designed to address specific needs, such as working from heights and correct use of ladders
- Industry based or formal training, such as accredited or certificated courses where specific or mandated competencies must be assured.

21.6 RESPONSIBILITIES

Shire of Corrigin Managers

Shire of Corrigin managers are responsible for the overall safe operation of the workplace and have the specific responsibility to ensure that:

- Any work at heights is only undertaken after consideration of pertinent legislative considerations and hazard identification, risk assessment and control process.
- All work at heights is only undertaken by trained competent persons in strict compliance with legislative requirements.
- All documentation requirements associated with the work at heights are obtained, maintained and appropriately stored.
- Competent contractors are engaged and their performance is monitored.
- The performance of the site supervisor is regularly reviewed and compliance with WHS standards, procedures and work methods is enforced



Shire of Corrigin Supervisors

Shire of Corrigin supervisors have the responsibility for the safety of the work teams and those who may be impacted by the work team's activities:

- Work at heights is conducted in accordance with the relevant approvals, work plans and safe work instructions developed by Shire management and competent persons.
- Ensure that workers, contractors and visitors have completed the location induction and training requirements.
- Ensure that personnel have the appropriate qualifications, licenses, competencies and experience to perform their roles in relation to the work.
- Participate and facilitate WHS meetings and communications.
- Act on and report unsafe practices and situations.
- Ensure that safety behavior observations and management safety work contacts are completed.
- Ensure that SWMS consider all identified hazards, and then review and authorize the SWMS.
- Report and investigate all injuries / incidents that occur in their area of responsibility. Ensure necessary documentation related to incidents and injuries are completed. Ensure that corrective actions have been implemented.
- Develop co-operative safety behaviors in the workgroups through the recommended methods of education, training, enforcement and by personal example.
- Ensure that team members are aware of the hazardous materials associated with the job and are able to access the MSDS for each.
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards.
- Demonstrate and support Shire HSE values by their actions.
- Participate in SWMS audit verifications, workplace audits, observations and inspections.
- Monitor safety performance and ensures participation in relevant HSE programs.
- Communication link to the work team, safety representatives, management and statutory bodies on safety issues.
- Endorse work planning at beginning of shift.

Personnel on Site

Responsibilities

All personnel on site have the responsibility to ensure that they;

- Take reasonable care for their own health and safety and those who may be impacted by their activities.
- Report to their supervisor any hazards or incidents which they become aware of.
- Ensure non-assigned personnel in the area are aware of any hazards associated with the work.
- Understand the basic concepts of the principles and tools of the projects HSE program.
- Only undertake work at heights that they are authorised to undertake in strict compliance with agreed safe methods of work.
- Takes corrective action and submit report if an unsafe act or unsafe condition is observed.
- Identify the location of and know how to operate emergency equipment installed in their operations area.
- Understand and comply with any HSE rules, procedures and standards that apply to their area of operations.
- Highlight any procedural problems to appropriate personnel.
- Participate in workgroup HSE activities such as HSE plans, incident/injury investigations, observation programs, project safety reviews and training.

22 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

22.1 PURPOSE

The Shire of Corrigin is committed to the health and safety of all employees and others who may be involved in, or affected by, the conduct of its works.

The purpose of this procedure is to provide guidance for identifying and selecting appropriate personal protective equipment and clothing (PPE) for those persons who attend Shire of Corrigin worksites. It also provides additional information about various aspects of PPE, to help ensure that such items are used and maintained correctly.

It is intended that as an outcome of this procedure:

- The risk of injury to staff, contractors and visitors will be reduced;
- Staff will be consulted in the risk management process;
- The Shire of Corrigin will provide appropriate Work Health and Safety (WHS) training, instruction, information and supervision with regards to PPE;
- Safe systems of work, considering the selection and use of PPE, will be enabled.

22.2 SCOPE

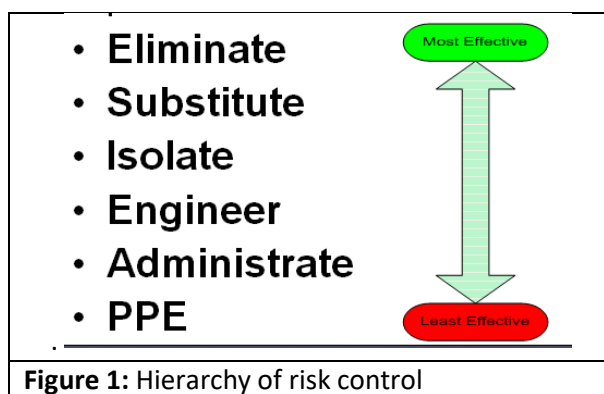
This policy / procedure is applicable to all Shire of Corrigin workplaces and includes:

- All Shire of Corrigin employees, contractors or sub-contractors while engaged in works on behalf of the Shire, labour hire, apprentices, trainees, work experience students and volunteers;
- Other persons who have a duty imposed by WHS legislation, such as visitors, or are likely to be directly affected by safety issues relating to the use of PPE.

This procedure is applicable to general use PPE and does not consider requirements for specialised PPE such as that which may be used in confined space entry, respiratory protection or for falls restraint. In instances involving the proposed use of specialised PPE a formal hazard identification and risk assessment process will be conducted and risk controls implemented in line with any specific legislative or other recommended requirements.

22.3 GENERAL REQUIREMENTS

Shire of Corrigin managers must ensure that higher order risk controls are considered before PPE is selected as the risk control measure. PPE may often be utilised in conjunction with higher order risk control options.



When the use of PPE is considered as a suitable risk control measure it must be appropriate to the nature of the WHS risk and selected PPE must comply with the relevant Australian Standard. Whenever lower order risk controls (such as PPE) are used, review of the effectiveness of controls must be increased.

Consideration must be given to controlling any additional risk that may be introduced through requiring the use of PPE.

22.4 RESPONSIBILITIES

Shire of Corrigin

The Shire of Corrigin, through its managers from executive level to front line, will:

- Comply with legislative requirements in regards to PPE and ensure that systems are in place to manage potential WHS risks in relation to PPE;
- Ensure that WHS responsibilities are appropriately defined and that appropriate resources are provided to create effective WHS risk management actions;
- Monitor and inspect PPE used at workplaces to determine the safe and competent use of the equipment and its suitability for purpose.

Managers

Shire of Corrigin managers shall:

- In the first instance, consider the means by which risks may be reduced other than by use of PPE;
- If a process of hazard identification and risk assessment determines that risk may be reduced through the use of PPE, then managers must ensure that;
 - Persons using the PPE are provided with suitable instruction in relation to the correct fitting, use, selection, testing, maintenance, limitations and storage requirements associated with the PPE;
 - The PPE is maintained in good working order and is replaced when it is damaged, no longer provides protection against the hazard, or the safe working life (as specified by manufacturer or legislative requirement) has expired;
 - Identify areas of the workplace which may require certain PPE to be worn through the placement of signage compliant with the requirements of AS 1319
- Ensure that the requirements of this procedure are communicated to all persons who may be in attendance at Shire of Corrigin worksites and are that compliance requirements are suitably enforced through supervision and instruction.

Employees, Visitors

All persons attending at Shire of Corrigin workplaces are required to comply with legislative requirements and those of this procedure, including:

- Utilising PPE at all locations where its use is required through signage or instruction;
- Using, storing and maintaining any issued PPE in the manner in which they have been instructed;
- Undertake and participate in training and familiarisation as required in order to competently select, maintain, use and operate the required PPE;
- Not misusing or intentionally damaging any issued items of PPE;
- Promptly notifying their manager of any damage or malfunction of PPE which they may become aware of;
- Promptly notifying their manager of any need to clean or sterilise PPE which they may become aware of.

Contractors, Sub-Contractors

Contractors and subcontractors performing works on behalf of the Shire of Corrigin shall ensure that they comply with the requirements of this procedure when using PPE.

22.5 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Supply of PPE

The Shire of Corrigin will supply PPE which has been selected on the basis of a risk assessment and potential exposure to a hazard. All PPE supplied by the Shire of Corrigin will conform to the relevant Australian Standard.

On rare occasions, a Shire of Corrigin employee may seek approval not to wear the required PPE. This may be due to a medical condition and must be supported by a medical certificate for Shire

approval to be provided. In such circumstances, the relevant manager must ensure that the Shire remains compliant with fulfilment of its legislated work health and safety duties. This may require consideration and provision of alternative work options for persons precluded from the wearing of suitable PPE by a medical condition.

The following tables provide guidance as to when a particular type of PPE should be selected and used.

Protective Headgear at Shire of Corrigin Worksites

Protective Headgear at Shire of Corrigin Worksites	
When should safety helmets and broad brimmed hats be used?	Occupational Protective (Safety) Helmets: Must be worn on construction sites where there is a risk of a person being struck on the head by a falling object. Should be used when there are potential risks of injury, including but not limited to: • Falling or flying objects • Striking overhead structures or energy sources • When in an elevated work platform (EWP) • High temperature environments or where there are bushfires In some instances accessories may be fitted to safety helmets to make them more suitable for varying working conditions. These may include sun protection brims / flaps or earmuffs. No unauthorised alterations may be made to the helmets, such as the drilling of holes. Care should be taken to avoid exposure of the safety helmet to substances such as petrol, paint, adhesives, aerosol sprays or cleaning agents. (Such alterations or exposures may seriously damage the integrity of the helmet structure.) Broad-brimmed hats: Should be used when there is a risk of prolonged exposure to solar (UV) radiation.
Who needs to use protective headgear?	Safety Helmets: All Shire of Corrigin employees, contractors and visitors must wear a relevant safety helmet in situations as described above. Broad Brimmed Hats: All Shire of Corrigin employees, contractors and visitors must wear broad brimmed hats in situations where there is a heightened risk of exposure to solar radiation unless they are within an area which requires an occupational protective helmet to be worn.
What types of occupational protective helmets are there?	Type 1 Occupational Protective Helmet: • Suitable for use in construction, industry and quarry work. Type 3 Occupational Protective Helmet: • These must be used for bushfire fighting.
Care and maintenance of safety helmets.	• Upon issue, the issue date should be recorded on the internal sticker provided for this purpose. • Safety helmets should be cleaned regularly in accordance with manufacturer instructions • All components of the helmet should be inspected regularly for dents, cracks, penetrations or any other damage • Sweatbands should be replaced as required

Protective Headgear at Shire of Corrigin Worksites	
Replacement of safety helmets	- Safety helmets showing any damage to the shell, or which have suffered a significant impact, must be withdrawn from use and destroyed. - Generally, safety helmets have a lifespan for shell components of three years from the time of issue. Harnesses may deteriorate more rapidly in service and should be replaced at intervals not longer than two years. (For helmets that are used infrequently and stored away from dirt, sunlight and temperature extremes this replacement guideline may not be applicable. The user should inspect regularly and discard if any damage is evident. Conversely, helmets used in extreme conditions may require replacement more frequently.)

Eye, Face and Hand Protection at Shire of Corrigin Worksites

Eye, Face and Hand Protection at Shire of Corrigin Worksites	
When should eye, face and hand protection be worn?	Eye Protection: Eye protection must be worn when there is a risk of injury to a person's eyes. Potential sources of eye injury include, but are not limited to: - Exposure to chemical substances - Exposure to dust or airborne particles - Exposure to potential impact by objects, substances or materials - Exposure to solar (UV) or welding radiation Face Protection: Face protection must be worn when a risk assessment determines there is potential for injury to the face which may be reduced through the use of face protection, including but not limited to: - When using chainsaws - When using angle grinders or cutting disks - When at risk of chemical splash or as specified in MSDS - When using bench grinders - When welding When face shields are worn, eye protection is to be worn as a secondary layer of protection. Hand Protection: Hand protection must be worn when a risk assessment indicates that potential for hand injury may be reduced through the use of suitable gloves. Such situations may include, but are not limited to: - When there is risk of cuts or abrasions - When using angle grinders or cutting disks - When at risk of chemical splash or as specified in MSDS - When working with hot objects - When at risk of vibration exposure
Who needs to use eye, face and hand protection?	All Shire of Corrigin employees, contractors and visitors attending Shire of Corrigin worksites.
What types of eye, face and hand PPE are there?	Eye, hand and face protection types may include: - Safety glasses or goggles - Shields, hoods or helmets - Protective gloves (of a suitable type for the task at hand)
Care and Maintenance of Eye, Face and Hand PPE.	All eye, hand and face protection equipment must be maintained and serviced in accordance with manufacturer directions. Any damaged or deteriorated PPE must be removed from service immediately.

Eye, Face and Hand Protection at Shire of Corrigin Worksites	
Prescription Safety Glasses	Conditions of Approval: Approval for the purchase of prescription safety glasses is granted by the appropriate Shire of Corrigin manager following: • Provision of prescription from a qualified optical dispenser • Provision of at least two quotes for the supply of the prescription safety glasses Prescription safety glasses will be supplied on a standard frame and be fitted with side shields.
Contact Lenses	The wearing of contact lenses must never be considered as an alternative for eye safety protection requirements. In some industrial situations where there is inadequate protection for eyes from hazardous substances, the consequences of hazard exposure could be higher for contact lens wearers. Eye protection must always be worn in conjunction with contact lenses whenever a risk assessment indicates it is required.

Skin Protection at Shire of Corrigin Worksites

Skin Protection at Shire of Corrigin Worksites	
When should skin protection be used?	Skin protection should be utilised whenever a risk assessment indicates there is a risk of injury to the skin which may be reduced through the use of skin protection equipment and products. Skin protection should be utilised in, but not limited to, the following situations: • Exposure to solar (UV) radiation • Exposure to hazardous substances or as directed by MSDS • Exposure to insect bites • Exposure to skin irritants • Exposure to hot work processes, such as welding, grinding
Who needs to wear appropriate skin protection?	All Shire of Corrigin employees, contractors and visitors attending Shire of Corrigin worksites.
What types of skin protective PPE are there?	Personal protective equipment for skin protection includes, but is not limited to: • Suitable clothing (minimum long sleeved shirts fitted with collars / long trousers), including broad brimmed hats or safety helmet, which provide protection from solar (UV) radiation • The use of sunscreen products (SPF 30+) used in conjunction with UV protective clothing and applied to any remaining exposed skin at a rate and frequency in accordance with manufacturer directions • Chemical resistant aprons or coveralls which provide protection from hazardous chemical substances • Suitable enclosed footwear providing ankle and foot protection from UV radiation exposure, hazardous chemicals or hot products • Overalls, which provide protection during welding or hot work processes For outdoor daytime work, garments (minimum long sleeved shirt with collar / long trousers) with an appropriate ultraviolet protection factor (UPF) should be used. (AS/NZS 4399 classifies UPF ratings 15 – 24 as 'good protection' and ratings of 25 – 39 as 'very good protection'.)
Special Considerations	When working outdoors, special consideration needs to be given to situations / conditions that are associated with higher rates of UV radiation injuries amongst workers, including: • Susceptibility of a person to sunburn • Certain medical conditions

Skin Protection at Shire of Corrigin Worksites

	• The use of photo sensitizing medications by the person • Previous exposure, if any, to photo sensitizing chemicals – such as creosote • Use of photosensitizing chemicals during work processes Employees are required to inform their manager if they have any condition that prevents them from using sunscreens. They should also inform their manager if they are suffering from any medical condition that increases their risk of photosensitization, or any other condition where exposure to solar radiation is not recommended by their doctor. In such instances, a medical certificate is required to be supplied by the treating doctor to validate any requirement for work restrictions. Medical confidentiality shall be maintained at all times.
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High Visibility Garments at Shire of Corrigin Worksites

High Visibility Garments at Shire of Corrigin Worksites	
When should high visibility garments be worn?	High visibility garments must be worn at all times when the following activities are undertaken, including but not restricted to: • When exposed to traffic and plant movements at Shire of Corrigin worksites • While operating vehicles and plant within such workplaces • Whenever outside of a vehicle within the bounds of a road or rail reserve • Whenever engaged in a vehicle inspection • In compliance with a managers instruction, consistent with a risk control determination
Who should wear high visibility garments?	All Shire of Corrigin employees, contractors and visitors attending Shire of Corrigin worksites.
What types of high visibility garments are there?	For Shire of Corrigin employees, standard high visibility garments consist of: • Orange, long sleeve shirts for general daytime use (Class D) • High visibility vests of alternate colour, fitted with retro reflective tape, for use at night, dawn, dusk or at other times of poor visibility (Class D/N). These may also be used when the primary high visibility clothing performance is compromised by similar background colour. • Wet / cold weather jackets (Class D/N) High visibility garments intended for use by contractors shall be approved as suitable by the Shire of Corrigin manager. All general use (D/N) high visibility garments shall meet the specifications of AS/NZS 4602.1 (2011). • High Visibility / protective garments specifically for bushfire fighting applications
Care and maintenance of high visibility garments	High visibility garments should be stored in such a way as to limit fading of material and prevent degradation of retro reflective material by excessive heat. Garments should be kept clean through washing or cleaning in accordance with manufacturer's instructions. Garments should be inspected on a regular basis and replaced if they are badly soiled, damaged or faded, or if the retro reflective material has ceased to function.

Footwear at Shire of Corrigin Worksites

Footwear at Shire of Corrigin Worksites	
When should protective footwear be worn?	Protective footwear required may vary depending on the hazards which are present and as an outcome of the risk assessment process.

Footwear at Shire of Corrigin Worksites	
	Hazards to consider include, but are not limited to, slipping, falling, rolling / twisting, cutting, crushing or impact, penetration to the soles or uppers, chemical exposure, or working with hot products.
Who should wear protective footwear?	All persons attending any Shire of Corrigin worksites must wear suitable enclosed footwear at all times. Bare feet, thongs or similar which may increase risk of foot injury are prohibited on all Shire of Corrigin worksites. Persons exposed to particular workplace hazards and associated injury risks are to wear suitable protective footwear in order to protect them from the hazard.
What types of protective footwear are available?	Selection of protective footwear will depend upon the nature of the hazard and be as a result of a risk assessment process. Examples of protective footwear include; • Steel cap, lace up safety boots for general purpose use (elastic sided boots do not provide sufficient protection against ankle injury, chemical exposure or hot products) • Waterproof/ chemical resistant, steel cap, gum boots for situations where hazardous chemical exposure may occur, as stipulated by MSDS or for work in certain wet areas / conditions
Care and maintenance of protective footwear	Protective footwear shall be maintained in accordance with manufacturer's instructions. Protective footwear shall be subject to regular inspection in order to identify any deterioration in protective properties, including exposed steel caps, worn treads or split uppers. Where protective footwear is identified as defective, it shall be replaced subject to manager approval.

Noise and Vibration Protection at Shire of Corrigin Worksites

Noise and Vibration Protection at Shire of Corrigin Worksites	
When should noise and vibration protection be used?	As determined by risk assessment, noise and vibration PPE should be used when persons are exposed to hazardous noise and / or vibration. These may arise from plant, machinery or other occupational sources, including, but not limited to: • Noise levels approaching or exceeding the exposure standard for noise [(continuous noise) $L_{Aeq,8h}$ of 85 dB(A) or (impact noise) $L_{C,peak}$ of 140 dB(C)] • Vibration forces for which PPE has been specified as a control mechanism • As an outcome of a risk assessment for a hazard
Who needs to use noise and vibration protection equipment?	All Shire of Corrigin employees, contractors and visitors attending Shire of Corrigin worksites.
What types of PPE are there for noise control?	Examples of PPE which is suitable for noise control include, but are not limited to: • Ear plugs – disposable, reusable and custom made models (if applicable). • Ear muffs • Communication headsets for some specific types of work In some instances, double hearing protection may be required to be worn – such as ear muffs over ear plugs.
What types of vibration protection are there?	Vibration protection may include items such as: • Energy absorbing gloves and liners • Energy absorbing footwear and inserts • Energy absorbing matting
Care and maintenance of noise and vibration PPE	All noise and vibration PPE should be maintained and serviced in accordance with manufacturer's instructions.

Noise and Vibration Protection at Shire of Corrigin Worksites	
	Disposable earplugs should not be re-used (ie not reinserted after use)
Special considerations	Prevention of injury related to noise and / or vibration exposure requires effective supervision. This is in addition to instructing workers to use protective equipment against workplace noise and vibration. Higher order risk controls should always be considered at the earliest opportunity, including: • Purchasing vehicles, plant and equipment where noise and vibration is controlled by the standards of design and manufacture • Maintaining vehicles, plant and equipment to a high standard • Enclosing, isolating and attenuating sources of noise and vibration at source • Properly signposting workplace areas and plant where risk of hearing injury exists • Limiting duration of personal exposure to damaging noise and vibration by task rotation

22.6 DEFINITIONS

- WHS: Work Health and Safety
- PPE: Personal Protective Equipment and Clothing
- Class D High Visibility Clothing: High Visibility garment suitable for use in daytime
- Class D / N High Visibility Clothing: High visibility garment suitable for both day and night-time use, fitted with retro reflective material
- Construction Site: A workplace at which construction work is done.
- MSDS: Material Safety Data Sheet

22.7 REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- AS 1319:1994 Safety Signs for the Occupational Environment
- AS/NZS 1269.3:2015 Occupational Noise Management
- AS/NZS 1337:2010 Eye Protectors for Industrial Applications
- AS/NZS 1338.1 / 1338.2:2012 Filters for Eye Protectors
- AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices
- AS/NZS 1716:2012 Respiratory Protective Devices
- AS/NZS 1800:2024 Occupational Protective Helmets – Selection, Care and Use
- AS/NZS 1801:2024 Occupational Protective Helmets
- AS/NZS 2161 Occupational Protective Gloves (Series)
- AS/NZS 2210 Occupational Protective Footwear (Series)
- AS/NZS 2604:2012 Sunscreen Products – Evaluation and Classification
- AS/NZS ISO 2801:2008 Clothing for Protection Against Heat and Flame – General recommendations for selection, use, care and maintenance
- AS/NZS 4399:1996 Sun Protective Clothing – Evaluation and Classification
- AS/NZS 4501.1:2008 Occupational Protective Clothing – Guidelines on the selection, use, care and maintenance of protective clothing
- AS/NZS 4602.1:2011 High Visibility Safety Garments – Garments for High Risk Applications
- AS 3765:1990 Clothing for Protection Against Hazardous Chemicals
- Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008) ASCC
- Skin Cancer and Outdoor Work, A Guide for Working Safely in the Sun (Worksafe WA, Department of Health WA, Cancer Council Australia, SunSmart)

23 CONTRACTOR MANAGEMENT

23.1 PURPOSE

The Shire has both legislatively imposed duties and financial risk considerations associated with the use of contractors which must be ensured to have been adequately and sufficiently addressed.

From an Work Health and Safety perspective, contractors and any subcontractors utilised are considered workers of the Shire and a person conducting a business or undertaking (PCBU) / worker relationship is established. As well as the Shire being considered a PCBU, contractor organisations also have legislatively imposed duties as PCBU's in their own right, with each party responsible for managing health and safety risks arising from their own undertaking over which they have capacity to exercise control.

From a financial risk perspective, contractors must be assured to have adequate and appropriate insurance coverage in place prior to the awarding or commencement of any works.

The Shire must implement measures so as to demonstrate that due diligence has been applied to control risks associated with the use of contracted services providers, including the implementation of effective contractor management processes and maintenance of associated documented records.

The contractor management process in its entirety should be diligently and thoroughly documented from start to finish. This will allow the Shire to build up centralised corporate knowledge and records over time which can be maintained readily accessible for review, even when Shire staff leave the Shire or positions are changed internally.

23.2 SCOPE

The contractor management process described in this procedure applies to all contracted services providers engaged by the Shire. This procedure does not cover written contract development or wording.

23.3 DEFINITIONS

Contract Manager – The Shire Officer who has responsibility and authority to engage a contractor for the performance of particular contract works.

Principal – The Shire, when in the course of business engages contractors to carry out works for the Shire, is the principal.

Contractor – Is the external party engaged to perform works for the Shire, including any person engaged or employed by the contractor to carry out or assist in carrying out the work.

23.4 RELATED DOCUMENTS

The following documents and registers are utilised in the contractor management process, with each explained in detail in the relevant section of this procedure.

- Contractor WHS Package, to be provided to contractors and which consists of:
 - Contractor WHS Handbook
 - Contractor Pre-qualification Assessment Form
 - Contractor Worker Registration Form
 - Contractor Worker WHS Handbook Assessment form
- Contractor related documents for internal Shire use, consisting of:
 - Contract Definition and Risk Assessment Form
 - Contractor On-site WHS Assessment Form
 - Post Contract Evaluation Form
- Contractor Register, which consists of;

- Contractor Organisation information worksheet
- Contractor Worker information worksheet
- Contract information worksheet

23.5 PROCEDURE

The contractor management process involves several steps which should be sequentially applied in order to logically progress contract works from concept to successful completion. The process is intended to:

- Collate and assess information related to contract works, including scope, main hazards and associated risk levels;
- Gather information about contractor organisations and their workers so that this may be reviewed and an informed decision can then be made regarding the suitability of each to perform contract works;
- Ensure that contractors have appropriate and current insurance, licences and competencies;
- Ensure that contractors have been advised of minimum Work Health and Safety requirements, comprehend these, and have safe systems of work in place;
- Maintain documented records of all elements associated with contract works.

The steps involved in the contractor management process include:

- Determine who the Contract Manager (Shire Responsible Officer) is for each particular contract works;
- The Contract Manager then defines the contract scope of works, identifies main hazards, determines associated risk levels and records this information using the Contract Definition and Risk Classification Form and the Contractor Register, Contract Information Worksheet;
- The Contract Manager then identifies and provides prospective contractors with a “Contractor WHS Package”, which consists of:
 - Contractor Pre-qualification Assessment Form
 - Contractor Worker Registration Form
 - Contractor WHS Handbook
 - Contractor Employee WHS Handbook Assessment Form
- The Contract Manager then reviews the information provided by prospective contractors and their workers, records this into the appropriate worksheet in the Contractor Register and takes the information into account when selecting a suitable contractor to perform the works.
- Prior to works commencing, the Contract Manager must ensure that:
 - Insurances are appropriate and current – discuss with LGIS if unsure;
 - All contractor workers who are intended to work at Shire worksites have completed the WHS Handbook Assessment Form and can demonstrate awareness of general WHS requirements as described in the WHS Handbook;
 - All contractor workers who are intended to work at Shire worksites have completed the Contractor Worker Registration Form, hold all required licences and competencies and it has been verified that these are valid and current;
 - All contractor workers who are intended to work at Shire worksites have completed a task or site specific induction appropriate to the nature of the works;
 - All contractor workers who are intended to work at Shire worksites have an acceptable prior work record with the Shire – with reference to any previous non-conformance issues that may have been recorded;
 - All contractor workers who are intended to work at Shire worksites have been issued with an “Authorised Shire Contractor” photographic ID Card.
- During the conduct of works, the Contract Manager shall undertake regular documented onsite WHS assessments in order to confirm that the Contractor is adhering to agreed safe systems of work and that no non-compliances are evident. The outcomes of these

assessments shall be documented using either a Management Safety Observation Form or the Contractor On-site WHS Assessment Form with findings then recorded in the Contractor Register, Contract Information Worksheet. Any identified non-conformance issues shall be appropriately addressed and escalated where required.

- At the completion of the works, the Contract Manager shall complete the Post Contract Evaluation Form and record findings in the Contractor Register.

23.6 CONTRACT DEFINITION AND RISK CLASSIFICATION

The contract definition and risk classification process is the initial step undertaken in order to clearly define:

- Who the assigned responsible officers are from a Shire (Contract Manager) and Contractor perspective
- The scope of the works
- The value of the works
- The duration of the contract
- The main hazards associated with the works and determined risk levels for each

The identification of the above factor elements will then allow for an overall contract risk level to be determined using the Shires risk management framework criteria. Depending on the overall level of contract risk, the contractors involved can then be managed appropriately.

As an example, likely works typically found at various overall risk levels may include the following:

- Low Risk. This is work of generally short duration, not associated with construction work and presents a low risk of workplace injury or disease occurrence to the contractor staff involved.
- Moderate Risk. This is work of varying duration (long or short), generally service related and is not associated with the performance of construction work.
- High Risk. This is work involving the performance of any construction work, or which requires high risk work licences, worksafe licencing, specified training, or specialist trade certificates to be held, or involves multiple contractors or workgroup interaction, or exposes members of the public to significant risk or is work of significant value.
- Extreme Risk. If an overall contract risk level is determined as extreme, then the work should not proceed until it can be assured that the risk level has been effectively reduced through application of risk controls.

By diligently completing the contract definition and risk assessment process, information can also be gathered which will allow for appropriate insurance requirements to be ascertained. Appropriate insurance arrangements should be verified with LGIS prior to any contract being entered into or works commencing.

The outcomes of the contract definition and risk classification process are recorded using the:

- Contract Definition and Risk Classification Form
- Contractor Register - Contract Information worksheet

The Contract Information worksheet in the Contractor Register allows for all information associated with contract works to be recorded in a single data storage location and includes the following fields which must be completed by the Contract Manager assigned as responsible for the contract works.

Contract Information Worksheet – Data Entry Fields		
#	Data Field	Data Response
1	Contract Number	Insert Shire ID number relevant to contract
2	Responsible Shire Officer	Insert name of Shire officer responsible for the contract



3	Start Date	Insert start date of contract works
4	Finish Date	Insert finish date of contract works
5	Contract Value	Insert \$ value of contract works
6	Description of Works	Insert description of works to be performed
7	Main Hazards	List main hazards identified (from Contract Definition and Risk Assessment Form)
8	Overall Contract Risk level	Insert overall contract risk level (from Contract Definition and Risk Assessment Form)
9	Assigned Contractor	Insert name of contractor awarded works. NOTE – only contractors who have completed pre-qual process and approved for use may be entered as assigned contractor
10	Are subcontractors to be used?	Insert yes or no. If yes, ensure that subcontractor have completed pre-qual process, worker's processed including details captured and ID card issued
11	Have subcontractors completed pre-qual process?	Insert yes or no. If NO, then sub-contractors and their workers must be processed into the Shires system and authorised before works commence
12	List subcontractor	List names of subcontractor organisation to be used. NOTE only sub-contractors who have completed pre-qual process and approved for use may be entered as assigned sub-contractor
13	Are Safe Work Method Statements required?	Required for all high risk construction work. Refer to WHS Reg 291 , WHS Reg 299 and WHS Regulations Part 6.3, Division 2. If yes, obtain a copy of SWMS and confirm safety arrangements are compliant with Regulatory requirements.
14	Is a Work Health and Safety Management Plan (WHSMP) or Traffic Management Plan (TMP) required?	WHSMP are required for construction sites where 5 or more persons are working (or likely to be working). Refer WHS Reg 309 and WHS Regulations Part 6.4 TMP requirements may be viewed on MRWA website TMP's must be prepared by a person holding appropriate accreditation. If WHSMP or TMP is required, obtain copies and confirm safety arrangements conform with legislative requirements
15	Was the work completed in accordance with contract Terms & Conditions?	During the course of the works conduct site visits and record observations using Management Safety Observation and Contractor On Site WHS Assessment Forms. Enter relevant data in this field as record.
16	Were there any WHS incidents?	During the course of the works note any WHS incidents that have occurred and enter relevant data here as record.
17	Were any safety breaches observed?	During the course of the works conduct site visits and record observations using management safety observations and Contractor On Site Assessment forms. Enter relevant data here as record.
18	Were any Regulatory notices issued?	Record as yes or no. If yes, include details of Regulatory notice.
19	Did the contractor comply with all WHS requirements?	During the course of the works conduct site visits and record observations using management safety observations and Contractor On Site Assessment forms. Enter relevant data here as record.
20	Were any other non-compliance issues noted?	During the course of the works conduct site visits and record observations using management safety observations and Contractor On Site Assessment forms. Enter relevant data here as record.
21	Additional Comments	Insert any additional comments regarding the contractor's performance of the scheduled works.
22	Is this contractor suitable for future work?	Consider evaluations undertaken during the performance of the works. Ongoing instances of non-compliance with stipulated requirements should raise cause for concern about future use of contractor involved.
23	Is subcontractor suitable for future work?	Consider evaluations undertaken during the performance of the works, record outcomes in Post Contract Evaluation Form and enter relevant data here. Ongoing instances of non-compliance with stipulated requirements should raise cause for concern about future use of sub-contractor involved.
24	Post Contract Evaluation Completed By:	Insert name of Shire Officer completing post contract evaluation
25	Post Contract Evaluation Date	Insert date of post contract evaluation. This process should be undertaken within two weeks of contract works completion.

Contractor WHS Package



The Contractor WHS Package consists of the following documents which are to be provided to prospective contractors:

- Contractor Pre-qualification Assessment Form
- Contractor Worker Registration Form
- Contractor WHS Handbook
- Contractor Worker WHS Handbook Assessment Form

Contractor Pre-qualification Assessment

Contractor organisations are requested to provide a response to the Contractor Pre-qualification Assessment Form in order to collect relevant information which will allow the Shire to be satisfied that the contractor has:

- Suitable processes in place to effectively and systematically manage safety risks;
- An understanding of the legislative considerations applicable to the scope of works;
- Adequate and current insurance coverage for the scope of works, and;
- A recent work history free of Regulatory prosecutions.

The Contractor Pre-qualification Assessment Form also captures information relating to key aspects of the contractor company which can then be recorded into the Contractor Register, Contractor Organisation Worksheet. This allows for capabilities and details associated with contractor organisations to be easily reviewed and maintained in a central data location for future reference.

In the event that contractor organisations are identified as lacking in certain elements, the Shire can then clearly identify this prior to any works commencing and undertake steps to ensure risks are adequately controlled.

Once contractor pre-qualification information is gathered and entered into the contractor register, the information may be considered valid for a period of three years – with the exception of insurance certificates of currency which must be verified as current and appropriate for the duration of any works performed by the contractor, prior to any works commencing.

In instances where breaches of WHS requirements are committed by contractor organisations, the circumstances shall be investigated as an incident and outcomes determined. In instances involving serious and wilful disregard for WHS protocols, the contractor organisation may have site access privileges revoked. The circumstances and outcomes of any such event shall be recorded against that contractor organisation entry in the Contractor Register

The Contractor Register, Contractor Organisation Worksheet contains the following data entry fields:

Contractor Organisation Worksheet – Data Entry Fields		
#	Data Field	Data Response
1	Contractor Name	Insert Registered Business Name
2	Contractor ABN	Insert Contractor ABN
3	Contractor Contact Name	Insert nominated contractor contact person name
4	Contractor Contact Mobile	Insert contractor contact person mobile number
5	Contractor Contact Phone	Insert contractor contact person landline number
6	Contractor Contact Email	Insert contractor contact person email address
7	Contractor Address	Insert contractor postal address
8	Number of Workers	Insert number of contractor workers
9	Scope of Works / Services Capability	Insert summary of contractor's scope of works or services offered. Include details such as "Registered Builder", "Registered Painter", "Electrical Contractor", "Licenced Demolition Contractor", etc as well as associated registration numbers
10	Contractor WHS Package Issued	Insert confirmation that the Contractors WHS Package has been provided to nominated contact, including; Contractor Pre-qualification

		Form, Contractor WHS Handbook, Contractor Worker Registration and WHS Handbook Assessment Forms. Include date provided.
11	Previous Works for Shire?	If yes, include previous contract ID numbers
12	Previous experience in industry?	If yes, include experience in years and months
13	WHS Policy in place?	Yes/ No.
14	External WHSMS certifications?	WorkSafe Plan, AS/NZS ISO 45001 etc
15	Documented WHS management plan?	Yes / No
16	Reportable incidents in last 12 months?	Number of incidents reportable to regulatory authorities
17	Number of LTI's in last 12 months:	Number of Lost Time Injuries (LTI's)
18	Number of MT in last 12 months:	Number of Medical Treatment Injuries (MT)
19	Number of FA in last 12 months:	Number of First Aid Injuries (FA)
20	Uses Subcontractors?	Yes / No. If yes, list subcontractor name and conduct pre-qual process for each.
21	Aware of applicable legislation?	Yes/ No. If No, make note and reiterate relevant legislation to contractor to ensure that they are fully aware of this
22	Workers Compensation Insurance?	Yes/ No. If yes, include expiry date. If no, contact LGIS
23	Public liability insurance?	Yes/ No. If yes, include amount covered and expiry date. If no, contact LGIS
24	Professional Indemnity Insurance?	Yes/ No. If yes, include amount covered and expiry date. If no, contact LGIS
25	Motor Vehicle Insurance?	Yes/ No. If yes, include expiry date. If no, contact LGIS
26	Qualifications & licences verified	Yes / No. If yes, include details in Contractor Worker Worksheet. Verify using online systems (DOT online, WorkSafe)
27	Hazard/incident management system in place?	Yes / No
28	Injury Management and Return To Work process in place?	Yes / No. If no, conduct further enquiry.
29	Emergency Management and First Aid Response in place?	Yes / No
30	Other WHSMS elements in place? (List)	Yes / No. If yes, briefly list each element (eg high level such as the 5 main WS plan elements)
31	WHS Pre-qual assessment outcome	Not Approved / Approved with Restrictions / Approved If not approved, highlight row in red
32	WHS Pre-qual reviewed by (Shire Officer Name):	Insert name of Shire Officer assessing pre-qual response
Additional field not contained in form (due to form being restricted to 32 fields only)		
	Additional Comments	Insert any additional comments

Contractor Workers

The Shire should undertake processes to satisfy itself that contractor workers are appropriately trained and qualified for the works to be performed and have also been provided with sufficient training and instruction regarding workplace hazards and associated risk controls.

In order to determine competencies of contractor workers, the Contractor Worker Registration Form is provided to contractor organisations for distribution to those workers that are intended to work at Shire worksites. The contractor workers complete the Contractor Worker Registration Form and the contractor organisation then returns the completed forms to the Shire Contract Manager.

The Shire Contract Manager then records the contractor worker registration details provided into the Contractor Register, Contractor Worker Worksheet. As WorkSafe WA recommends that worker competencies are verified and have provided a search function on their website to allow for this to occur, the Contract Manager should conduct a competency verification process for elements which have online verification checks available.



In order to verify that contractor workers have a general understanding of Shire and legislative requirements associated with safe work practices and systems of work, contractor workers must complete the Contractor Employee WHS Handbook Assessment Form.

The Contractor Employee WHS Handbook Assessment Form covers key areas of information as described in the Contractor WHS Handbook which was provided to contractor organisations to disseminate to their workers and which is also available on the Shire website.

The contractor workers should complete the Contractor Worker WHS Handbook Assessment Form in the presence of the Contract Manager so that the identity of the contractor worker completing the assessment may be verified. Following the successful completion of the Contractor Worker WHS Handbook Assessment Form to an acceptable standard, an Authorised Shire Contractor ID Card may be issued.

The review of the Contractor WHS Handbook and completion of the WHS Handbook Assessment Form constitutes a generic induction process which is required to be completed prior to issue of Authorised Shire Contractor ID card and approval to attend Shire worksites. Note that a worksite or task specific induction, to a level commensurate with associated risk, must still be completed prior to commencing work.

The Contract Manager is responsible for ensuring that contractor workers are registered, appropriately inducted and have an Authorised Shire Contractor ID Card issued prior to commencing works for the Shire, with associated details recorded in the Contractor Register.

Once contractor worker details are entered into the Contractor Register and they have been processed through induction stages, the issued Authorised Contractor ID Card remains valid for a period of three years – unless serious breaches of WHS requirements occur and site access privileges are revoked. Where changing work circumstances occur, worksite or task specific inductions should be provided as required to suit.

In instances where breaches of WHS requirements are committed by contractor workers, the circumstances shall be investigated as an incident and outcomes determined. In instances involving serious and wilful disregard for WHS protocols, the contractor worker may have site access privileges revoked. The circumstances and outcomes of any such event shall be recorded against that contractor worker entry in the Contractor Register.

Contractor Employee Worksheet – Data Entry Fields		
#	Data Field	Data Response
1	Shire ID Number	Refer to previous entry and assign next available ID number for contractor worker
2	Contractor Organisation Name	Record name of contractor organisation
3	Contractor Worker First Name	Record contractor worker first name
4	Contractor Worker Surname	Record contractor worker surname
5	Contractor Worker Date of Birth	Record contractor worker date of birth (used to assist in verification that licences are current)
6	Generic Induction Confirmed	Confirm date that contractor worker successfully completed WHS handbook knowledge assessment (ID card cannot be issued or work commenced until this has been completed)
7	Drivers Licence Expiry	Record expiry date
8	Drivers licence number	Record Licence number
9	Drivers Licence Classes	Record drivers licence classes
10	Drivers Licence Verified	Record date licence verified (Using DOT licence status enquiry page)
11	White Card	Record issue date
12	White Card Verified	Record date white card verified as active (using WorkSafe search function) Note: If issued more than 2 years previously, construction

		work must be ensured to have been performed in the preceding 2 years.
13	High Risk Work Licence (HRWL) Issue Date	Record HRWL Issue date
14	HRWL Expiry Date	Record HRWL expiry date
15	HRWL Number	Record HRWL number
16	HRWL Classes	Record HRWL classes
17	HRWL Verified	Record date that HRWL is verified (using WorkSafe search function)
18	Confined Space Entry	Record issue date
19	Traffic Management	Record issue date and classes held
20	Electrician	Record details of electrical licence class held and electrical contractor's registration number (Ref Licencing...) licence search
21	Builder	Record details of builders registration number and confirm verification as active using licence search
22	Gasfitter	Record details of permit and verify through licence search
23	Plumber	Record details of plumber registration and verify through licence search
24	Asbestos Removal	Record details (Restricted / Unrestricted & licence number) and verify using licence search
25	Working with Children	Record details of working with children check
26	Authorised Shire Contractor ID Card Issued	Record issue date
27	Comments	Record any ongoing comments and observations regarding individual contractor worker WHS non-compliance or other issues

Contractor Onsite Assessments and Post Contract Evaluations

In order for the Shire to be satisfied safe systems of work are being implemented in accordance with required protocols and documented arrangements, the Contract Manager should undertake regular site visits and make observations of what is actually occurring on site. In instances where non-conformance is identified, the situation should be discussed with the Contractor responsible person and resolved. Serious non-conformances, or repeat instances of non-conformance, should be escalated for review and may result in contractor Shire worksite access being revoked if considered appropriate.

The outcomes of the ongoing worksite assessments and observations should be recorded in the Contractor Register, Contract Information Worksheet. This information can then be utilised when conducting the post contract evaluation which considers the performance and conduct of the contractor during the works and allows the Contract Manager to make a determination regarding the suitability of the contractor organisation for engagement on future Shire projects.

References

Legislative

- *Work Health and Safety Act 2020 (WA)*
- *Work health and Safety Regulations 2022 (WA)*

Internal

- Contractor WHS Package, to be provided to contractors and which consists of:
 - Contractor WHS Handbook
 - Contractor pre-qualification assessment form
 - Contractor worker registration form
 - Contractor worker WHS handbook assessment form



- Contractor related documents for internal Shire use, consisting of:
 - Contract definition and risk assessment form
 - Contractor On-site WHS assessment form
 - Post contract evaluation form
- Contractor Register, which consists of;
 - Contractor Organisation information worksheet
 - Contractor Worker information worksheet
 - Contract information worksheet

24 PLAYGROUND MANAGEMENT

24.1 INTRODUCTION

The Shire of Corrigin is committed to managing its risks strategically and systematically in order to benefit the community and manage adverse effects to the Council. The Shire of Corrigin recognises that it has a duty of care to ensure the siting, construction and maintenance of all playgrounds under their care, control and management is carried out in a manner that is as safe and sustainable as possible for the users of the playgrounds.

For the purpose of this procedure, "Playground" is defined as:

"an area designed for children's play, including the site, natural features, built landscape and any manufactured equipment. It does not include sites and equipment intended for use in formal sport"; and "playground equipment" as "equipment including manufactured structures and impact absorbing surfacing."

24.2 PURPOSE OF THE POLICY

To clearly outline the methodology used for the maintenance of existing playgrounds.

24.3 PLAYGROUND INSPECTIONS

The Shire of Corrigin will undertake routine inspections of its playgrounds based on the recommendations outlined in AS/NZS 4486.1:1997, manufacturer instructions (where available), and local risk factors. The program of inspections will be undertaken at three levels, namely:

- **Routine visual inspections** – The routine visual inspection is required to identify obvious hazards that may result from vandalism, use or weather conditions (e.g. damaged parts, broken bottles, and loss of soft surfacing).
- **Operational inspections** – The operational inspection is a more detailed inspection to check the operation and stability of the equipment, especially for any wear (e.g. components where wear could be expected such as bearings and moving joints).
- **Comprehensive inspection** – The comprehensive inspection is done to establish, at specified intervals, the overall safety of the equipment, foundations and surfaces. This includes the structural integrity of items subject to the subtle effects of weather, corrosion and rotting. This inspection also assesses any change in the safety of the equipment resulting from repairs made, or added or replaced components.
- **Complaints/Incidents** – Following the receipt of a complaint through Council's Complaint and Suggestion system, or following notification of an incident, a comprehensive follow up inspection will be conducted, and if appropriate an Incident Investigation. This will include preparation of a report, photos and recommendations such as playground maintenance or removal.

All inspections will be documented in accordance with the PLAYGROUND INSPECTION CHECKLIST.

Inspections will be carried out by a "competent person" and training commensurate to the level of responsibility and necessary skills will be arranged as appropriate.

24.4 PLAYGROUND MAINTENANCE

Maintenance requirements will be determined through the inspection program, investigative procedures, and periodic playground safety audits.

Identified hazards will be assessed against the criteria outlined in the Council's risk management framework and corrective actions will be approved by the relevant supervisor in accordance with the available budget. Where maintenance works are undertaken the following principles will apply:

- Equipment assessed against the current standards and found to be non-compliant should be assessed for the safety implications of non-conformance and a priority set for the upgrade. If the non-compliance has serious safety implications, or the equipment is not worth upgrading (e.g. because of the play value or cost of rectification), the Council should remove it.
- Alterations to part of a structure that could affect the essential safety of the equipment should only be carried out after consultation with the manufacturer. If the manufacturer cannot be contacted within a reasonable timeframe, a competent person (other than the manufacturer) should be used.
- If a piece of equipment is to be temporarily removed from the site (e.g. for maintenance) any anchorages or foundations left in the ground will be safeguarded and the site made safe.
- If a piece of equipment is to be permanently removed, any anchorages or foundations will be removed or otherwise made safe. Any equipment removed because it is hazardous should be disabled or destroyed to prevent its use as playground equipment elsewhere.
- All new equipment and works associated with the construction and installation of play equipment should comply with the requirements of the current Australian Standards.
- Care should be taken that repairs are not carried out in a manner which creates an additional hazard.



25 EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE

25.1 PURPOSE

The Shire of Corrigin has a Chief Warden and Deputy Warden for the purpose of the safe evacuation of all staff, customers and visitors to the properties. It is a condition that the Chief Warden and Deputy Warden are appropriately trained in all facets of emergency response. It is the intent of this procedure that all new employees will be inducted on emergency evacuation procedures, introduced to the key emergency personnel, shown locations of exits, muster points and fire extinguishers.

25.2 SCOPE

This procedure applies to all Shire of Corrigin workplaces, as well as any property hired to the general public.

25.3 RESPONSIBILITIES

Chief Executive Officer (CEO)

To ensure that this procedure has been implemented and continually tested.

Senior Management

To ensure all staff have received induction training in this procedure, attend emergency training and evacuation drills.

Employees

Attend all emergency training and evacuation drills. Ensure that all entry and exit points of buildings are kept free of obstructions at all times, by all persons.

WHS Committee

It is the responsibility of the committee to ensure that this procedure has been implemented, reviewed biennially and to assess the results of the evacuation drills and training and to report to the CEO any difficulties.

Chief Warden

It is the responsibility of the Chief Fire Warden to arrange fire warden training, coordinate staff training and the planning and conducting of fire evacuation drills and reporting to the WHS Committee.

25.4 APPLICATION

In the event of an emergency such as a fire, bomb threat, biological threat, structural fault in the building, storm damage, earthquake or cyclone, gas leak or other emergency, the Chief Fire Warden is trained and prepared to administer the gathering and evacuation of all staff from the building.

A visitor log and staff list have been implemented at both the Shire Administration, Resource Centre and Works Depot and are located at the office reception/front door to ensure the safe evacuation of all persons within the building. It is the intent of this procedure that all persons external to the organisation (including service persons, clients, contractors, family or friends etc) sign in and out in order for their presence to be recognised in the event of an emergency. The Deputy warden in this office has been delegated the responsibility of ensuring the Visitor Log and the Staff List are used at role call at the appropriate muster point.

Firefighting equipment includes air horn and fire extinguisher equipment, which is checked regularly (biannually) by a competent service person.

An emergency evacuation drill and other exercises will be performed at random on a biannual basis.



25.5 EMERGENCY WARNING AND FIRE DETECTION SYSTEM

As there is no emergency alarm system within the Shire Administration or Works Depot an air horn or verbal warning will sound the alarm.

25.6 ACTION TO BE TAKEN UPON HEARING AN ALARM

The alarms are sounded to notify all staff, customers and visitors of an emergency and/or potential building evacuation. If at any time an alarm is heard, all persons in the building are required to follow the instructions of their wardens.

The Chief and Deputy Warden will direct all employees.

Upon activation of the "ALERT" signal all persons are to calmly move towards their nominated Muster Point and await instructions from their Warden.

Any persons who are out of the main office must not enter the building while the alarm is sounding. They must go to the Muster Point if it is safe to do so and wait for the Warden to meet them for a head count.

25.7 MUSTER POINTS

All Muster Points are indicated on the Emergency Evacuation Plans located throughout all Shire buildings. It is the employee's responsibility to ensure they are aware of the appropriate Muster points.

25.8 WARDENS

Wardens have all been equipped with distinctive uniforms to enable them to be easily recognised in an emergency. The following dress code applies:

WHITE HARD HAT with Fire Warden – worn by the Chief Fire and Deputy Warden (yellow hats).

25.9 MEDIA ANNOUNCEMENTS

The President is the only person authorised to make public announcements.

25.10 REPORTING REQUIREMENTS

After an evacuation, it is the responsibility of the Chief Warden to complete the Emergency Exercise Observation Form – Appendix 1.

25.11 EVACUATION PROCEDURE AND RESPONSIBILITIES

Below are procedures detailing the Chief Warden's responsibilities.

The CEO has appointed themselves and the Manager of Works as the Chief Fire Wardens, and the DCEO and Leading hands as the Deputy Warden. Other members of staff have responsibility of an area warden in their workplace as set out below.

Position	Name	Contact Phone Number
Chief Warden – Shire office	Natalie Manton	0427 425 727
Chief Warden – Depot	Terry Barron	0447 137 749
Deputy Warden – Shire office	Myra Henry	0429 632 049
Deputy Warden – Depot	Nick Darke	0447 799 823
Shire Workplaces:		
Shire Office		08 9063 2203
Resource Centre		08 9063 2778
Shire Depot	Terry Barron	0447 137 749
Swimming Pool	Rachel Bairstow	0429 634 024

Refuse Site	John Reynolds	0411 740 586
Container Deposit Shed	Rhys Walsh	0456 448 603

25.12 WARDEN RESPONSIBILITY - EVACUATION

Due to the nature of the workplaces the worksite manager and wardens is in charge of evacuations. Wardens are to direct all personnel to the muster point.

25.13 DOORS

Fire: Close doors to slow the spread of fire and smoke, **DO NOT LOCK any internal doors DO LOCK the front door –** to prevent public entry.

Bomb Threat: **Leave doors open** to help reduce the impact of any explosion.

Responsibility

All employees are responsible for:

- Knowing and following the fire and emergency evacuation procedures as set by the Chief Fire Warden.

25.14 WARDEN RESPONSIBILITIES - EVACUATION

The Chief Warden:

The Chief Warden is responsible for co-ordinating the evacuation team. On knowledge of an emergency the Chief Fire Warden is responsible for:

- The decision to sound the emergency alarm;
- Locating the source and severity of the emergency;
- Extinguishing the fire (if safe to do so);
- Obtaining information on the type of emergency;
- Directing staff to evacuate the premises;
- Consider alternative muster point (if necessary);
- Nominating a relief Warden if they are absent – in liaison with the Deputy Warden;
- Contacting the relevant Emergency Response Authority detailing the extent or status of emergency, type of emergency (chemical, fire, threat), number of persons remaining in the building, location of emergency and address of emergency.

The Chief Warden must ensure the entry and exit routes to the building are secure and ensure the Emergency Response Authority has ample space to carry out their work.

The CEO, Deputy CEO, Chief Warden and Deputy Warden are the only people with the authority to liaise with the Emergency Response Authority unless a proxy is appointed.

The Chief Warden is the only person who can authorise re-entry into the building once it is deemed safe to do so.

The Deputy Warden:

The Deputy Warden has additional responsibilities:

- Proxy Chief Warden in the event of Chief Warden absence;
- Securing the Visitor Log and Staff List from reception and delivering it to the relevant Warden/s for role call to commence;
- Providing any assistance to the Chief Warden on request;
- Nominate a proxy if they are absent;
- Ensuring the building is fully evacuated including the Council Chambers (checking under desks and checking toilets) and closing all doors after them.



25.15 TRAINING

Wardens

The Chief Fire Warden is responsible for co-ordinating the fire warden training annually. This training is to include the use of fire equipment, emergency evacuations, bomb threats, armed hold up and communications. Each Warden shall be familiar with the layout of the building they are responsible for including secure areas, corridors and rooms leading to dead ends. In addition wardens shall be familiar with evacuation routes and muster points. The warden shall also be familiar with the needs of persons with disability, dangerous goods locations and strategically significant items located in their area of responsibility.

The wardens shall meet twice a year to review the emergency procedures and plan the emergency evacuation drills. An evacuation planning meeting shall be called prior to the drill and a debriefing shall be called following the exercise to review the response and put in corrective actions where needed.

Employees

It is mandatory for all staff to attend a basic fire-training course in the use of a fire extinguisher and the procedures annually. The Chief Fire Warden is responsible for coordinating the training and recording staff attendance as well as instructing the staff on the policy and procedures.

Induction Training

An understanding of the emergency policy and procedure shall be included in the employee and contractor induction process.

It is the responsibility of the manager inducting the new employee to brief the employee on the Emergency procedures and to show them the fire equipment locations, evacuation routes and muster points.

25.16 BOMB THREAT

Introduction

The following information gives a basic outline of the procedure required in the instance of a bomb threat.

25.17 BOMB THREAT ALERT

Usually the front desk or staff member who answers the call will be advised of a bomb threat. Threats may be communicated in the following forms:

Written threat

Once a written threat is received it is important that handling of the document is limited. To retain evidence (fingerprints, handwriting) it is preferable that the document along with the envelope or container it was located in, is handled with tweezers on the corner and placed in a plastic bag/envelope. This evidence should be kept and provided to police on arrival to the building.

Verbal threat

A verbal threat can provide valuable information to authorities and building occupants and can prompt courses of action and investigation. If a verbal threat is received via the telephone DO NOT HANG UP. Ask the call question in Appendix 2 – Bomb Threat Check List.

Suspect Object

A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

25.18 PROCEDURE

In the event of a threat, the Chief Warden/Deputy Warden will be responsible for co-ordinating action until authorities arrive. In the absence of the Chief Warden, the default proxy is the Deputy Warden.



The person who receives the call is responsible for using the Bomb Threat Check List (Appendix 2). The person who receives the call should attempt to attract someone's attention in the office in order to advise the Chief Warden.

It is not safe to evacuate the building on notification of a threat until an evaluation has been conducted. A bomb or incendiary device may be placed at exit points or muster points.

Chief Warden Responsibilities

- Notify Police immediately;
- Notify CEO and DCEO;
- Conduct evaluation (see below);
- Ensure entry/exit points are secure;
- Co-ordinate staff to safely look for suspicious packages in their immediate area;
- If a package is found, obtain exact location and a detailed description of the object and if possible conspicuously isolate the area (i.e. signage "Keep Area Clear" etc);
- Liaise with Police;
- Decide on whether to evacuate the building;
- Decide on when to re-occupy the building;
- Ensure all staff are aware to be discreet about the threat.

Deputy Warden Responsibilities

- Do not allow any person to enter/exit the building until the Chief Warden declares it safe to do so;
- Assist in keeping the building occupants/staff calm;
- Follow instructions of the Chief Warden;
- Assist in the search for a suspicious package, including looking at air-vents/grills for tampering, kitchen, toilets, photocopying area, storage and safe;
- Only evacuate the building when advised to do so by the Chief Warden.

Staff

- Remain Calm;
- Follow instructions of all wardens;
- Do not exit the building until permitted to do so by the Chief Warden;
- Search your immediate area/s for a suspicious package under the direction of the Chief Warden;
- If a suspicious object is identified, do not disturb it, advise your Warden or the Chief Warden immediately;
- Keep discreet about the event.

25.19 EVALUATION

It is the responsibility of the Chief Warden/Deputy Warden to evaluate the threat. If the Chief Warden is absent, this responsibility defaults to the Deputy Warden. There are two types of threats:

Specific Threat

The caller will describe in more detail information about the device, why it was placed, its location, the time of activation and other details.

Non Specific Threat

The caller will only make a simple statement advising that the device has been placed. Generally, very little detail is provided before the call is terminated.



The Chief Warden will be responsible for using this information to decide on the following action

- Take no further action
- Search without evacuation
- Evacuate and search, or
- Evacuate (without search).

25.20 OTHER INFORMATION

Searching the Area

A bomb or incendiary device can vary in size. Often incendiary devices or bombs are hidden in gardens, outside buildings, corridors, and entry/exit areas and muster points. When searching the office, ensure your immediate area is thoroughly inspected. Report your findings to the Warden.

Sensitivity of a device

Some bombs are light, temperature and radio wave sensitive, therefore it is important that the internal environment is not altered.

When searching dim or dark areas, do not turn on lights or use a torch as bombs can be light sensitive.

Air-conditioning should be left on (if it was on at the time of the threat).

Turn off mobiles phones (or any other equipment that produces radio waves) only use existing telephone system to communicate with authorities and staff.

Evacuation

To limit damage of the explosive, should it activate, it is advisable that doors and windows are opened upon evacuation.

25.21 EMPLOYEE ASSISTANCE PROGRAM

The Shire will provide assistance through the LGIS counselling service for any employees disturbed by the threat.

25.22 MEDIA ANNOUNCEMENTS

The CEO (if delegated) or President are the only responsible officers to make public submissions.

25.23 REPORTING REQUIREMENTS

After an evacuation, it is the responsibility of the Chief Warden to complete the Building Evacuation Incident Report (Appendix 1). This form shall be actioned as appropriate and maintained on file and in the Hazard Management system.

25.24 ARMED HOLD UP

It is advised that in the event of an armed hold-up staff are to do as requested by the bandit and in no way place themselves in any further danger protecting shire property or monies.

The Shire is committed to the wellbeing of the employee and will immediately initiate critical stress debriefing and appropriate counselling for the employee.

Employees

- Be alert and observant – stay calm.
- Stay out of danger if you are not directly involved.
- Be deliberate in your actions. If you are ordered to hand over money, place it in the bag or across the counter as directed.
- When removing notes from the register if possible activate the alarm.
- Bandit demand notes should be retained to be used for finger print analysis and evidence if there is one.

- Observe any vehicle used in the hold-up, type, colour, registration number.
- Avoid areas where the bandit stood or touched immediately after they have left.
- Observe as much as possible. In particular, note speech, mannerisms, clothing, scars, distinguishing features such as moles, tattoos, height, build, hair and eye colour.
- All witnesses to remain until Police arrive. If they must leave obtain their name, address and telephone number.
- Before the Police arrive, notify the CEO/DCEO and advise them of the situation.

Responder

- When the alarm has been activated immediately call '000' Police emergency service and advise the Chief Warden.

Chief Warden

- Wait for the police to arrive, stay a safe distance from the event and advise staff to stay away from the area.
- Report to the police when they arrive and take instruction from them.
- Offer immediate critical stress de-briefing and on-going counselling for the employee and any witnesses.
- Fill in an incident report form and conduct emergency de-briefing meeting.

Deputy Warden

- Nominate a person to advise the public not to enter the building only if it is safe to do so.

25.25 REFERENCES**Legislative**

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*



BUILDING EVACUATION INCIDENT REPORT FORM		
Location:	Date:	Time:
Areas Involved:		
Estimated time of evacuation:	Number of Casualties:	
Completed By:	Warden Position:	
Cause of Evacuation: (please tick)		
☐ Fire ☐ Drill ☐ Bomb Threat ☐ False Alarm ☐ Other.....		
Did the Fire Brigade attend? ☐ Yes ☐ No If no why.....		
Did the Air Horn sound correctly? ☐ Yes ☐ No If no why.....		
How was the Alarm Activated (please tick)		
☐ Bell Alarm ☐ Smoke detector ☐ Other.....		
COMMUNICATION		
Chief Warden and Deputy Warden (please tick / comment)		
☐ Good ☐ Appropriate ☐ Limited What can be done to improve this?.....		
Warden/s and Service Personnel / Members of the public (please tick / comment)		
☐ Good ☐ Appropriate ☐ Limited What can be done to improve this?.....		
Building Chief Warden and Staff (please tick / comment)		
☐ Good ☐ Appropriate ☐ Limited What can be done to improve this?.....		
OTHER COMMENTS:		
CORRECTIVE ACTION		
Implementation Date		Authorised
CIRCULATION (please sign)		
Chief Warden:	Date:	
CEO:	Date	
Deputy Warden:	Date:	
Chief Warden to file when complete		

B O M B T H R E A T - C H E C K L I S T
QUESTIONS TO ASK
When is the bomb going to explode?
Where did you put the bomb?
When did you put it there?
What does the bomb look like?
What kind of bomb is it?
What will make the bomb explode?
Did you place the bomb?
Why did you place the bomb?
What is your name?
What is your address?



EXACT WORDING OF THREAT:
ACTION TAKEN
Reported call immediately to:
Phone Number:
DESCRIBE CALLERS VOICE
Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Dictation (clear, muffled, etc):
Manner (calm, emotional, etc):
Did you recognise the voice?
If so, who do you think it was?
Was the caller familiar with the area?
THREAT LANGUAGE
☐ Well spoken
☐ Incoherent
☐ Irrational
☐ Taped
☐ Message read by Caller
☐ Abusive
☐ Other:
BACKGROUND LANGUAGE
Street / house noises:
Aircraft:
Voices / music:
Local / long distance call:
Mobile call:
Machinery:
Other:
Gender of Caller:
Estimated Age:
RECIPIENT
Name (print):
Telephone Number:
Signature:

26 HANDLING DIFFICULT CUSTOMERS

26.1 PURPOSE

This procedure is intended to outline the methods employed by the Shire of Corrigin to ensure that staff understand how to manage customers when confronted with difficult situations and ensure their safety and the safety of others.

26.2 SCOPE

This procedure is applicable to all Shire of Corrigin worksites.

26.3 INCIDENT RESPONSE – DIFFICULT CUSTOMERS

Customer violence or aggression can occur from a variety of causes such as disputes, complaints, boredom, mental illness or the influence of alcohol or drugs. This means that the immediate response from staff may depend on the nature and severity of the event.

Most incidents of violence can be prevented through a risk management approach (i.e. no workplace violence tolerance, organisational layout, alarm systems) and staff should be made aware of potential escape routes and appropriate strategies for dealing with difficult customers. In the event where an immediate response is required:

- REMAIN CALM and NON-CONFRONTATIONAL.
- If possible, maintain distance between yourself and the aggressive customer (i.e. remain behind a counter or keep distance). Your safety and the safety of others comes first.
- If possible raise the alarm via a panic button or duress alarm if available, or have another staff member leave the situation if safe to do so to raise the alarm.
- DO NOT argue with, threaten or stare at the offender.
- DO NOT attempt to disarm or otherwise apprehend the offender if they are carrying a weapon.
- Avoid sudden movement that could panic or agitate the offender.
- It is the responsibility of the Chief Warden to call for backup such as immediate security of the WA Police.
- After the situation, the incident must be reported and recorded using the Hazard/Incident reporting form and management or appropriate parties notified.
- If you are suffering trauma from the event, ask your manager to arrange a meeting with an Employee Assistance Program counsellor (LGIS) to provide appropriate support.
- If workplace violence and aggression occurs between employees, the Chief Warden is to ensure that management is notified and the appropriate disciplinary procedures are followed.

26.4 DEFINITIONS

Aggression – Feelings of anger or dislike resulting in hostile or violent behaviour, readiness to attack or confront.

Abuse – The ill treatment of someone and/or insulting language.

Threat – Declaring intent to cause pain or loss to someone.

Assault – Unlawful physical attack and/or attempt to do violence to another.

Violence at Work – Any incident in which a person is abused, threatened or assaulted in circumstances related to their work.

26.5 HOW TO DE-ESCALATE

Shire of Corrigin Frontline Workers

DO

- Speak slowly, clearly, short, simple and to the point.
- Allow the person to explain their issue without interruption.
- Listen and don't be judgemental/critical.
- Acknowledge their issue, show empathy.
- Be patient and repeat information where necessary.



- Offer assistance or if you can't refer to someone that can.

DON'T

- Raise your voice.
- Use defensive, abusive or insulting language.
- Threaten, confront or provoke.
- Argue or debate.
- Use Shire jargon and confusing language.
- Grab/attempt to touch or handle the person.
- Put hands behind your back, in pockets or fold your arms.

26.6 PROCESS

PHONE CALL:

1. Use de-escalation strategies
Make notes
2. Record person's details (name/number), politely ask them if you don't have. If the number displays, record it.
3. Give warning – "I find your language insulting/offensive/abusive/threatening. If you continue, I will end the call".
End the call, if they continue.
4. Inform your Supervisor/Manager and Safety Representative of the occurrence immediately and discuss whether police should be called.
5. Complete Incident Report Form.
Submit completed report.

FACE TO FACE:

1. Use de-escalation strategies
Maintain a safe distance from the person by giving as much personal space as possible.
2. Move gradually to a position where there is a barrier between you and the person (e.g. counter, desk, car, machinery) while maintaining an escape route.
3. Ask the person to stop the aggressive behaviour.
Give warning – "I feel uncomfortable with your language and actions. I will have to leave/seek assistance from others if you continue".
4. Inform your Supervisor/Manager and Safety Representative of the occurrence immediately and discuss whether police should be called.
5. Complete Incident Report Form.
Submit completed report.

KEY POINTS TO REMEMBER:

- If a weapon is used, other workers should not become involved in the incident.
- Give at least one chance to respond to your request before you take action (e.g. hang up phone, call police).



- By law you can physically defend yourself if you feel in fear of your own safety but only if you had no way to walk away/avoid conflict.
- You can't injure your attacker if he/she is retreating, nor continue to apply force beyond self-defence.
- At no time are workers to attempt to disarm or detain an offender.

27 HAZARDOUS SUBSTANCES

27.1 SCOPE

This guidance applies to all Shire workplaces and considers the general requirements associated with selection, use and subsequent disposal of hazardous chemicals within the Shire.

Asbestos and lead are not specifically considered within the scope of this guidance. Reference should be made to the specific Chapters of the Work Health and Safety (General) Regulations 2022 (WA), as well as relevant approved Codes of Practice, to determine legislative requirements associated with these materials.

Dangerous Goods are also not considered in detail within the scope of this guidance as they have specific legislative requirements associated with them. These requirements incrementally increase dependent upon the increasing quantities of Dangerous Goods involved. Reference should be made to Dangerous Goods legislation in force and the services of an accredited Dangerous Goods consultant obtained if required.

27.2 PURPOSE

To provide broad guidance on the Work Health and Safety (WHS) legislative requirements associated with identification, import, safe use and disposal of hazardous chemicals within Shire workplaces.

The Work Health and Safety (General) Regulations 2022 (WA), Chapter 7, should be referred to for specific legislative requirements associated with hazardous chemicals. The approved Code of Practice "Managing risks of hazardous chemicals in the workplace" provides further detailed information that should be reviewed and considered.

27.3 HAZARDOUS CHEMICALS

Hazards associated with chemicals are related to intrinsic properties of the substance, mixture, article or process that may cause adverse effects to organisms or the environment. There are two broad types of hazards associated with hazardous chemicals which may present an immediate or long term illness to people, including:

Health hazards: These are properties of a chemical which cause adverse health effects that may be either acute (short term), or chronic (long term), in nature. Exposure usually occurs through inhalation, skin or eye contact, or ingestion.

Various hazardous chemicals may have properties that can cause severe and detrimental health effects, such as being carcinogenic (cancer causing), mutagenic (causing mutations or genetic change), teratogenic (causing birth defects), possessing corrosive properties, irritant properties or sensitizing properties. Irritant or corrosive properties may result in internal organ damage, dermatitis or eye damage. Other properties associated with certain hazardous chemicals may include aspects such as inducing photosensitivity (sun induced skin reactions) or being ototoxic (contributing to hearing loss).

Physical hazards: These are properties of a chemical that can result in immediate injury to people or damage to property and generally arise through inappropriate handling, storage or use. Examples of physical hazards include flammable, corrosive, explosive, chemically reactive and oxidising chemicals.

Many chemicals have properties that make them both health and physical hazards.

Hazardous chemicals may be imported into a workplace through purchase of various substances, articles or mixtures, may be present in the built or natural environment - such as asbestos or



crystalline silica, or may be generated through work processes - such as fumes from welding or thermal cutting activities.

Most substances, articles and mixtures that are Dangerous Goods (DG) are also classified hazardous chemicals, except those that only have radioactive hazards (Class 7 DG), infectious substances (division 6.2 DG) and most Class 9 (miscellaneous) DG.

The storage and handling of Dangerous Goods also have specific legislative requirements which must be complied with. Specific requirements associated with the storage and handling of Dangerous Goods are not included in this guidance.

27.4 IDENTIFICATION OF HAZARDOUS CHEMICALS

A substance, mixture or article is defined to be a hazardous chemical in Western Australian workplaces if it satisfies the criteria of one or more hazard classes in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS), as modified by Schedule 6 of the WHS Regulations, unless the only hazard class or classes for which the substance, mixture or article satisfies the criteria are any one or more of the following:

- Acute toxicity – oral – category 5
- Acute toxicity – dermal – category 5
- Acute toxicity – inhalation – category 5
- Skin corrosion / irritation – category 5
- Aspiration hazard – category 2
- Flammable gas – category 2
- Acute hazard to the aquatic environment – category 1,2 or 3
- Chronic hazard to the aquatic environment – category 1, 2, 3 or 4
- Hazardous to the ozone layer

Certain hazardous chemicals are given further consideration under work health and safety legislation and have additional specific requirements imposed.

When intending to procure chemicals for use in the workplace, a current (< 5 years old) Australian issued safety data sheet (SDS) must first be obtained and reviewed in order to determine whether the chemical is classified as a hazardous chemical.

While a third party SDS may be obtained, by itself a third party SDS is not sufficient to meet duties to obtain an SDS - the Australian manufacturers or importers SDS must be obtained. The supplier of the chemical must provide a current SDS when a chemical is first supplied to the workplace.

The current SDS for hazardous chemicals must be readily accessible to workers who are involved in using, handling or storing the hazardous chemical at the workplace as well as emergency service workers, or anyone else, who is likely to be exposed to the hazardous chemical at the workplace.

27.5 LEGISLATIVE DUTIES

There are specific legislative duties imposed for certain categories of persons in regards to hazardous chemicals, as well as Dangerous Goods, including:

- Those who manufacture, supply or import;
- The person conducting a business or undertaking (PCBU);
- Officers of the PCBU;
- Workers;
- WHS service providers.



Each of these parties should undertake steps to fully review and understand the specific legislative duties to which they are subject.

27.6 HAZARDOUS CHEMICAL REGISTER

In order to assist with a structured approach to hazardous chemical management, each chemical that is used, handled, stored or generated in the workplace should be identified and listed in a chemical register. The identification process should be undertaken in a consultative manner. This will allow for verification that each hazardous chemical has been considered and the current Australian SDS obtained and reviewed.

The SDS issue date for each chemical can be recorded in the chemical register to assist in maintaining current versions during ongoing review processes.

Note that if you are using a consumer or domestic chemical for its usual purpose in quantities and manner consistent with normal domestic use, for example washing dishes in the lunchroom, then you are not legislatively required to obtain an SDS. Despite this, sufficient information about the safe use, handling and storage of the hazardous chemical must be provided to persons who are exposed to the hazardous chemical. If such chemicals are used in a commercial sense, such as cleaning chemicals purchased from a supermarket and used in a manner or quantities which are not consistent with home use, then greater risks may be present and an SDS must be obtained.

Hazardous chemicals which are present in the workplace must then all be listed in a readily available hazardous chemical register which is maintained current and contains the safety data sheet for each hazardous chemical. This register is an outflow of the overarching chemical register.

The hazardous chemical register must be readily accessible to workers involved in using, handling or storing hazardous chemicals and anyone else who is likely to be affected by a hazardous chemical at the workplace.

As asbestos is a hazardous chemical that has specific legislative requirements associated with it, the Shire is also required to maintain an asbestos register and associated management plan which list all identified locations of asbestos within the Shire, assesses the risk and describes management processes. Any person proposing to conduct works on Shire facilities must be advised of the potential presence of asbestos within the particular facility through review of the asbestos register for that facility. All works involving potential disturbance or removal of asbestos must be strictly in accordance with legislative requirements.

27.7 HAZARDOUS CHEMICAL LABELLING

All hazardous chemicals in the workplace must be labelled correctly, even if stored in other than the original container. The label must include:

- Identification of the product;
- The name, Australian address and business telephone number of the manufacturer or importer;
- The identity and proportion of each ingredient;
- Any hazard pictogram consistent with the correct classification of the chemical;
- Any hazard statement, signal word and precautionary statement consistent with the correct classification of the chemical;
- Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not included in the hazard or precautionary statement;
- The expiry date, where applicable.

If a hazardous chemical is packed in a container that is too small for all the information above to be included, then the label must include:

- Identification of the product;



- The name, Australian address and business telephone number of the manufacturer or importer;
- A pictogram or hazard statement consistent with the correct classification of the chemical;
- Any other information referred to above that is reasonably practicable to include.

Empty food or beverage bottles must never be used to store chemicals.

27.8 SDS STATION(S)

Each designated workplace within the Shire shall maintain an SDS station containing:

- The hazardous chemical register for that workplace;
- The current SDS for each hazardous chemical at that particular workplace; and
- If documented, the hazardous chemical risk assessment for each hazardous chemical at that workplace.

SDS stations for each workplace shall be prominently located and highly visible so that they may be readily identified and accessed.

In the instance of the workplace being associated with a vehicle, then the SDS station shall take the form of a highly visible folder located in the vehicle. (eg: A vehicle used to transport staff to a location for application of pesticides, or other work activities involving hazardous chemicals, shall maintain a SDS folder in the vehicle covering each hazardous chemical likely to be used – so that these are readily available at point of use).

Should a person be exposed to a hazardous chemical and require attendance to a medical practitioner, they should take the relevant SDS to the medical practitioner with them as this will assist with assessment of risks and treatment options.

27.9 MANAGEMENT OF RISKS TO HEALTH AND SAFETY

The Shire must consult with people at the workplace who use the hazardous chemical about the intention to use the hazardous chemical and the safest method of using it. When considering the need for a hazardous chemical to be used, consideration should be applied as to whether a non-hazardous chemical could be used as an alternative in the first instance. Preference should always be given to sourcing non-hazardous chemicals whenever possible.

Each hazardous chemical that is intended to be used at the workplace must be subject to a risk assessment process. Risk assessments must identify any risk of a physical or chemical reaction in relation to a hazardous chemical used, handled, generated or stored at the workplace. Persons conducting risk assessments must be capable of interpreting SDS information, observing workplace conditions, and foreseeing workplace problems. Specialist external advice should be sought if required.

Whilst documenting risk assessments is not mandatory under WHS Legislation, doing so does provide evidence that a risk assessment process has been undertaken and may assist in reviewing where improvements may be made to allow risks controlled more effectively.

Note that Dangerous Goods Legislation does impose mandatory risk assessment requirements when more than manifest quantities of Dangerous Goods are stored at the site. Dangerous Goods risk assessments must be revised in certain circumstances, including every five (5) years, with records of the risk assessment maintained and made available to Dangerous Goods Officers upon request. Dangerous Goods risk assessments must be undertaken by an accredited Dangerous Goods consultant.

The risk assessment process should compare the safety advice provided on the SDS, how the hazardous chemical is actually used and take into account:

- Contents of the SDS, with regards to statements of hazardous properties, potential exposure routes, storage and handling requirements, hygiene measures, exposure limits and effectiveness of risk controls, including required PPEC;
- The manner in which the chemical is used;
- Frequency of use;
- Duration of exposure;
- Quantities used;
- Individual circumstances (such as pregnancy, contact lenses);
- An assessment of the likelihood and seriousness of injury or harm (consequences) that may occur as a result of exposure.

The type of risk assessment that should be conducted will depend on the nature of the work being performed.

A basic assessment consists of:

- Reviewing the SDS of the hazardous chemical and assessing the risks involved in their use
- Deciding whether the hazardous chemicals in the workplace are already controlled with existing control measures, as recommended in the SDS or other reliable sources, or whether further control measures are needed.

A generic assessment allows for a risk assessment to be undertaken of a particular workplace, area, job or task and the assessment is then applied to similar work activities that involve the chemical being assessed. When conducting a generic assessment, it is important that the workplace, tasks and hazardous chemicals being assessed are identical in characteristics, properties, potential hazards and risks. Generic assessments are not appropriate for very high risk hazardous chemicals such as carcinogens.

A detailed risk assessment will be required to be undertaken when there is a risk to health and very high risk hazardous chemicals are involved, such as carcinogens, mutagens, reproductive toxicants or sensitization agents. In some instances a monitoring program may need to be undertaken to determine if exposure limits are likely to be exceeded. Dangerous Goods in excess of manifest quantities require a detailed risk assessment to be completed and documented by an accredited dangerous goods consultant.

Hazardous chemical exposure monitoring programs and associated risk assessment reports should be completed by an occupational hygienist.

Hazardous chemical risk assessments should be reviewed and updated every 5 years, or more frequently should the circumstances surrounding the use of the hazardous chemical or the relevant SDS change.

Risk control measures must be reviewed should the following circumstances occur:

- A health monitoring report is issued that contains:
 - Test results indicating exposure to a hazardous chemical and associated elevated levels of metabolites for that hazardous chemical;
 - Test results indicating a worker has contracted a disease, injury or illness associated with use, handling, generating or storing of a hazardous chemical;
 - Any recommendation arising from health monitoring that the PCBU undertake remedial measures;
- Workplace monitoring indicates that airborne concentrations of the hazardous chemical exceed relevant exposure standards.

27.10 RISK CONTROL

The Shire must manage risks associated with the using, handling, generating, storing and disposal of hazardous chemicals at the workplace, by utilising the hierarchy of control to determine appropriate risk controls, including:

- Elimination of the hazardous chemical;
- Substitution of the hazardous chemical by a less, or non, hazardous one;
- Implementing engineering / isolation controls;
- Implementing administrative controls;
- Reducing risk through the provision and use of personal protective equipment and clothing (PPEC) in addition to other risk control measures.

The risk control process should be regularly reviewed and, if necessary revised, to maintain a work environment that is without risks to health and safety (so far as is reasonably practicable).

All reasonable steps must be undertaken to ensure that a hazardous chemical is used, handled, generated or stored so as to not contaminate food, food packaging or personal use products.

If a hazardous chemical creates a hazardous area where there is a risk of fire and explosion being caused if an ignition source is introduced, then the Shire must undertake steps to ensure that no ignition source is introduced into the hazardous area.

Properly maintained and serviced emergency response, safety, fire protection and firefighting equipment, appropriate to the quantities and types of hazardous chemicals present at the workplace, must be ensured to be in place and readily accessible. A dated record of maintenance and test results associated with fire protection and firefighting equipment must be kept.

Containers of hazardous chemicals, including pipework and attachments, must be protected from damage caused by an impact or excessive load. If there is a risk that a spill or leak of solid or liquid hazardous chemicals could occur, then a spill containment system should be ensured to be provided that will allow for the spill or leak and any resulting effluent to be effectively contained within the workplace. It should be ensured that spill containment systems do not bring together different hazardous chemicals that are not compatible. The spill containment system should be ensured to allow for cleanup and disposal of captured hazardous chemicals or resulting effluent.

If a safety sign is required to control an identified risk in relation to using, handling, generating or storing a hazardous chemical, then a clearly visible safety sign must be displayed and located next to the hazard.

When utilised, the safety sign must warn of the particular hazard associated with the hazardous chemical(s) or state the responsibilities of a particular person in relation to the hazardous chemicals. [Note: A safety sign does not include a placard].

27.11 INFORMATION, INSTRUCTION AND TRAINING

The Shire must ensure that each person who is likely to be exposed to a hazardous chemical at the workplace receives, before commencing the work, relevant and adequate information, training and instruction, including:

- The potential health risk and any toxic effects associated with the hazardous chemical; and
- The control measures used to minimise the risk to health and safety; and
- The correct use of methods used to minimise adverse effects of the chemical; and
- The correct care and use of personal protective equipment and clothing; and
- The need for, and details of, health monitoring.

The Shire must ensure that information, training and instruction is provided in a manner that is readily understandable to any person to whom it is provided and shall ensure that records are kept for a



period of seven (7) years of all information, training and instructions provided to workers in relation to a hazardous chemical to which the worker is likely to be exposed.

27.12 SUPERVISION

The Shire must provide any supervision that is necessary to protect workers from risk to health and safety if the worker:

- Uses, handles, generates or stores a hazardous chemical; or
- Operates, test, repairs, maintains or decommissions a storage or handling system for a hazardous chemical; or
- Is likely to be exposed to a hazardous chemical.

The supervision of the worker must be suitable and adequate having regard to the risks associated with the hazardous chemical and the required information, instruction and training.

27.13 EXPOSURE STANDARDS

WHS legislation requires that PCBU's, main contractors and self-employed persons must ensure that no person at a workplace is exposed to a hazardous chemical in excess of its exposure standard.

Exposure standards represent airborne concentrations of chemicals in a person's breathing zone, which should neither impair the health of nor cause undue discomfort to nearly all workers. Exposure standards are not intended to represent acceptable exposure levels for workers, they are simply the maximum upper limit prescribed by legislation. Additionally, the exposure standards should guard against narcosis or irritation, which could cause accidents.

The easiest way to find current exposure standards is by using the Hazardous Chemicals Information System (HCIS) database on the Safe Work Australia website and searching either by the Chemical Abstracts Service (CAS) number of the chemical or by the chemical name. The HCIS database is regularly updated by Safe Work Australia.

Measurement and interpretation of airborne chemical concentrations can be complex, so should be completed by a competent person and with reference to the Guidance on the Interpretation of Workplace Exposure Standards for Airborne Contaminants.

In some instances, such as where the hazardous chemical is specifically identified in legislation or exposure routes could be by skin absorption or through ingestion, biological monitoring may be required.

Some indicators of a need to conduct monitoring to determine exposure to hazardous chemicals may include:

- Frequent or long duration use of a chemical or process which generates hazardous vapour, dust, mist or fume; and
- Efficiency of ventilation is unknown or there is no mechanical ventilation; and / or
- People in the workplace are complaining of health concerns that may be a result of exposure to a hazardous chemical; and / or
- There is potential for serious health effects if control are inadequate; and / or
- It is a complex work environment and it is difficult to estimate exposure.

If uncertainty exists regarding the requirement to conduct a monitoring program, a qualified person such as an occupational hygienist should be consulted for advice.

As soon as they are available, information on the results of any hazardous chemical monitoring program must be given to each person who is likely to be exposed to the hazardous chemical. The monitoring program results must also be available to each person who is likely to be exposed to the hazardous chemical at all reasonable times.

27.14 HEALTH MONITORING

The Shire must arrange for health monitoring to be conducted in certain circumstances including:

- If the worker is conducting ongoing work using, handling, generating or storing hazardous chemicals and there is a risk to the workers health because of exposure to the following hazardous chemicals (refer to WHS (General) Regulations Schedule 14, Table 14.1 Column 2), (possible exposures from a local government perspective highlighted):
 - Acrylonitrile;
 - Arsenic (inorganic)
 - Benzene
 - Cadmium
 - Chromium (inorganic)
 - **Creosote**
 - **Crystalline silica**
 - Isocyanates
 - Mercury (inorganic)
 - 4,4'-Methylene bis (2 chloroaniline) (MOCA)
 - **Organophosphate pesticides**
 - Pentachlorophenol (PCP)
 - Polycyclic aromatic hydrocarbons (PAH)
 - Thallium
 - Vinyl chloride
- The Shire identifies that because of ongoing work carried out by the worker using, handling, generating or storing hazardous chemicals there is a risk a worker will be exposed to a hazardous chemical, other than those listed above, and either:
 - Valid techniques are available to determine the effect on the workers health; or
 - A valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazards chemical has resulted in the biological exposure standard being exceeded.

There are specific legislative requirements associated with health monitoring and reference should be made to the WHS (General) Regulations, Chapter 7, Part 7.1, Division 6 in order to fully review and understand these. The assistance of a competent person should be obtained as may be required.

All health monitoring results must be treated as confidential records and maintained for at least thirty (30) years after the record is made.

27.15 EMERGENCY RESPONSE

The Shire must ensure that all persons using hazardous chemicals are made fully aware of the associated and specific precautionary statements and emergency response process to be followed should contamination or unprotected workplace exposure occur.

Emergency response equipment specified in the SDS must be ensured to be readily available and functional prior to work commencing which involves the hazardous chemical.

Should contamination or unprotected workplace exposure occur, then the emergency response process described in the SDS must be followed.

Should a person be exposed to a hazardous chemical and require attendance to a medical practitioner, they should take the relevant SDS to the medical practitioner with them as this will assist with assessment of risks and treatment options.

27.16 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPEC)

The SDS shall be referred to in regards to determining required PPEC associated with use of a particular hazardous chemical. Identified PPEC shall be worn in accordance with SDS directions.

Consideration shall be given to any specific directions given regarding cleaning and maintenance of PPEC and any such directions must be complied with.

27.17 SAFE DISPOSAL

All hazardous chemicals and their containers must only be disposed of in accordance with the methodology described in the relevant SDS for the particular hazardous chemical.

27.18 RECORDS

The following records must be maintained with regards to hazardous chemicals:

- Hazardous chemical register, including current SDS for individual hazardous chemicals (SDS must be < 5 years old);
- Asbestos register and associated management plan;
- Hazardous chemical risk assessments (when documented);
- Dangerous Goods risk assessments, required every 5 years (for quantities in excess of manifest amounts);
- Dangerous Goods manifest (for quantities of DG in excess of manifest amounts)
- Dangerous Goods emergency plan (for quantities of DG in excess of manifest amounts)
- A dated record of maintenance and test results associated with fire protection and firefighting equipment must be kept;
- Information, instruction and training records (must be maintained for 7 years);
- Health monitoring records (must be maintained for 30 years).

Reference should be made to specific legislation to ensure that all required records are maintained for the specified periods. In some circumstances, such as when a PCBU ceases to exist, certain records must be passed to the WorkSafe Commissioner for maintenance.

27.19 RESPONSIBILITIES

The Shire is responsible for ensuring legislative requirements associated with hazardous chemicals at the workplace are fulfilled, including provision of adequate resources to fulfil these requirements and maintenance of associated records in accordance with designated timeframes.

Shire managers and supervisors are responsible for ensuring hazardous chemical management processes and safe work practices, including consultation and supervision, are implemented within their area of control, so as to assist the Shire in fulfilling their legislative obligations.

All persons within the Shire are responsible for conforming with hazardous chemical risk management processes and associated safe work practices, so as to assist the Shire in fulfilling their legislative obligations.

Any person within the Shire who intends to import a chemical into the workplace shall verify if an approved chemical exists which shall meet requirements, in which case the approved chemical shall be utilised. Otherwise, they shall ensure that the hazardous chemical risk management and control process is completed and recorded prior to importing and using the chemical. This process includes:

- Obtain manager approval to import a new chemical;
- Obtain the current Australia manufacturer or importer SDS for the chemical (< 5yrs old);
- Enter all required details into both the chemical and, if a hazardous chemical, the hazardous chemicals register;

- Complete a hazardous chemical risk assessment with input of competent persons and relevant workgroups;
- Ensure that consultation, training, instruction and information dissemination processes are conducted and recorded;
- Ensure that workplace hard copies of hazardous chemical registers, SDS and hazardous chemical risk assessment are updated to include the new hazardous chemical;
- Ensure that any other required action is undertaken, including provision of required emergency response equipment, personal protective equipment and clothing, health monitoring and update maintenance of required records.

REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- *Dangerous Goods Safety Act 2004 (WA)*
- *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007 (WA)*
- Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace [WorkSafe WA]
- Code of Practice: How to manage work health and safety risks [WorkSafe WA]
- Code of Practice: Welding Processes [WorkSafe WA]
- Fume Minimization Guidelines: Welding, Cutting, Brazing & Soldering [Weld Australia]
- Guidance Note for the Assessment of Health Risks Arising from the Use of Hazardous Chemicals in the Workplace (Safe Work Australia)
- Hazardous Chemicals Information System (HCIS) Database (Safe Work Australia)
- Guidance on the Interpretation of Workplace Exposure Standards for Airborne Contaminants (Safe Work Australia)

28 WORKING IN SUMMER CONDITIONS

28.1 PURPOSE

This guidance document is intended to outline the methods generally employed by the Shire to ensure that effective risk mitigation processes are utilised to reduce health and safety risks to workers associated from working in the heat of summer conditions.

Volunteer Bushfire Brigade (VBFB) members are subject to a hostile working environment with unique risk exposures which require the use of specific risk controls in accordance with current DFES standard operating procedures. Where a DFES directive, policy or standard operating procedure exists, it will take precedence over this guidance document in regards to VBFB members.

28.2 SCOPE

This guidance is applicable to all workers engaged at Shire worksites, with the exception of Volunteer Bush Fire Brigade members to the extent noted above.

28.3 CONTRIBUTING RISK FACTORS

The health and safety risk posed to workers performing work in summer heat conditions can be influenced by several factors, including, but not limited to:

- Whether the high temperature is of a single day duration, or consists of consecutive days during a heat wave event;
- Worker concentration being affected by heat, particularly for safety critical, complex or difficult tasks;
- The type of work being performed in terms of whether the work is of a light, medium or heavy physical nature;
- The rate of the work being performed (slow, moderate or fast);
- Whether works are impacted by hot processes directly associated with the work or in the immediate vicinity;
- Whether radiant heat is present from surfaces;
- The effects of humidity, wind and ventilation;
- Whether the work is performed in direct sunlight, or in a shaded area;
- Access to shade, water and cool rest areas;
- Acclimatisation of workers to conditions;
- Medical fitness of workers, including consideration of any previous heat related illness events;
- The impact that certain medications may have on ability to cope with heat – (check with doctor);
- Age of workers, with younger (<25) and older (>55) at greater risk;
- The use of certain personal protective equipment and clothing (PPEC), such as heavy overalls or respiratory protection;
- The hydration status of workers.

28.4 CLASSIFICATION OF WORK TYPE- EXAMPLES

The type of outdoor work being performed will have an impact on the worker involved and have potential to increase the risk of heat related illness occurring the more strenuous or heavy in nature that it is.

Managers, supervisors and workers should ensure that they are aware of potentially increased risk exposure associated with type of work being performed, which will be increased further should other risk factors be present.

As a guide, examples of different types of work classification may be found in the following table:

Light work	• Operating mobile plant and vehicles; • Intermittent outdoor inspection work; • Intermittent walking on flat level ground; • Using light hand tools (pliers, wrench, ect) for limited periods of time.
Moderate Work	• Using hand propelled mowers or whipper snippers for short periods; • Using shovels, rakes or other hand tools for short periods; • Operating chainsaw for short periods.
Heavy Work	• Installing utilities; • Using hand propelled mowers or whipper snippers for extended periods; • Using shovels, rakes or other hand tools for extended periods; • Operating chainsaws for extended periods.

28.5 PROTECTIVE MEASURES

The Shire will ensure that work practices are arranged so that workers are protected from extremes of heat. If the workplace is in a structure, cooling shall be provided to allow workers to work in a comfortable environment, so far as is reasonably practicable.

In order to reduce the risk of heat related illness, all parties in the workplace must take a proactive approach. The Shire will utilise consultative processes to assist with identification of summer heat related hazards and determination of associated effective risk control measures, including the selection of suitable personal protective clothing. All workers are expected to assist with identification of areas of concern and suggesting associated risk mitigations that may be utilised.

Manager and supervisors will undertake periodic assessments of hours of work, PPEC and individual work conditions to identify any areas of concern.

28.6 COLLEAGUE AND SELF AWARENESS

Each worker must be aware of the symptoms of heat related illness and remain vigilant for the onset of these, or the presence of factors that may increase individual susceptibility, such as recent illness or medications being taken.

It is the responsibility of workers to always ensure they are fit for work. The worker **must** inform their supervisor of any medical conditions, medication being taken, or any other issues that may impact the workers ability to work safely in summer conditions.

Workers must ensure that they participate with systems and processes intended to ensure their health and safety at work, including by following any reasonable direction given in this regard.

Whilst working, workers must vigilantly monitor themselves and fellow work colleagues for signs of heat related illness. Should any symptoms become evident, workers must notify their supervisor and appropriate action(s) to control risks to health and safety must then be taken.

Wherever possible, workers will not be assigned to work alone. If working alone cannot be avoided, then a process will be established to monitor workers, and an effective communications and emergency response system ensured to be in place.

28.7 WORK / REST REGIMES

The use of a work / rest regime table may assist with mitigating risks associated with summer temperature extremes through providing a guide to rest breaks that should be taken at particular

temperature levels. It must be noted that this is only a very general guide and individual factors will affect each workers health and safety to different extents.

Once temperatures raise to higher levels, then the suggested periods of rest may increase to an extent that it is impracticable to continue to attempt to perform meaningful work in those conditions. Responsible managers and supervisors should try and identify in advance alternative safer work options that could be substituted should instances of excessive heat occur. Note that the WHS Regulations impose a duty on the Shire to ensure that work practices are arranged so that workers are protected from extremes of heat and cold.

It should be noted that the intent of heat related rest breaks are for the purpose of rehydration and cooling down. These intervals are NOT to be considered additional smoking breaks. The activity of smoking is only to occur during formally scheduled break times, such as during lunch time, and if non-smokers are present only with due respect of their consent or otherwise.

Wherever possible rest breaks should be taken in a cool air conditioned area. If this is not possible, then shaded areas may offer the coolest option for rest breaks.

Celcius	Light Work Minutes (work/rest)	Medium Work Minutes (work/rest)	Heavy Work Minutes (work/rest)
32	Normal	Normal	Normal
33	Normal	Normal	Normal
34	Normal	Normal	Normal
35	Normal	Normal	Normal
36	Normal	Normal	45/15
36.5	Normal	Normal	40/20
37	Normal	Normal	35/25
38	Normal	45/15	30/30
39	Normal	35/25	25/35
40	Normal	25/35	20/40
41	Normal	20/40	15/45
41	45/15	15/45	CAUTION
42	30/30	CAUTION	CAUTION
43	15/45	CAUTION	CAUTION
> 43	CAUTION	CAUTION	CAUTION

28.8 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

The Shire will provide personal protective equipment and clothing to workers. This will include consideration of protection from UV radiation, which shall be achieved through the provision of:

- Long sleeve shirts and long trousers. (Fabrics with a UPF rating of 50+ provide greater levels of UV protection);
- A broad brim type hat, legionnaires cap or sun protective accessories designed for safety helmets in situations where safety helmets are required to be worn;
- UV rated safety glasses. (Should prescription UV rated safety glasses be required, then this requirement must be discussed with the relevant manager prior to workers making any purchase. It may be required to obtain three quotes and the most appropriate option then agreed upon).
- Work gloves will assist in providing UV protection to hands, as well as protect against injury in accordance with specific glove design purpose. (eg impact, cut, chemical exposure).



- Consideration could be applied to provision of wearable personal cooling systems, such as water-cooled garments, air-cooled garments, cooling vests and wetted garments.

Sunscreen, with a sun protection factor of at least SPF 50, will be provided by the Shire. Sunscreen supplies are maintained in the works depot as well as in field vehicles. When UV ratings are at 3 or above, all exposed skin should have sunscreen applied at regular intervals as directed by the manufacturer instructions.

28.9 ACCLIMATISATION

When working in summer heat, it is important to ensure that workers are sufficiently acclimatised. This may require a gradual build up to normal work, especially if workers are new to the role or have been absent from the workplace for a period of time.

Workers should monitor themselves and their colleagues for signs of heat related illness, particularly if they are new to the role or have been absent for some time, such as when returning from leave or a sickness absence.

28.10 VARIATION TO START AND FINISH TIMES

In periods where temperatures are expected to be higher than normal, or work is of a strenuous nature, variations to start and finish times will be considered so that work may be performed in cooler parts of the day.

These variations to start and finish times may be initiated by workers request, or that of the Shire, and will be implemented in a consultative manner.

28.11 SHADE

Work activities should be planned to take advantage of natural shade if possible. When natural shade is not available at the worksite, the suitability of the proposed work to be performed under temporary shade structures should be considered during the task planning process.

28.12 HYDRATION

The Shire is required to provide workers with a supply of clean drinking water. To facilitate this in the outdoor workforce, insulated water containers will be provided. All workers must ensure that they have ready access to adequate supplies of drinking water as part of the work preparation process. It is recommended that ice be added to water containers, and that they are kept out of direct sunlight, so that the water is kept cool (at or below 24°C).

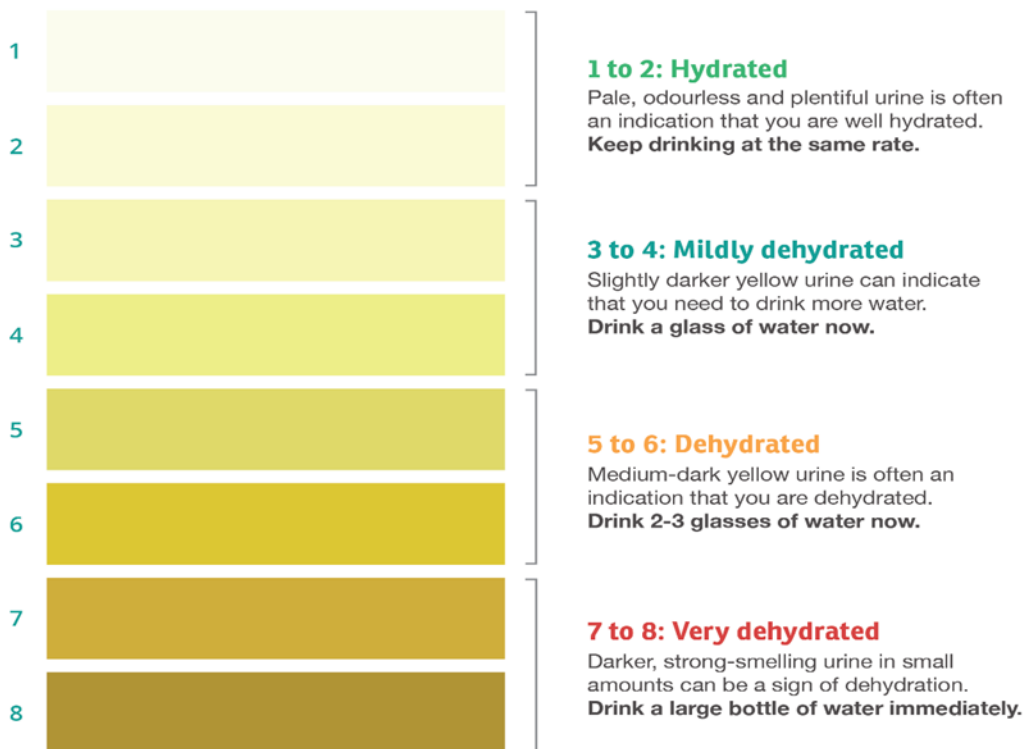
Care should be taken to avoid becoming dehydrated, including:

- Do not start the day with a water deficiency. (Aspects such as heavy meals, alcohol or coffee consumption may increase dehydration);
- Workers must not wait until thirsty, drink plenty of water on a regular basis;
- Workers should monitor hydration levels by checking urine colour to see if indicators of dehydration are present. (Refer to following urine colour chart).



Am I drinking enough water?

Use this urine colour chart to assess how hydrated you are. It is important to drink plenty of water every day to stay healthy.



What can change the colour of my urine?

Certain foods, medications and vitamin supplements may change your urine colour even if you are hydrated.



Important

The colours on this chart should only be used as a guide and should not replace the advice of a health professional. Speak to your doctor if you are worried about the colour of your urine, the amount of water you drink or dehydration.

www.healthdirect.gov.au

28.13 MOBILE PLANT AND VEHICLES

Mobile plant and vehicles are to be subject to daily pre-start checks, including that air conditioning is operating effectively. Any faults identified must be promptly reported using the appropriate reporting mechanisms.

It is recommended that plant and vehicles are parked with consideration of availability of shade and, if no shade available, the direction of the sun.



28.14 TOOLS AND EQUIPMENT

When using tools and equipment in summer conditions, care should be exercised to ensure that items are not left in areas where they are exposed to excessive heat. Items such as battery operated power tools may experience battery failure and resultant fire if they are overheated.

Care must be taken when handling items that have been heated by the sun. When handling metal poles or similar, the use of suitable gloves is recommended to avoid potential for burns.

Water in hosepipes can rapidly reach scalding temperatures when left in full sunlight.

The fuel in jerry cans will expand in the heat of summer, so these should be opened slowly and with care to avoid fuel spraying from the opening when the cap is operated.

28.15 HEAT RELATED ILLNESS

All workers need to be aware of the signs and symptoms associated with heat related illness and be vigilant for anyone displaying these. If identified, then appropriate treatment must be promptly given. Note that heat stroke is considered a potentially life threatening medical emergency and must be treated as such.

Heat related illness progresses through various stages:

- Dehydration
- Heat cramps
- Heat exhaustion
- Heat stroke (which is a potentially fatal medical emergency)

Symptoms of dehydration include:

- Dizziness and tiredness
- Irritability / thirst
- Bright or dark yellow urine
- Loss of appetite
- Fainting

If symptoms of dehydration are present: drink plenty of water or diluted fruit juice; move somewhere cool, cool down with light water spray if possible. If you start to feel unwell seek medical advice.

Symptoms of heat cramps include:

- Painful muscle cramps of abdomen, back and limbs;
- Nausea and / or vomiting;
- Tiredness, dizziness or weakness;
- Moist cool skin.

If symptoms of heat cramps are present: remove to a cool place and lie down, drink water to replace lost fluid, apply ice packs to cramped muscles, work at a less physically demanding task or in a cooler area. Further exposure to heat may lead to heat exhaustion or heat stroke.



KNOW THE SIGNS

HEAT EXHAUSTION	HEAT STROKE
 — Headaches — Nausea and vomiting — Fatigue, weakness and restlessness — Thirsty — Anxiety — Poor coordination — Weak, rapid pulse — Sweating heavily — Raised body temperature	 — Headaches — Nausea and vomiting — Rapid pulse — Extremely thirsty — Dry, swollen tongue — Disoriented, dizzy or delirious, slurred speech — Body temperature more than 40°C — Convulsions, seizures or coma — May be sweating, skin may feel deceptively cool
WHAT TO DO > Lie down in shade or air-conditioning > Drink water > Cool compress or tea towel > Cool shower or bath	WHAT TO DO > Call 000 immediately > Reduce temperature until ambulance arrives

If anyone is suffering from these conditions, the appropriate supervisor must be contacted immediately.

28.16 TRAINING

Workers will be provided with training on a regular basis, with this including:

- Considerations for safe working in summer conditions;
- Heat related illness.

28.17 RESPONSIBILITIES

Shire / Officers

Responsible for exercising due diligence to ensure that appropriate resources and processes are provided to enable work practices to be arranged so that workers are protected from extremes of heat.

Managers / Supervisors

Responsible for ensuring that appropriate resources and processes are consistently implemented so that workers are protected from extremes of heat.



Workers

Responsible for participating in processes which are implemented so that workers are protected from extremes of heat.

REFERENCES

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022 (WA)*
- Code of Practice: Managing the work environment and facilities (DMIRS)
Guide: Managing



SHIRE OF CORRIGIN

STAFF POLICIES

Reviewed 17 October 2025

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1. ADMINISTRATION POLICIES

Policy Owner: Governance and Compliance

Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager of Works and Services.

Date of Approval: 2025

Amended:

Objective: To establish guidelines for the Shire's working hours that depending on the relevant area can include, Rostered Day Off (RDO) or flexible hours and/or time in lieu leave.

Policy: **ALL STAFF**

Lunch Time

A lunch break of at least 30 minutes must be taken, and not later than 5 hours after commencement of work. Employees are not permitted to work through lunch times for the purpose of accumulating hours.

Recording of Hours

An Employee is required to record the hours worked on a fortnightly timesheet and is to be verified by the Employee's immediate Supervisor. Once verified, timesheets will be forwarded to the Payroll Officer.

FLEXITIME

Flexitime only applies to employees who work standard hours per fortnight and who are not on a Roster and benefit from a RDO.

1. Administration Centre and Resource Centre Hours

The Administration Centre and Resource Centre office hours of duty are 8.30am to 5.00pm, Monday to Friday.

Bandwidth

This is the elapsed time between the earliest permissible daily starting time and the latest permissible daily finishing time as follows:

Earliest Start Time: 7.30am

Latest Finishing Time: 6.00pm

Core Time

This is the time when Employees are required to be present, except when on approved leave or working an alternative roster:

Morning Core Time: 8.30am to 12.00 pm

Afternoon Core Time: 2.00 pm to 5.00pm

Flexible Time Periods

Flexible Time Periods are those times of the day during which an Employee may elect, with the approval of their immediate Supervisor (i.e. Executive Manager or Chief Executive Officer), commence work, take lunch and depart as follows:

Commencement Times 7.30am to 8.30am

Lunch Times 12 noon to 2.00 pm

Departure Times 5.00pm to 6.00pm

Carry Over Credit Time

With prior agreement with manager Employees may accumulate credit hours not exceeding 15.20 hours per month.

Employees must work a minimum of 38 hours per week.

Where an Employee has accrued 2 hours in a fortnight, the Supervisor must provide approval to accrue any more time. Where a credit balance of 7.6 hours (or up to 15.20 hours) is accumulated, a flexi-day may be taken with permission of the Supervisor.

An Employee may only take one flexi-day or two half days per month. Any credit balance in excess of 15.20 hours will be forfeited except, in exceptional circumstances, as determined by prior approval of the Executive Manager and Chief Executive Officer

General Guidelines for the Operation of Flexible Working Hours

1. As the Administration Centre is open to the public between the hours of 8.30 am to 5.00 pm, Monday to Friday, it is necessary that all telephones/counters and public areas are staffed continuously during this spread of hours. It is the responsibility of the Deputy Chief Executive Officer to supervise this.
2. The Chief Executive Officer is the arbiter with the authority to determine in consultation with Executive Managers, the manner in which flexible working hours will be applied bearing in mind the specific guidelines laid down.
3. Work must be completed in accordance with the Shire's requirements in preference to leave being taken.
4. The Chief Executive Officer has the right to restrict or remove an Employee's entitlement to flexible working hours if:
 - It is impractical for operational reasons and this can be applicable to individuals or whole of section, or
 - As a disciplinary measure necessitated by abuse of the system. Should a decision to restrict or remove flexi-time be made, a review would be carried out when reasonable and will take into account the reason for the decision.
5. To ensure that the Shire is properly staffed, the following conditions must be observed when considering applications for flexi-time leave:
 - Where a Section is reduced to 50% staff or less, applications will not be approved.
 - A minimum of two working days' notice is required to submit the Application Form to their Supervisor.
 - Employees must ensure that they have been advised that approval has been granted prior to taking the day off.
 - Persons taking a flexi-day off are required to advise the Administration, via Teams.
 - CEO and Executive Managers can take reasonable time off in accordance with their Contract of Employment.
6. Time accrued is:
 - not granted as an entitlement and cannot be paid out if not taken; and
 - to be applied for in advance by completing and submitting an Application for Leave.

3. Corrigin Swimming and Heated Pool

The Pool Manager, in consultation with the Chief Executive Officer shall prescribe the hours to be worked taking cognisance of the early start and late closure of the Pool and reflected the annualised salary arrangement.

Relief for Pool Manager will be negotiated between CEO and Pool Manager prior to the commencement of the summer season.

4. Operational Employees

The Manager of Works in consultation with the Chief Executive Officer may prescribe the start and finish times for outside operational employees, taking cognisance of the seasons and a fortnightly RDO.

Start and finish times are as follows:

7.00am to 4.00pm

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To ensure that all visitors to the Shire of Corrigin are treated with respect and that their safety is considered while they are in the Administration Office and Depot. Also, to ensure the safety of the Shire Staff, confidentiality of work that is undertaken and the care of the building when visitors are present.

Policy: This policy applies to all employees. Workplace visitors may refer to employees' friends and family (referred to as personal visitors) contractors, external vendors, stakeholders and the public.

This policy does not refer to remote employees or employees from other locations. To ensure safety at work, employees who are on parental leave may enter the premises as visitors.

The following rules apply for all kinds of visitors:

- Visitors will need to sign in at reception and state the purpose of their visit and who they are seeing on the register.
- Employees must always tend to their visitors while they are inside the premises.
 - All visitors are to be collected from reception and escorted back to reception when the visit has ended.
 - Visitors are not to be left to roam freely in the facility to ensure confidentiality is maintained as well as making sure in an emergency situation the visitor can be safely escorted off the premises.
- All visitors must sign out prior to leaving the building.
- Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on company premises. They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they don't conform, they may be escorted out or face prosecution if appropriate.

Council Meetings

Meetings that are open to the public such as Ordinary Council Meetings and Annual Electors Meetings that are generally held in Council Chambers will have a register that visitors will be required to sign at the entrance of the administration building.

Contractors and service vendors:

Contractors, suppliers and service vendors, like IT technicians and plumbers, can enter the premises only to complete their job duties.

Customer Service Officers and Depot Administration are responsible for the signing in and out of contractors, suppliers and service vendors and providing them with contractor stickers where appropriate and instructing them to wear those stickers at all times on the premises.

Customer Service Officer will send an email to the staff in the administration building advising them if a contractor is going to be moving throughout the building whilst undertaking their work.

Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's reception area. Customer Service Officers will accept the order on the employee's behalf.

Customer Service Officers sign for and disseminate all deliveries and mail.

Large deliveries should be delivered to the depot. Relevant staff are to advise delivery company on the depot location and contact Depot Administration to make them aware of the delivery.

Dangerous or restricted areas.

Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records or sensitive equipment.

Disciplinary Action

Employees who violate this policy may face disciplinary consequences in proportion to their violation. The CEO will determine how serious an employee's offense is and take the appropriate action:

- For minor violations (e.g. bringing in personal visitors without authorisation), employees may only receive verbal reprimands.
- For more serious violations (e.g. bringing in unauthorised visitors who rob or damage company property), employees may face severe disciplinary actions up to and including termination.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 31 March 1989
Amended: 21 April 2015, 17 October 2017, 2025

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

Policy: All applications to consume liquor are to be in the form of the Shire's Application to Consume Liquor in Shire Owned Building and meet the condition of the *Liquor Control Act 1988*. Applications must be made at least 14 days prior to the scheduled event or as soon as possible.

The Liquor Control Act 1988 (Section 59) outlines the requirements for those wanting to sell or consume alcohol. There is a need to apply for an occasional licence for a period no longer than up to 3 weeks.

*Note CREC hirers conditions do inform hirers of the need to obtain a liquor licence and approval from Council first.

COUNCIL FACILITIES HIRE POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To provide guidance on the hiring of Council buildings and facilities, ensuring clarity on procedures, cleanliness standards, insurance requirements, and maximum occupancy limits.

Policy:

1. General Hire Policy

All applicants wishing to hire Council buildings or facilities must complete and sign a 'Conditions of Hire' form before the booking can be confirmed and keys collected. This form outlines the required standard of cleanliness and other conditions of use.

2. Cleanliness Standards

If the cleanliness standards are not met, the following steps will be taken:

- **Initial Contact:** The Customer Service Officer will contact the hirer to request immediate attention to any cleanliness issues.
- **Subsequent Action:** If issues remain unresolved, the Shire cleaning staff will address the matter. The hirer will be charged for the cleaning services based on the hours required.

3. Specific Facility Procedures

(a) Shire Buildings (Excluding Corrigin Recreation and Events Centre)

- All general provisions as described above apply.

(b) Corrigin Recreation and Events Centre (CREC)

- Hirers must complete the following forms before booking confirmation:
 - Booking Application form
 - Application to Consume Alcohol
 - CREC Hire Terms and Conditions
- Hirers must complete the cleaning checklist and return to the Shire when returning the keys

4. Key Bond

A key bond of \$50 per key and/or swipe tag is required prior to giving out any keys for the hire of a venue. The hirer or their delegate must fill out a key bond retention form when paying a key bond and fill out a key bond return form when returning the keys.

5. Maximum Number of Persons

The following occupancy limits apply as per the Health Act 1911:

Corrigin Town Hall: 400 persons

Corrigin Recreation and Events Centre:

Public Building Area	Type of Use	Maximum Numbers
Function Room/Bar	Dining	242
	Conference	484
Foyer	Hall	172
	Exhibition	43
Umpire/First Aid Room	Storage	17
Sports Hall	Hall (with all exits available)	916
	Gymnasium	305
Hockey/Netball Kiosk Room	Meeting Room	38
Total (at any one time)		1000

6. Hire of Chairs and Tables

- **Corrigin Town Hall and CREC:** Chairs and tables are not available for hire except to the Corrigin Agricultural Society for the Agricultural Show at no cost.
- **CWA Hall:** Chairs and tables are available for hire. Fees are in accordance with the annual budget.

7. Use of the Corrigin Recreation Precinct Facilities

- **Ram Field Days:** Only groups approved by the Corrigin Ram Breeders Association may display rams. Only the Eastern portion of the grassed area may be used.
- **Circus Visits:** Permitted subject to consultation with the CEO and Manager of Works.
- **Use of the Oval:** Limited to sporting activities except for the Corrigin Agricultural Show. The Eastern portion of the grassed area may be used for other events.

8. Casual Hirers Liability Insurance

- **Incorporated Bodies:** Must provide proof of public liability insurance covering Council against any claims.
- **Unincorporated Bodies:** Must provide proof of insurance if hiring facilities more than ten times per annum.

USE OF COUNCIL CHAMBERS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To provide guidelines on to the use of the Council Chambers for meetings, webinars and training.

Policy: Use of the Council Chambers is not available for meetings organised by outside bodies unless initiated by Council/Senior Officers.

Use of the Council Chambers is subject to approval by the CEO, with requests for use to be made in writing directly to the CEO.

2. FINANCE POLICIES

RATES – INSTALMENT OPTION FOR PAYMENT OF RATES AND CHARGES

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

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

Policy: Ratepayers have the option of paying rates by four (4) instalments. The first instalment must be made by the due date on the original notice.

Failure to pay the rates in full or choose the instalment option by the due date will deem rates to be outstanding and if not paid in full will be subject to legal action.

After thirty-five (35) days from the issue of the original rate notice, ratepayers may forfeit the right to undertake the instalment option provided.

PAYMENTS/EFT REQUIREMENTS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: 31 March 1989
Amended: 21 April 2015, 17 October 2017, 2025

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

Policy: **Bank Authority – Specimen Signatures**
The Shire of Corrigin bank shall be provided with a list of names and specimen signatures of the Officers authorised to make Electronic Funds Transfer payments.

EFT Requirements

Any two of the following staff members may authorise Electronic Funds Transfer (EFT) payments on behalf of Council:

- Chief Executive
- Deputy CEO
- Senior Finance Officer

3. RISK MANAGEMENT AND WORKPLACE POLICIES

PROTECTION FROM THE SUN FOR OUTDOOR WORK

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: 21 April 2015
Amended:

Objective: To provide guidelines for Shire staff to avoid harmful exposure to the elements.

Policy: The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and, long trousers. Unless for safety related reasons shirt sleeves may be rolled up (refer to Staff Uniform policy).

The basic dress code will apply all year round – exemptions may apply based upon written medical advice.

Council will supply hats, long sleeve shirts and trousers and sunscreen appropriate for the nature of the work. Council will not provide shorts.
Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 30+ or better.

An “outdoor employee” for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one (1) hour per day on a cumulative basis.

Use of sunscreen cream

All outdoor employees will be supplied with sunscreen cream, which should be applied to their uncovered skin in accordance with manufacturer directions. Information, instructions and supervision will be provided in the use of sunscreens (note Section 19(1) (b) of the *Occupational Safety and Health Act 1984*). In particular, this refers to their faces, ears, necks, backs of the hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ broad spectrum type.

Exemptions may apply based on written medical advice.

Other people who work outdoors

Those people who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis are also required to wear a broad brimmed hat or (equivalent) and sunscreen, both of which Council will supply. Such workers may be environmental health and building officers.

Supply and use of sunglasses

All staff working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with Australian Standards. These will be made available to relevant staff as part of the standard personal protective equipment issue.

Administrative and other controls

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are:

- (a) Ambient and radiant temperature
- (b) Extent of air movement (wind)
- (c) Pace and physical demand of work
- (d) Adequacy of water replacement required by sweating
- (e) Humidity
- (f) Person's clothing.

Note: Actual temperatures experienced by workers will differ considerably dependent on their workplace. Working in a well-treed park will be vastly different to working on an open bitumen road.

Steps which should be taken to avoid overheating include:

1. All relevant staff should have ample supplies of fresh cool water. Where main water is unavailable a 5 litre water bottle will be provided to each person.
2. Exploiting the use of natural shade.
3. The erection of temporary shade where practicable.
4. Rescheduling of particularly heavy work outdoors between the period 10am to 2pm where practicable.
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water. Staff should report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff members are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

Consultation

Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued in accordance with good management practices. (Note, also Section 35(1) (c) of the *Occupational Safety and Health Act 1984*).

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: 15 August 2006
Amended: 21 April 2015, 15 October 2019

Objective: To ensure that Council employs suitably qualified and prepared contractors in conjunction with insurance and liability schemes through LGIS.

Policy: The Shire of Corrigin understands the legislative duties imposed by the *Work Health and Safety Act 2020* in regard to contract work arrangements and will undertake appropriate activities to ensure that our legislative duties are duly fulfilled in relation to matters over which the Shire has capacity to exercise control.

4. HUMAN RESOURCES

CODE OF CONDUCT FOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 15 June 2010
Amended: 15 June 2021, 15 October 2024, 2025

Objective:

PREAMBLE

The Shire of Corrigin Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Corrigin commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

Policy: STATUTORY ENVIRONMENT

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

APPLICATION

For the purposes of the Code, the term employees includes persons employed by the Shire of Corrigin or engaged by the Shire of Corrigin under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

1. CODE OF CONDUCT

1.1. Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*

- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

1.2. Principles affecting employment by the Shire of Corrigin

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Corrigin employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

1.3. Personal Behaviour

Employees will:

- (a) *act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Corrigin;*
- (b) *perform their duties impartially and in the best interests of the Shire of Corrigin, uninfluenced by fear or favour;*
- (c) *act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Corrigin and the community;*
- (d) *make no allegations which are improper or derogatory (unless true and in the public interest);*
- (e) *refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and*
- (f) *always act in accordance with their obligation of fidelity to the Shire of Corrigin.*

1.4. Honesty and Integrity

Employees will:

- a) *observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;*
- b) *be frank and honest in their official dealing with each other; and*
- c) *report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Corrigin policies.*

1.5. Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Corrigin business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Corrigin.

1.6. Compliance with Lawful and Reasonable Directions, Decisions and Policies

- a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Corrigin, whether or not they agree with or approve of them.

1.7. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

1.8. Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Corrigin upon its creation unless otherwise agreed by separate contract.

1.9. Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Corrigin Record Keeping Plan.

1.10. Dealing with Other Employees

- a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Corrigin policies regarding workplace behaviour and occupational safety and health,
- c) Employee behaviour should reflect the Shire of Corrigin values and contribute towards creating and maintaining a safe and supportive workplace.

1.11. Dealing with community

- a) Employees will treat all members of the community with respect, courtesy and professionalism.
- b) All Shire of Corrigin services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

1.12. Professional Communications

- a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Corrigin activities should reflect the status, values and objectives of the Shire of Corrigin.
- b) Communications should be accurate, polite and professional.

1.13. Personal Communications and Social Media

- a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Corrigin, its Council Members, employees or contractors, which breach this Code.
- c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

1.14. Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Corrigin Staff Uniforms policy.

1.15. Gifts

- a) Application
This clause does not apply to the CEO.
- b) Definitions

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- a) that cannot be undertaken without an authorisation from the local government; or
- b) by way of a commercial dealing with the local government;
[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) *is undertaking or seeking to undertake an activity involving a local government discretion;*
or
- (b) *it is reasonable to believe, is intending to undertake an activity involving a local government discretion*
[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- b) does not include —
 - i. a gift from a relative as defined in section 5.74(1); or
 - ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),
- c) whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- a) a gift worth the threshold amount or more; or
- b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- i. a gift worth more than \$50 but less than \$100; or
- ii. a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50 but less than \$100.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- a) a gift worth the threshold amount or more; or
- b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- a) Determination

In accordance with Regulation 19AF of the *Local Government (Administration)*

Regulations 1996 the CEO has determined \$150 as the threshold amount for prohibited gifts. For clarification, and gifts over \$150 is not to be accepted and must be refused or returned.

- b) Employees must not accept a prohibited gift from an associated person.
- c) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- d) The notification of the acceptance of a reportable gift must be in writing and include:
 - i. the name of the person who gave the gift; and
 - ii. the date on which the gift was accepted; and
 - iii. a description, and the estimated value, of the gift; and
 - iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - v. if the gift is one of two or more accepted from the same person within a period of one year:
 - 1. a description;

2. the estimated value; and
3. the date of acceptance,
of each other gift accepted within the one year period.

- a) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- b) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Corrigin official website.
- c) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

1.16. Conflict of Interest

- a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Corrigin, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Corrigin, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

1.17. Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

1.18. Disclosure of Financial Interests

- a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

1.19. Disclosure of Interests Relating to Impartiality

- c) In this clause, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- i. means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- ii. includes an interest arising from kinship, friendship or membership of an association.
[r.19AA of the *Local Government (Administration) Regulations 1996*]

- a) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the meeting immediately before the matter is discussed.

- b) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the time the advice is given.
- c) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- d) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - i. that they had an interest in the matter; or
 - ii. that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - ii. at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- f) If:
 - i. to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - ii. a disclosure is made as described in item (e)ii., at a meeting; or
 - iii. to comply with a requirement made under item (f)ii., a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
 - iv. the nature of the interest is to be recorded in the minutes of the meeting.

1.20. Use and Disclosure of Information

- a) Employees must not access, use or disclose information held by the Shire of Corrigin except as directly required for, and in the course of, the performance of their duties.
- b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Corrigin policies and procedures.
- c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Corrigin.
- d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - i. is authorised by the CEO or the CEO's delegate; or
 - ii. is permitted or required by law.

1.21. Improper or Undue Influence

- a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

1.22. Use of Shire of Corrigin Resources

- a) In this clause –

Shire of Corrigin resources includes local government property and services provided or paid for by the Shire of Corrigin;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- a) Employees will:
- i. be honest in their use of the Shire of Corrigin resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - ii. use the Shire of Corrigin resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - iii. not use the Shire of Corrigin resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

1.23. Use of Shire of Corrigin Finances

- a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Corrigin finances.
- b) Employees will use Shire of Corrigin finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.
- c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- d) Employees exercising purchasing authority will comply with the Shire of Corrigin Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- f) Employees will ensure that any use of Shire of Corrigin finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Corrigin Recordkeeping Plan.

1.24. Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager or the CEO, in accordance with the Shire of Corrigin policies for complaints.

1.25. Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Corrigin policies and procedures, depending on the nature of the suspected breach.

1.26. Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Corrigin policies.
- b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - i. the Corruption and Crime Commission, in the case of serious misconduct; or

- ii. the Public Sector Commissioner, in the case of minor misconduct.
- c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Corrigin Public Interest Disclosure Procedures, published on the Shire of Corrigin website.

1.27. Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Corrigin policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Adopted by the Council of the Shire of Corrigin on 15 June 2021

Adapted from the Western Australian Local Government Model Code of Conduct.

I, _____, confirm that I have read and understood the Code of Conduct for Employee provided to me in correspondence from the Shire of Corrigin.

.....
Signed

.....
Dated

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: 19 July 2016
Amended:

Objective: The Code of Behaviour clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Corrigin in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other Human Resources Policies and Procedures and the official Code of Conduct.

Policy: Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty. The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire.

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire. The Code of Behaviour applies to all staff at the Shire.

Employee Responsibilities

The Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire
- Act in a professional manner at all times
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner
- Act impartially, fairly and without prejudice or favouritism
- Treat the Shire customers with the highest level of customer service Abide by the policies, procedures and guidelines applicable to the Shire Be accountable for decisions made within the course of their duties
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity
- Respect an individual's right to privacy
- Respect confidential information given to them in the course of employment
- Maintain open communication and accountability
- Behave honestly and ethically in all dealings
- Maintain and develop knowledge in their respective fields
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit
- Not solicit or encourage gifts or benefits in relation to their professional duties
- Make efficient and economical use of Shire resources
- Disclose fraud, corruption or maladministration
- Avoid making public comment regarding the Shire
- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents
- Use initiative and strive for excellence

- Ensure that actions or behaviour outside of work do not reflect negatively on the Shire of Corrigin

Managers Responsibilities

In addition to the responsibilities as an employee, managers also have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees
- Ensure staff maintain high standards of conduct in the workplace
- Support staff who disclose information regarding maladministration or corrupt conduct
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future
- Appropriately record all reports of actual or potential conflict or contraventions of the Code of Conduct

Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.

This code of behaviour is an addendum to the formal Code of Conduct of Council.

FIT FOR WORK

Policy Owner: Corporate and Community Services, Works and Services,
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended: 20 October 2020

- Objectives:** The objectives of this policy are to:
- Afford a clear understanding of the Council position in relation to Unfit for Work, primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work through substances or fatigue.
 - Ensure the Shire meets its duty of care under the *Occupational Safety and Health Act, 1984* to, where practicable, reduce hazards in the workplace.
 - Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
 - Prescribe the circumstances where an employee is deemed Unfit for Work and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
 - Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an unfit state.

- Definitions:** The following definitions and interpretations shall apply with respect to being under the influence of alcohol and/or other drugs:
- Impaired Work Performance - means sudden or gradual deterioration of a person's ability to function appropriately at work.
 - Unfit for Work - means being impaired for work and therefore unable to perform duties in a safe manner.
 - Use - means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
 - Misuse - means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
 - Alcohol - means any beverage containing alcohol.
 - Drugs - means amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.
 - Substance - means any drug that may have adverse effects causing impaired work performance.
 - Fatigue - means the inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, hangovers and/or "come downs"), adverse effects of medication, alcohol, drugs and / or other substances (including, hangovers and/or "come downs").
 - Fit for Work - means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
 - Employee - means a person employed by the Shire in a permanent, part-time of casual role.
 - Contractor - means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

1. Responsibilities

1.1 Supervisor

If a supervisor or manager has reasonable grounds to believe that an employee or contractor is affected by drugs and/or alcohol, steps will be taken to address the issue. Reasonable grounds may include (but are not limited to) where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behavior, or otherwise appears to be affected by drugs and/or alcohol.

1.2 Employee/Contractor

The health and wellbeing of an employee and contract personnel is of great importance to the organisation. It is the responsibility of an employee to ensure he or she does not attend work in a manner or condition which will affect their work performance and that could endanger work colleagues, members of the public or cause damage to Shire equipment. An employee assistance program will be offered in order to support the affected employee- refer to Statement 3.0 of this policy.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee or contractor who is interested in receiving counselling services should seek assistance from their supervisor or manager.

2. Application

2.1 Alcohol

- Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties with Calibrated Breathalyser testing is to be carried out on site by a trained manager/supervisor.
- Breath testing for alcohol shall be set at zero tolerance for all staff.
- Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-test within a prescribed amount of time as determined by the relevant manager/supervisor.
- If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the manager for the employee to return home.
- On occasions where alcohol may be included as part of a work function or other recognised work event, supervisors/managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.
- Where management has approved the consumption of alcohol at a shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.
- Failure to follow directions by management with regard to the consumption of alcohol at a shire function or event may result in disciplinary action being taken by the Shire.
- Employees must arrange their own transport in relation to shire function or event as the shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

2.2 Illicit Drugs and Other Substances

- Illicit drugs and other substances are strictly prohibited by the Shire of Corrigin.
- Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premise will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid by the shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.
- Refusal to a drug screen by an employee may result in instant dismissal. If the drug screen proves positive results on the first offence, the employee will receive

a written warning- refer to statement 4.1 of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning- refer to statement 4.2 of this policy.

- Any third offence may also result in instant dismissal - refer to statement 4.3 of this policy.

2.3 Prescription and Other Medication

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day.
- This information is to be recorded on the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action - refer to statement 4.0 of this policy.

2.4 Fatigue

- In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.
- This procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
 - Lack of sleep
 - Voluntary Work, or
 - External work commitments
- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the shire may come to an agreement with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).
- If this agreement is reneged by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.
- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

2.5 Physical fitness including weight management

to ensure that employees are able to perform the full range of tasks outlined in their position description.

3. Employee Assistance Program (EAP)

The Shire of Corrigin understands employees may be experiencing difficulties external to work that may influence their behavior and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential Employee Assistance Program (EPA). Assistance may be offered to first offence employees through a coordinated group of strategies designed to encourage employees to seek professional,

confidential counseling for personal problems that may significantly affect their work performance.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence. Employees who have failed to meet the guidelines of this procedure yet feel an EAP will benefit due to personal circumstances may request access to these services.

4. Disciplinary Action - Employees

Should an employee contravene this policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes).

4.1 First Offence:

- The employee will be immediately suspended from duty without pay if found to be unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on; the unacceptability of the employee's behavior; the risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and if proved negative, may be sent home at the discretion of their supervisor.

4.2 Second Offence:

- The employee will be immediately suspended from duty without pay if found to be unfit for work. The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on;
 - The unacceptability of the employee's behavior;
 - The risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
 - The employee will not be permitted to return to work until they have been tested again and proved negative, and may be sent home at the discretion of their supervisor.
 - The employee will be submitted to fortnight or random alcohol and I or drug screening for the period of two months paid by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal may be exercised by the CEO.

4.3 Third Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

4.4 Instant Dismissal:

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
 - Any attempt to falsify the drug and alcohol screening
 - Cultivating, selling or supplying drugs and/ or other substances;
 - Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
 - Any other unlawful behavior.

4.5 Other:

If an employee is sent home without pay, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If the next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely. The employee is to be advised that their vehicle must be collected the same day.

5. **Disciplinary Action - Contractor**

Should a contractor be found to have breached this policy the shire may seek to review the contractual arrangements and if necessary (as determined by the CEO), move to cancel the purchase order and terminate the working arrangement without any form of compensation.

Explanatory Note:

This policy incorporates a procedure for disciplinary action under Statement 4.0 to address matters where an employee is deemed unfit for work, the Council acknowledges the CEO may, at his or her discretion accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the shire pursuant Section 5.41 of the *Local Government Act, 1995*.

STAFF RECRUITMENT AND SELECTION

Policy Owner: Corporate and Community Services
Person Responsible: Finance/HR Officer
Date of Approval: 2025
Amended:

Objective: To outline a consistent and transparent approach for recruiting and selecting staff that aligns with the strategic operational goals of the Shire of Corrigin

Policy:

This policy is designed to ensure appropriate and consistent recruitment and selection standards are applied at the Shire of Corrigin. This policy outlines the shires commitment to undertake the recruitment and selection of employees in accordance with the principles outlined in section 5.40 of the *Local Government Act 1995 (WA)* and to ensure successful recruitment and selection decisions are made.

1. Application

This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).

CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the Local Government (Administration) Regulations 1996 (WA).

If the CEO is recruiting a Senior Employee as defined in section 5.37 of the Local Government Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a senior employee.

2. Merit and equity

The Shire of Corrigin is committed to ensuring recruitment, selection, promotion and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 5.40 of the Local Government Act. These principles are outlined below:

- employees are to be selected and promoted in accordance with the principles of merit and equity
- no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage
- employees are to be treated fairly and consistently
- there is to be no unlawful discrimination against employees or persons seeking employment by a Local Government on a ground referred to in the *Equal Opportunity Act 1984 (WA)* or on any other ground of discrimination, and
- employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety Act 2020 (WA)*

Recruitment and selection practices are to be conducted to ensure high calibre candidates apply for vacancies.

3. Equal opportunity employment

The Shire of Corrigin recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

The Shire of Corrigin will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:

- all advertisements, job descriptions and titles are non-discriminatory

- the most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude
- all personnel forms are non-discriminatory and relevant in phrasing and requirements, and
- benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

4. Authorities and Responsibilities

Managers are responsible for the recruitment and selection of employees:

- by assessing the need to recruit for a position
- within the scope of their direct or indirect supervision
- within approved budget allocations
- in accordance with this policy and relevant operational procedures, and
- in consultation with Human Resources.

Once an appointment is approved by the CEO, a Manager may execute the employment contract on behalf of the shire.

The Human Resources/ Payroll Officer is responsible for working with the CEO and Managers to ensure procedural integrity of the recruitment and selection process.

5. Confidentiality of information and conflict of interest

All employees involved in the recruitment and selection process will be bound by:

- strict standards of confidentiality, and
- disclosure of interest requirements as outlined in the Shire of Corrigin Code of Conduct.

6. Review of positions

The Shire of Corrigin reserves the right to review the need for any position within the shire's existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Workforce Plan, Community Strategic Plan and Corporate Business Plan (Council Plan).

7. Internal Appointments

The Shire of Corrigin recognises that it may have internal applicants for vacancies. All internal applicants will be subject to the same recruitment and selection processes and pre-employment checks as external applicants.

8. Selection and Appointment

Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role as determined in the Recruitment Strategy.

All required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

9. Probation

All new permanent or fixed term appointments of more than six months will be subject to a probation period of at least three months but no more than six months.

10. Record keeping

Records must be created and maintained to evidence compliance with this policy, in accordance with the Shire of Corrigin Record keeping Plan and the *State Records Act 2000 (WA)*.

11. Variation to this Policy

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with relevant

legislation. The Shire of Corrigin employees will be notified of any variation to this policy by the normal correspondence method.

12. Related documents

12.1 Internal

- Equal Employment Opportunity Policy
- Discrimination, Harassment and Bullying Policy
- Grievances, Investigation and Resolution Policy
- Probationary Periods of Employment Guidelines
- Purchasing Policy
- Recruitment and Selection Procedure

12.2 External

- *Equal Opportunity Act 1984 (WA)*
- *Local Government Act 1995 (WA)*
- *Local Government (Administration) Regulations 1996 (WA)*
- *Work Health and Safety Act 2020 (WA)*

Planning and Preparation

1. Define the Need

Identify Vacancy: Determine if a new position is required or if an existing position needs to be filled.

Job Analysis: Analyse the role to understand the required skills, qualifications, and responsibilities.

2. Develop Job Description

Job Title: Clearly state the position.

Responsibilities: List key tasks and duties.

Qualifications: Specify required education, experience, and skills.

Working Conditions: Include any relevant information about work environment and hours.

3. Obtain Approval

Approval Process: Obtain necessary approvals from relevant departments or stakeholders before proceeding with recruitment.

Sourcing Candidates

1. Job Posting

Internal Posting: Share the opportunity within the organization.

External Posting: Post the job on company website, job boards, and social media platforms.

2. Recruitment Channels

Job Boards: Use popular job boards relevant to the industry.

Recruitment Agencies: Consider engaging agencies for specialized roles.

Networking: Leverage professional networks and industry contacts.

Application and Screening

1. Collect Applications

Submission Methods: Define how applications will be received (e.g., email, online portal).

Application Deadline: Set and communicate a deadline for applications.

2. Initial Screening

Resume Review: Assess resumes and cover letters for basic qualifications.

Shortlisting: Create a shortlist of candidates who meet the minimum requirements.

Selection Process

1. Interviewing

Schedule Interviews: Arrange interviews with shortlisted candidates.

Interview Types:

Interview Panel: Involve relevant team members in the interview process.

2. Assessment

Skills Testing: Administer any relevant tests or assignments to evaluate specific skills if required.

Background Checks: Perform background checks and reference checks.

Decision Making

1. Evaluate Candidates

Interview Feedback: Collect and review feedback from interviewers.

Candidate Comparison: Compare candidates based on skills, experience, and fit with the team.

2. Select Candidate

Decision Meeting: Hold a meeting with decision-makers to finalize the candidate selection.

Offer Preparation: Prepare a formal job offer letter, including salary, benefits, and start date.

Offer and Onboarding

1. Extend Offer

Offer Letter: Send the job offer letter to the selected candidate.

Negotiation: Discuss and negotiate terms if necessary.

2. Onboarding

Pre-Onboarding: Prepare documentation and equipment before the new hire starts.

Orientation: Conduct an orientation session to introduce the new employee to the company culture, policies, and team members.

Training: Provide any initial training required for the role.

Documentation and Review

1. Record Keeping

Documentation: Maintain records of the recruitment process, including resumes, interview notes, and offer letters.

Compliance: Ensure all recruitment practices comply with legal and organizational policies.

2. Process Review

Feedback: Gather feedback from new hires and team members involved in the recruitment process.

Improvements: Review and update the recruitment process based on feedback and performance.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: 21 April 2015
Amended: 17 October 2017, 15 October 2019, 2025

Objective: To ensure the Shire of Corrigin inducts new employees in a structured and standardised method to effectively communicate the Shire's goals, policies, procedures or standards to new employees. This will assist to integrate new employees into the Shire's values and culture through the provision of counselling, coaching and mentoring, which are supported by the provision of information and learning materials to satisfy the technical or professional aspects of each job.

Policy: The immediate manager/supervisor should carry out the induction to meet the needs of the new employee, taking into account such factors as; their experience, previous knowledge and requirements of the position.

The Shire of Corrigin Induction Program should be presented to new employees prior to the commencement of duties and provide new employees with:

- an understanding of the Shire's Work Health and Safety requirements and obligations;
- an understanding of human resource procedures and entitlements;
- clarifies their role, as outlined within their position description;
- an understanding of their supervisor's expectations;
- a training and development program;
- a set of probation goals to achieve;
- an understanding of the Shire's expectations regarding ethical behaviours;
- knowledge of where to find information regarding the Shire's policies and procedures.
- An overview of the Shire's hazard identification, risk assessment, reporting and control process.

The induction program should discuss managing and supporting staff training along with staff development and performance management which should commence immediately.

Policy Owner: Governance
Person Responsible: Chief Executive Officer
Date of Approval: 17 August 2021
Amended: 2025

Objective: The purpose of this policy is to provide clear and consistent guidelines for the secure, lawful, and appropriate use of the Shire of Corrigin's information and communication technology (ICT) systems, software, and devices. The policy aims to prevent data breaches, minimise cybersecurity risks, and support the ethical and efficient operation of the Shire's business activities. It also ensures compliance with relevant legal, regulatory, and audit obligations by defining standards for acceptable use, security, and access.

Scope: This policy applies to all staff of the Shire of Corrigin who use or access the Shire's ICT infrastructure in the course of their employment. It covers the use of ICT resources including computers, mobile devices, networks, software, storage systems, email, internet access, and any personal devices used for Shire business.

Policy: **General Use and Access**

1. Ownership and Monitoring:

All information and communication technology systems, software, and data are the property of the Shire of Corrigin. While staff may have authorised access to systems and devices, all activity conducted on Shire equipment or networks may be monitored, logged, and audited to ensure compliance with this policy and other legislative or organisational requirements.

There is no guarantee of privacy when using Shire ICT resources. Monitoring may include, but is not limited to, internet usage, email traffic, software installations, data transfers, and device activity.

2. General and Acceptable Use:

Staff must use ICT resources in a lawful, ethical, and professional manner. ICT systems are provided primarily for business purposes that support the Shire's functions and responsibilities.

Limited personal use is permitted provided:

- It does not interfere with work duties or productivity;
- Use only occurs outside of core work hours or during authorised breaks;
- It does not involve excessive data usage, inappropriate, offensive or copyright content, or system disruption;
- Personal, non-work related documents, or information is not stored on the Shire of Corrigin devices or networks.
- It Complies with all provisions of this policy.

Where uncertainty exists about acceptable use, staff should consult their manager.

3. Access Permissions:

Access to systems, applications, or data is granted based on job responsibilities and must not be shared or extended to others. Each staff member is responsible for the use and security of their assigned credentials. Managers and system administrators may review access levels periodically to ensure appropriate permissions are in place.

Prohibited Use

Staff must not engage in any of the following activities using Shire ICT systems, devices, or services:

- Downloading, installing, copying, or using unapproved or unauthorised software;
- Downloading, accessing or distributing content that is illegal, offensive, discriminatory, pornographic, defamatory, or otherwise inappropriate;
- Using Shire ICT systems for personal financial gain, private business, political activity, or personal fundraising;
- Making fraudulent offers of products, items or services;
- Bypassing or attempting to disable the Shire's security systems or monitoring tools;
- Introducing malware, ransomware, viruses, or other malicious software;
- Sharing login credentials, passwords, or access codes with any other person;
- Engaging in any form of cyberbullying, harassment, or discrimination via email, messaging, or other ICT channels;
- Downloading or accessing files from untrusted or suspicious sources;
- Connecting to unauthorised networks, including unsecured public Wi-Fi, without appropriate safeguards;
- Using the system in any way that causes damage or disruption to others or interferes with the performance of the network or equipment;
- Accessing or attempting to access data, systems, or files of which the user is not an intended recipient or is beyond the scope of one's role or authorisation.

Where access to restricted content or systems is legitimately required for job purposes, prior written authorisation must be obtained.

Security Access and Authentication

1. Passwords and Authentication:

Staff must use strong, secure passwords to protect access to Shire systems and devices. Passwords must:

- Be at least 12 characters long;
- Include a mix of uppercase and lowercase letters, numbers, and at least one special character;
- Not be reused from personal accounts (e.g., email, banking, or shopping sites);
- Be changed at least annually, or in accordance with advice from the Shire of Corrigin ICT consultant and immediately if there is any suspicion of compromise.

Passwords must never be shared, written down near workstations, or stored in unsecured files. Staff must also ensure that devices are locked or logged out when unattended.

Where multifactor authentication (MFA) is available (e.g. for cloud services or remote access), it must be used.

All devices connected to the Shire's networks, whether Shire issued or approved personal devices, must:

- Have up-to-date antivirus or anti-malware protection installed;
- Be regularly patched and updated in line with advice from the Shire's ICT provider;
- Be configured to lock automatically after a short period of inactivity;
- Be protected with secure login credentials and not left unattended in unsecured locations.

Staff must report any known or suspected data breach, malware infection, or unauthorised access immediately to their supervisor or the Shire's ICT support provider.

2. Access Control:

Access to digital systems, drives, and data is role-based and must only be used for authorised work purposes. Logical access (such as usernames and passwords) and physical access (such as server rooms, communication cabinets, or networking equipment) are restricted to authorised personnel.

The Chief Executive Officer (CEO) and Deputy CEO are authorised to access Shire ICT infrastructure and may delegate access to specific employees where operationally required. All such access must be limited to the minimum necessary for the task and aligned with the user's role and responsibilities.

Remote access to Shire systems is permitted only through approved secure channels, such as a Virtual Private Network (VPN), and must be used in accordance with this policy. Staff working remotely are expected to ensure home environments and internet connections are secure.

Software Management and Data Handling

1. Software Installation and Use:

Only approved and properly licensed software may be installed on Shire owned devices or used within the Shire's ICT environment.

Staff must not:

- Download or install any software or applications without prior authorisation from the Shire's ICT support provider;
- Use trialware, pirated, copyright or unlicensed software;
- Modify system configurations or install plug-ins, scripts, or browser extensions without approval.

All software programs, installations, updates, and removals must be coordinated through the Shire's authorised ICT support provider to ensure consistency, security, and licensing compliance.

2. File Storage and Records Management:

All work-related files and documents must be saved to designated Shire approved storage locations (e.g. network drives, shared folders, or electronic records management systems).

Staff must not:

- Store official documents solely on local drives or USBs;
- Save or transmit confidential files through personal email accounts or unauthorised cloud storage platforms;
- Modify, delete, or move shared files without valid reason or authorisation.

Emails, documents, and other digital records that constitute official communications or decision making must be stored in accordance with the Shire's Recordkeeping Plan.

3. Data Security and Confidentiality:

All information stored on the Shire of Corrigin's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved, then employees should consult their supervisor or manager for guidance.

Sensitive or confidential data must be protected at all times.

Staff must ensure:

- Sensitive data is stored only in secure, access controlled locations;
- Confidential information or intellectual property is not shared with third parties

without prior approval from the DCEO or CEO.

- Confidential documents shared externally are transmitted through secure methods (e.g. encrypted email or secure file sharing);
- Any use of removable media (e.g. USBs, external drives) for Shire data is encrypted and approved in advance;
- Printed materials containing sensitive or personal information are securely stored and disposed of.

Staff must take reasonable steps to prevent unauthorised disclosure, accidental loss, or misuse of data entrusted to them in the course of their work.

Internet and Email Usage

1. Internet Access:

Internet access is provided to staff to support Shire related tasks and research. Limited personal use is permitted during breaks or outside of working hours, provided it does not:

- Interfere with work performance or network functionality;
- Breach this or any other Shire policy;
- Involve access to inappropriate or high risk websites, such as those containing adult content, gambling, torrenting, or hacking tools.
- Involve excessive downloads or transmissions.

The Shire's ICT systems may block or log access to certain sites or content categories to maintain security and performance.

Staff must not:

- Download unauthorised files or media from unverified sources;
- Engage in online activity that could bring the Shire into disrepute;
- Use public or unsecured Wi-Fi for transmitting work related or confidential data.

2. Email usage:

All emails sent or received using the Shire's email systems are corporate records and may be monitored, retained, or disclosed under legal or operational obligations.

Staff must:

- Use Shire email accounts for official business only;
- Maintain professionalism in tone, language, and format.
- Use the approved email signature and disclaimer.
- Archive or save emails in Central Records

Staff must not:

- Use Shire emails to register for non-work-related services or sites;
- Use the Shire of Corrigin resources and networks to generate or send unsolicited emails, jokes, chain letters, or spam;
- Distribute confidential material without authorisation including staff lists or details to third parties outside the shire;
- Open suspicious attachments or click on unknown links;
- Forward official emails to personal accounts or devices.
- Make statements or communicate in a manner that could be interpreted as representing the Shire of Corrigin without permission to do so.
- Use non Shire emails such as Yahoo, Hotmail, Gmail etc are not permitted for the conduct of Shire of Corrigin business.

Any suspected phishing, spam, or email-based threat must be reported immediately to the Shire's ICT support provider.

Mobile Devices and Remote Work

Employees using devices or accessing the Shire of Corrigin network remotely are

subject to the same security and integrity requirements as office based systems.

1. Shire Issued Devices:

Where required for operational purposes, staff may be issued with mobile phones, tablets, laptops, or other mobile devices. These remain the property of the Shire and must be used primarily for Shire business in accordance with this policy.

Limited personal use may be permitted but must not:

- Result in excessive data or call charges such as international calls;
- Interfere with work duties;
- Introduce risk to the Shire's systems or reputation.

Staff may be required to reimburse the Shire for excessive personal use or for repair or replacement due to damage caused by negligence.

Any lost, stolen, or damaged device must be reported immediately to the relevant manager and the ICT provider.

Staff may be required to return mobile phones and/or portable devices to the shire office or to relief staff during periods of leave.

2. Remote Access and Working from Home:

Staff authorised to work remotely must:

- Access Shire systems only through approved secure methods (e.g. VPN);
- All devices connected to the shire network via remote access have the most up to date antivirus software installed
- Maintain a secure work environment and network connection;
- Ensure devices used are under the complete control of the shire employee, password protected and not shared with others including family members;
- Comply with all other sections of this policy as if working on site.

The Shire is not responsible for personal costs incurred when working from home (e.g. internet, electricity) unless otherwise stated in an employment agreement or specific policy.

Bring Your Own Device (BYOD)

Where approved, staff may use personal devices (e.g. smartphones, laptops) for work related purposes. Use of personal devices is subject to the same standards outlined in this policy.

Staff must ensure that personal devices used for Shire business:

- Are password protected and regularly updated;
- Are not "jailbroken" or "rooted" (i.e. security protections disabled);
- Do not store confidential or sensitive data unless explicitly authorised;
- Are not used to bypass Shire systems, controls, or monitoring;
- Are reported immediately if lost or stolen.

Permission to use personal devices for work purposes may be revoked at any time if risks to the Shire's systems, data, or compliance obligations arise.

Removable Media and External Storage

Use of removable media (e.g. USB drives, external hard drives) must be minimised and strictly controlled.

Staff must:

- Use only approved, encrypted removable media for transferring or storing Shire data;
- Not use removable devices for backing up or storing sensitive or confidential

information unless authorised;

- Scan all media for malware before connecting to any Shire system;
- Never use removable media to bypass network storage or records processes.

Use of personal USBs, memory cards, or external drives for Shire data is not permitted without prior written approval.

Social Media and Public Communications

Staff must not speak or post publicly on behalf of the Shire unless explicitly authorised by the CEO or designated manager.

When using personal social media accounts, staff must not:

- Share confidential, operational, or internal information;
- Post content that reflects negatively on the Shire, its staff, or its decisions;
- Represent their views as official Shire positions;
- Engage in online behaviour that may damage the Shire's reputation or working relationships.

All online activity, including social media use during work hours, must comply with this policy and any other relevant policies and codes of conduct.

Consequences of Breaching This Policy

- Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Corrigin may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
- Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.

I, have read and acknowledge the conditions of the
Acceptable Use Policy.

.....

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To give guidelines for engaging in online conversations as representatives of the Shire of Corrigin regardless of private or work related access.

Statement: As a Local Government Agency the Shire of Corrigin and its representatives must follow certain rules when participating in social media.

Policy: These guidelines are intended for use by staff of the Shire of Corrigin to apply to any online medium where information may reflect back on the image of the Shire of Corrigin. Therefore, this Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, Wikipedia or other wikis, Twitter and LinkedIn. These guidelines also apply to any comments representatives of the Shire of Corrigin may leave on other people's blogs or Facebook pages, edits to wikis, responses to tweets, posting on message boards/forums and opinions on online polls.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

All social media accounts and web pages carrying the Shire of Corrigin brand identity are to be endorsed by the Shire of Corrigin. If the Shire of Corrigin is referenced in any media by its representatives these social media guidelines apply.

Reference should also be made to the Shire of Corrigin's Code of Conduct for Employees

Guidelines

- 1. The internet is not anonymous, nor does it forget**
Everything written on the Web can be traced back to its author one way or another and very easily.
- 2. There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.**
With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Corrigin. Always write as if everyone knows you. Never write anything you wouldn't/couldn't say out loud to all parties involved.
- 3. Avoid hazardous materials**
Do not post or link to any materials that are defamatory, harassing or indecent.
- 4. Don't promote other brands with our brand**
Do not promote personal projects or endorse other brands, causes or opinions when posting on behalf of the Shire of Corrigin. The endorsement of the Shire can be sought if required. If a personal opinion must be posted, clearly state that it does not represent the opinions of the Shire.
- 5. Maintain confidentiality**
Do not post any confidential information in regards to the Shire of Corrigin including personal information of employees, Councillors and other individuals associated with the Shire of Corrigin.

6. Always acknowledge

When reposting/referencing a post or someone else's comments provide a link to the original item or acknowledge the author.

7. Identify yourself

When relevant, identify your affiliation with the Shire of Corrigin to add credibility to your profile and to increase the visibility of the Shire of Corrigin.

8. Do not qualify your work

Do not post statements regarding the quality or quantity of your work/load.

9. Do not return fire

If a negative post or comment is found online about the Shire of Corrigin or one of its representatives, do not counter with another negative post. Publicly offer to remedy the situation through positive action.

10. Do not action requests made through social media

Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders blocked.

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 16 October 2018
Amended 20 October 2020, 18 October 2022

Objective: To ensure employees are familiar with the process for accessing their leave accruals in accordance with the Minimum Conditions of Employment Act (MCEA) and the provisions of the relevant industrial instrument.

Policy: The purpose of this policy is to provide a consistent application of leave provisions in accordance with the (MCEA) and the relevant industrial instrument by:

- Facilitating consistency throughout the Shire of Corrigin in administering leave provisions for employees.
- Providing information to effectively manage Annual and Long Service Leave entitlements of employees.
- Encourage employees to take leave by reinforcing the positive benefits of taking leave when it becomes due.

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis (apart from long service leave provisions which apply to casuals).

- Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of the MCEA and the applicable industrial instrument.
- In circumstances other than a statutory entitlement, leave without pay will be granted at the complete discretion of the CEO. Unpaid leave will usually only be granted when the employee has exhausted all other paid leave entitlements.
- No more than three RDO's are to be accrued at any one time unless written permission from the CEO.
- As per the Shire of Corrigin Enterprise Agreement up to 76 hours of annual leave per year may be cashed out by agreement between the employer and employee provided the requirement of the MCEA are complied with.

The manager or supervisor shall manage the taking of leave including time in lieu and rostered days off and maintain a leave roster ensuring that adequate coverage of functions is maintained.

- Shire of Corrigin will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the Local Government must also be considered.
- Employees are entitled to receive 'pay in advance' for leave providing applications are approved and supplied to payroll before the end of the last pay period prior to the employee going on leave.
- Leave application forms should be signed by the applicant and signed by the responsible Manager. All leave application forms will be approved or declined within three days and forwarded to Payroll Officer for action.

Where an employee requires a period of personal leave, such as for injury of illness while on annual leave they may apply to have the leave reversed in line with the notice and evidence requirements set out in the *Fair Work Act*.

Leave Rosters

- Managers are required to develop and maintain leave rosters that identify proposed relief/coverage arrangements for all employees within their area of responsibility.
- Where relief is required, this is to be negotiated with the relevant Manager and if necessary, recruitment is to be arranged by the Deputy CEO or Manager of Works.
- To encourage effective workforce planning, staff must monitor the leave roster to ensure that sufficient employees are available to cope with peak workload periods.
- The Deputy CEO will regularly monitor the leave taken to ensure that the total accrued leave does not exceed this policy.

Approvals and Obligations

- Leave applications forms are required to be completed at least 3 days prior to leave being taken and then to be submitted for approval to the relevant Manager;
- A period of two months' notice must be given in writing for Long Service Leave in line with the provisions of the *Local Government (Long Service Leave) Regulations*.
- Leave applications will be considered in the context of needs of the employee operational requirements and the team leave roster (in particular if there are multiple employees seeking leave);
- Managers must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on leave;
- After approval, leave forms are forwarded to payroll for processing;
- It is the obligation of individual employees, in conjunction with the Manager, to determine whether there is a need to communicate their impending absence to other employees; and
- As a general rule Managers should advise all employees of their absence and what acting arrangements, if any, have been effected.

Where coverage is not possible to accommodate all leave applications, it shall be the responsibility of the manager to consult the employees regarding the situation and allow discussion to enable employees to resolve the situation. There may be a situation where some employees are happy to accommodate others leave applications but it is preferable that employees attempt to resolve the situation without any type of arbitration by the Shire of Corrigin.

Deferral of Long Service Leave

- Within 6 months of long service leave becoming due, the Deputy CEO will be advised by Finance Manager of employees who have not cleared long service leave for that year, if the entitlement has become due;
- Employees are required to formally seek approval from the CEO to defer long service leave. This deferral request must be in writing and clearly identify the amount of leave accrued, at what date it will be cleared and why it has not been cleared; and
- Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire of Corrigin and employee.

Deferrals in excess of this period require the approval of the CEO.

Variation to Policy

This policy may be cancelled or varied from time to time at the discretion of Chief Executive Officer. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method. All employees are to read this policy prior to applying for leave.

EXCESSIVE LEAVE BALANCE

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To ensure that all staff and management are fully informed about the management of sick leave, overtime, and excessive annual leave. This policy outlines the procedures and requirements for each type of leave and overtime to ensure compliance with the *Local Government Industry Award 2020* and to manage financial and operational risks.

Policy:

1. Overtime

Management and Approval:

- Overtime is defined as time worked in excess of 38 hours per week under the *Local Government Industry Award 2020 or Shire of Corrigin Enterprise Agreement*.
- Overtime should be used sparingly and is subject to prior written agreement between the employee and their Supervisor. This agreement must be obtained before any overtime is worked and must be budgeted for in the annual budget.
- An employee may elect, with the consent of the Supervisor, to take time off instead of payment for overtime. Overtime taken as time off during ordinary time hours must be taken at the ordinary time rate, that is hour off for each hour of overtime worked.
- All time-in-lieu should be used as close to the time of accrual as possible and is to be used by the end of the financial year.
- if an employee decides to be paid out for TIL, or if TIL not taken prior to end of financial year it will be paid out. The TIL is paid out at the overtime rate applicable to the overtime when worked.

2. Excessive Annual Leave

Management of Excessive Leave:

- Excessive leave accrual is defined as more than 8 weeks of annual leave under the *Local Government Industry Award 2020*.
- Employees are encouraged to take regular leave to avoid excessive accruals.

Procedure:

- Supervisors must document discussions with employees regarding excessive leave balances and develop a written plan to reduce or eliminate the excessive balance. This plan should be signed by both the employer and employee.
- If a mutually agreeable solution cannot be reached, employees may request to cash out up to 2 weeks of excessive leave per year. Requests must be made in writing to their Supervisor.
- All cash-out requests require approval from the CEO.

Additional Considerations:

- The Shire of Corrigin aims to find mutually agreeable solutions for excessive leave rather than mandating leave or cash-out.

Documentation of all leave and overtime approvals and agreements must be retained for record-keeping and compliance purposes.

COVID Leave:

- Each staff member is entitled to 10 days of COVID leave. This leave is provided specifically for absences related to COVID-19. Once used, it is expended and does not reapply in the following year.

- Employees must provide a COVID test result with a date stamp to support their COVID leave.

Conclusion

Adhering to these guidelines ensures proper management of sick leave, overtime, and excessive annual leave, contributing to the Shire's financial health and operational efficiency. All staff and management are expected to comply with these procedures and work collaboratively to manage leave and overtime effectively.

PAYMENT TO EMPLOYEES WHO ARE ABSENT FROM WORK DUE TO PANDEMIC

Approved By:	Chief Executive Officer
Reviewed By:	Deputy Chief Executive Officer
Date:	16 March 2020
Amended:	N/A
Reference:	Fit for Work Leave Policy

Objective: To determine the conditions for payment of employees who are absent from work during a pandemic.

Policy: It is acknowledged that during a Pandemic there are likely to be employees who may need to take extended periods of leave due to personal ill health or in order to care for vulnerable family members including: children, elderly, disabled or those with pre-existing medical conditions.

This organisation policy identifies requirements for:

- Employees attending work.
- Entitlements for employees who are absent from work due to ill health or caring responsibilities.
- Options to address extenuating circumstances where leave entitlements have been exhausted and where leave without pay would result in hardship.

Under its general duty of care, the Shire must ensure that all employees attending work are fit to undertake the duties and responsibilities of their position. Managers may require an employee to leave the workplace if they believe the employee is not fit for work and/or to obtain a medical certificate to confirm fitness to return to work following a period of ill health or absence to care for family members (to avoid transmission of infection). Details of requirements are documented in the Fit for Work Policy.

Employees who are absent due to ill health, or caring responsibilities, will be paid in accordance with the relevant industrial instrument and Shire Leave Policy.

These options include:

1. Personal (Sick or Carer's) leave entitlements.
2. Accrued annual or long service leave entitlements.
3. Additional hours accrued in lieu of overtime or through flexible working arrangements.
4. Pro-rata annual leave (up to four weeks maximum, pro-rata for part time employees).
5. Leave without pay (Sickness Benefits may be available via Centrelink).
6. Work from home subject to approval of arrangements with Manager or Works, Deputy CEO or CEO and review at the two weeks.

When all leave entitlements have been exhausted and/or working from home arrangements are not reasonable or practical, the employee may be granted leave without pay. Alternatively, where the employee can demonstrate that taking unpaid leave will result in hardship, other (discretionary) options may be considered.

In relation to discretionary options, the CEO, Manager of Works or Deputy CEO, will determine applications on a case by case basis.

Discretionary options may include:

1. Taking annual or sick leave in advance (up to a maximum of two weeks, pro-rata for part time employees) to be deducted from future accrual until repaid or

deducted from the termination pay where the employee ceases employment prior to accruing sufficient entitlements.

2. Other arrangements as determined by the CEO, Manager of Works or Deputy CEO.

Managers will need to manage the taking of leave, including time in lieu and rostered days off, and maintain a leave roster to ensure adequate coverage of services and functions is maintained.

The Shire of Corrigin will continue to monitor the situation and take action in accordance with the advice provided by the relevant health and government authorities.

The manager shall manage the taking of leave including time in lieu and rostered days off and maintain a leave roster ensuring that adequate coverage of functions is maintained.

- Managers will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the shire must also be considered.
- Employees are entitled to receive 'pay in advance' for leave provided applications are approved and supplied to payroll before the end of the last pay period prior to the employee going on leave.
- Hard copy leave application forms must be signed by the employee and authorised by the responsible manager prior to the employee taking leave. All leave application forms will be approved or declined within three days and forwarded to the Payroll Officer for action before the affected pay period.
- Online leave requests will be approved or declined within three days and forwarded to the Payroll Officer for action before the affected pay period.
- Where an employee requires a period of personal leave, such as for injury of illness while on annual leave they may apply to have the leave reversed in line with the notice and evidence requirements set out in the Fair Work Act.

Leave Rosters

- Managers are required to develop and maintain leave rosters that identify proposed relief/coverage arrangements for all employees within their area of responsibility.
- Where relief is required, this is to be negotiated with the relevant manager and if necessary, recruitment is to be arranged by the CEO, DCEO or Manager of Works and Services.
- To encourage effective workforce planning, manager must monitor the leave roster to ensure that sufficient employees are available to cope with peak workload periods.
- The Payroll Officer will regularly monitor the leave taken to ensure that the total accrued leave does not exceed this policy.

Approvals and Obligations

- Leave application forms and online leave requests are required to be completed at least three days prior to requested leave.
- In the event of unplanned leave, the employee must submit a leave application form on the first day back following absence and provide evidence of absence if required (i.e. medical certificate).
- A period of at least two weeks' notice must be given in writing for Long Service Leave in line with the provisions of the *Local Government (Long Service Leave) Regulations*.
- Leave applications will be considered in the context of needs of the operational requirements of the shire and the team leave roster (in particular if there are multiple employees seeking leave);
- Managers must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on leave;

- After approval, leave forms are forwarded to payroll for processing;
- It is the obligation of individual employees, in conjunction with the Manager, to determine whether there is a need to communicate their impending absence to other employees; and
- As a general rule managers should advise all employees of their absence and what acting arrangements, if any, have been arranged.

Where coverage is not possible to accommodate all leave applications, it shall be the responsibility of the manager to consult the employees regarding the situation and allow discussion to enable employees to resolve the situation. There may be a situation where some employees are happy to accommodate others leave applications but it is preferable that employees attempt to resolve the situation without any type of arbitration.

Sick Leave

- All staff are entitled to paid sick leave under the MCEA.
- Employees must notify the Shire of their absence due to illness by messaging in the group WhatsApp or by notifying their supervisor via call or text before the start of their shift.

Medical Certificate Requirements:

- For two or more consecutive days of sick leave.
- For sick leave that falls on a Monday, Friday, or a day adjacent to a Public Holiday.
- When directed by an employee's Executive Manager.

Variation to Policy

This policy may be cancelled or varied from time to time at the discretion of the CEO. All employees will be notified of any variation to this policy by the normal correspondence method. All employees are to read this policy prior to applying for leave.

WORKING FROM HOME POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To outline and formalise the criteria, responsibilities, and procedures for approving and managing working from home arrangements (WFHA's). This policy aims to provide a structured approach for assessing and implementing flexible working arrangements in compliance with legislation, ensuring such arrangements maintain or enhance employee productivity, support organisational goals, and uphold the standards of service delivery and workplace safety.

Policy:

Eligibility Criteria:

Applications to work from home will be assessed to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productively and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home.

Manager Responsibilities:

Where a WFHA has been approved, it is the responsibility of an employee's manager to:

- Ensure the employee is working in accordance with their WFHA and adhering to the Shire of Corrigin's policies and procedures
- Ensure the employee has completed a risk assessment of their home office space and facilitate the Shire of Corrigin to conduct safety inspections. (Photographs as evidence may suffice if agreed to by an employee's manager).
- Review and sign off on records of hours worked (timesheets) as required
- Monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Shire of Corrigin and the employee
- Communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- Where practical, ensure equipment and tools required to perform the tasks are provided to the employee, and
- Accurately document the ownership and usage arrangements of the equipment and assets.

Employee Responsibilities:

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- Adhere to the Shire of Corrigin's policies and procedures
- Maintain regular contact with their respective manager and colleagues, and be contactable during their agreed hours of work
- Meet fitness and work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave

- Take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- Maintain accurate and up to date records of hours worked at home within the normal span of hours
- Allow a person, appointed by the Shire of Corrigin, to access their home office and related areas to allow a safety inspection as required, and
- Take all reasonable precautions necessary to secure the Shire of Corrigin's equipment.

Working from Home Arrangement Agreement:

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interest of the Shire of Corrigin. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure there are operating effectively and meeting the requirements of the Shire of Corrigin. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

WORKING FROM HOME OR REMOTE OFFICE - CHECKLIST

The Shire of Corrigin supports flexible working arrangements and will provide different workspaces to suit a range of work activities as circumstances arise. For many suitable roles, we trust our staff to work where, when and how they choose including from home and/or a remote location during a pandemic. We need to ensure that you have a safe working environment if you do choose to work from home and the role is agreed to as being suitable given the circumstances and access to appropriate technology, communications and remote login etc can be arranged.

WORK ENVIRONMENT

YES NO

Designated Work Area	The floor of the work area is level and there is limited use of mats/or rugs or trip hazards		
Environmental Conditions	The lighting is adequate for the tasks being performed		
	Glare and reflection can be controlled		
	Ventilation and room temperature can be controlled		
	There is no excessive noise affecting the work area		
	Walkways are clear of clutter and trip hazards, such as trailing electrical chords		
	The work area is segregated from other hazards in the home, for example, hot cooking surfaces in the kitchen		
	Non smoking environment		
Emergency Exit	Path to the exit is reasonably direct		
	Path to the exit is sufficiently wide and free from obstructions or trip hazards to allow unimpeded passage		
Security	Security is sufficient to prevent unauthorised entry and protect shire equipment and devices		
Electrical	Power outlets are not overloaded with double adapters and power boards		
	Electrical cords are safely stowed		
	Connectors, plugs and outlet sockets are in safe working order		
	Electrical Equipment is free from any obvious external damage		
Work Station Setup	There is adequate leg space under the workstation		
	From the seated position the most frequently used items are within easy reach		
	There are no sharp points on the workstation or other equipment		
Chair	The chair has a stable base		
	There is adequate lumbar support and the chair is comfortable for extended periods of time		
	Feet are flat on the floor or on a footrest so that knees are bent at right angles and thighs are horizontal to the floor		
Keyboard and Mouse	Keyboard to user distance allows user to relax shoulder with elbows close to the body		
	Keyboard position is flat and comfortable		
	Mouse is placed directly next to the keyboard		
	Mouse is at the same level as the keyboard		
Monitor	Monitor height is adjusted so top of screen is at or slightly lower than eye level (may need to be lower where bifocals are used)		

WORK ENVIRONMENT

YES NO

	Viewing distance is between 350mm – 750mm		
	Monitor and keyboard are placed directly and symmetrically in front of the user		
	Monitor is positioned to avoid glare, i.e. perpendicular to the window or other strong light source		

NATURE OF TASKS

YES NO

Physical Demands of Tasks	Safe posture is adopted		
	Care is taken in lifting, pushing or carrying objects		
Work practices	Wrists are kept straight and not supported on any surface while typing		
	Sitting posture is upright or slightly reclined, with lower back supported		
	From the seated position the telephone is within easy reach		
	Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching		
	Repetitive actions are not continued for long periods without appropriate breaks. Breaks should be taken after every 30 mins of keyboarding, including standing at least once per hour		

OTHER FACTORS

YES NO

Other	Telephone or other communication devices are readily available to allow effective communication in an emergency situation and recharging is available		
	Emergency and technical support contact numbers and details are known		
	A process is in place for the prompt reporting of incidents		
Individual Factors	Any special needs to ensure health and safety have been advised to HR		
	The employee's fitness and health is suitable to the tasks to be undertaken		

POLICIES AND PROCEDURES

YES NO

	The employee agrees to follow all Shire of Corrigin policies and procedures while working from home		
	The employee agrees to follow the Shire of Corrigin Code of Conduct while working from home		
	The employee's contact details and emergency contact details are up to date		
	The employee will report any hazards and incidents that occur while working from home		

AUTHORISATION

The designated home office or remote office area has been inspected (if possible) and any risks to safety are discussed with the appropriate Manager. The employee agrees that the Shire reserves the right to review the agreement and circumstances of the approval at any time and may request the employee to return to their normal workplace if the employee is fit to return to work. The employee is aware that should there be a change to the location or conditions of the work-space:

- The Manager must be informed; and
- A new checklist must be completed and forwarded to HR

Employee Name (Please Print)	
Employee Signature	Date

Manager's Name (Please Print)	
Manager's Signature	Date

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 15 August 2006
Amended: 17 October 2017, 16 October 2018, 2025

Objective: To facilitate the training and development of employees within areas which are of mutual benefit for the Shire and its employees.

Policy: The Shire will support employees to attend appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in position descriptions and their individual Training and Development Plan.

A training and development plan will be developed for each employee as part of the annual Performance Appraisal process. The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of an individual's training plan for the period until the next review.

The Shire of Corrigin is committed to creating a learning culture. The Shire of Corrigin recognises that the business environment is constantly changing and that employees need to acquire knowledge and expertise to keep us up to date.

During the budget preparation process the CEO shall propose for the consideration of Council an allocation of funds for staff attendance at conferences and seminars and for staff training for the ensuing financial year. There will be no payment of training fees or time off to attend training unless prior approval for training has been authorised through the appropriate channels:

- Approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference, seminar or training course has been identified in the employee's Training and Development Plan as being deemed to be of particular relevance to Council's operations and/or to the employee's professional development needs;
- Senior staff attendance at conferences that has been included in staff contracts will still require approval of the CEO;
- The following expenses incurred as a result of approved training will be met by Council and if paid by an employee can only be reimbursed with the production of a detailed receipt:
 - Registration fees;
 - Accommodation and reasonable meals costs*;
 - Minor expenses, such as taxi, parking fees and telephone calls, internet access; and
 - Travelling expenses.

Alcohol, mini bars and in house movies will not be paid by Council.

*Reasonable meal costs ([as per the Australian Taxation Office annual taxation determination for reasonable meal allowance expenses](#))

If an employee is required to stay away from home overnight in accommodation booked breakfast charges at the hotel rates will be paid by the Shire, even if they are in excess of the amount listed above.

Any meal expenses incurred by employees in excess of the above limits:

- Are to be paid by the employee to the supplier of the meals prior to settlement of the account.
- May not be included on the Shire Credit Card Account.

- Partners may attend conferences at own cost.
- Air travel will be limited to economy class and will be organised by the Executive Support Officer;
- The Shire will endeavour to provide transport where training or conferences are held away from the Shire office, however in the event that a personal vehicle is used, travel reimbursements may be claimed in accordance with the *Shire of Corrigin Enterprise Agreement or relevant industry award*;
- Staff attending conferences shall conscientiously attend all conference proceedings unless carrying out other duties on behalf of the Shire during the term of the conference. An evaluation report on the attendance at each conference/seminar/course shall be prepared and submitted to the Deputy CEO or CEO if requested.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended: 20 October 2020

Objective: The Shire supports employees who endeavour to further their education (as it relates to their position), through the provision of a financial subsidy and time off for study.

Policy: Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.
Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.

Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.

Applications for study assistance must be made annually as part of the Performance Appraisal process. The Shire will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.

Financial Assistance

The Shire will consider reimbursement to the maximum value of \$2,500 in any year for education through a recognised provider (i.e. University or TAFE).

- Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities.
- Employees must pay for the approved unit(s) up front and pass the unit(s), prior to any reimbursement claim being made.
- In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a transcript of results obtained.

Study Leave

The Shire will consider up to five (5) hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or TAFE).

- For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence, etc., and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours).
- The five (5) hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.
- Time off is offered as an alternative to financial assistance and must be applied for on an annual basis.

Having regard to changing Government policy on student contributions towards the cost of study, the Shire will keep its policy on reimbursement of educational expenses under review.

Professional and Representative Bodies

Subscription fees for members of an appropriate professional body which is recognised by the Shire of Corrigin will be reimbursed subject to approval of the CEO.

STAFF SEEKING SECONDARY EMPLOYMENT

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended:

Objective: To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.

Preamble: Staff wishing to engage in employment or business outside their official duties, must obtain written permission from the CEO.

Policy: Staff that are approved to engage in secondary employment by this policy are to acknowledge that their first duty is to the Shire and they are not to be engaged in providing their service/expertise to clients that will require a decision of the Shire Council either by a Council resolution, delegated authority or Council policy.

- Staff shall not engage in secondary employment, which might be detrimental to their performance of official duties.
- Secondary employment should not affect their efficiency or performance.
- Should be wholly in the staff member's private time; and if in the course of their official duties, they have access to confidential information not available to the public, they will not be permitted to engage in any secondary employment to which this information might be relevant; and
- Should the Shire/management resolve to change the spread of hours of the officer, then the Shire as principal employer takes priority.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 19 July 2016
Amended: 17 October 2017, 2025

Objective: To ensure that the Shire's employees who are emergency service volunteers (e.g. St John Ambulance, fire brigade officers) are paid whilst attending those emergencies.

Policy: **Paid Volunteering Time Off (PVTO)**
 All staff who are bona fide members of volunteer emergency service groups, (i.e. fire brigade, St John Ambulance), who are required for emergency service by those groups during ordinary working hours usually worked in that day or period during an emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purpose of this policy, ordinary working hours shall be the time ordinarily worked.

Employees are required to indicate PVTO on their timesheets where payments shall be made through normal pay channels and which may be subject to authentication by the officer controlling the relevant body or service.

PVTO isn't guaranteed and must be approved by the CEO prior, particularly during busy periods or when specific compliance deadlines require employees to dedicate their time fully to the activities of the employer, permission to take Paid Volunteering Time Off may not be granted.

Conditions of Volunteering

1. Council employees either volunteering, or as members of volunteer organisations, are required to obtain permission from the CEO, to attend an emergency during normal working hours.
2. Any Shire employee attending an emergency before or after their normal working hours will be considered to be a volunteer. Shire employees will be paid only for their normal hours of duty.
3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment, the Shire employees operating this equipment will be paid appropriate Enterprise agreement rates for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which the operator should be relieved from duty.
4. Employees utilising PVTO must provide appropriate documentation indicating the nature and duration of their volunteer service. This ensures accountability and assists in tracking the impact of volunteer commitments on work responsibilities
5. Employees are encouraged to support their volunteer emergency services; however, the use of PVTO should be balanced with their responsibilities to the Shire. One occasion per month during normal working hours is considered reasonable, unless exceptional circumstances such as a major emergency arise.
6. Employees who volunteer during early mornings and late nights are expected to adhere to Council's fit for work policy. This includes ensuring they are adequately rested and prepared to perform their duties safely and effectively upon returning to work. Employees should communicate any concerns regarding their fitness for work to their supervisors if they believe their volunteer commitments may impact their performance.

GRIEVANCE RESOLUTION POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To identify the procedure and ensure that employees genuine grievances or complaints are managed consistently across the organisation.

Policy: **Guidelines**

Roles:

- **Complainant:** A person who raises a complaint about a matter regarding the workplace.
- **Respondent:** An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.
- **Support Person:** A complainant and a respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.
- **Witness:** A person (including an employee) who is requested by the Shire of Corrigin to assist the process by providing relevant information regarding the complaint.

What to do if you have a complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire of Corrigin's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their direct manager. If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Chief Executive Officer (CEO).

The employee who receives the complaint must contact the CEO and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

- (a) **Confidential:** Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Corrigin may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint.
- (b) **Impartial (fair/unbiased):** Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered.

- (c) **Sensitive:** The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.
- (d) **Timely:** The Shire of Corrigin aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- (e) **Documented:** All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient.
- (f) **Natural Justice:** The principles of natural justice provide that:
 - (i) an employee against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
 - (ii) an employee against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
 - (iii) anyone involved in the investigation should be unbiased and declare any conflict of interest;
 - (iv) decisions must be based on objective considerations and substantiated facts; and
 - (v) the complainant and the respondent have the right to have a support person present at any meetings where practicable.
- (g) **Procedural Fairness:** The principles of procedural fairness provide that:
 - (i) the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
 - (ii) a Respondent is entitled to receive verbal or written communication from the Shire of Corrigin of the potential consequences of given forms of conduct, as applicable to the situation;
 - (iii) the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
 - (iv) any mitigating circumstances presented to the Shire of Corrigin through the grievance process are investigated and considered;
 - (v) the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
 - (vi) any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
 - (vii) all interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the direct manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the direct manager of the Respondent, in consultation with the CEO, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where an employee has deliberately made a vexatious or malicious complaint, that employee may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A complainant must not be victimised by the Respondent or any other employee of the Shire of Corrigin for making a complaint. Anyone responsible for victimising a complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to all of the Shire of Corrigin employees, and breaches may lead to disciplinary action or termination by the Shire of Corrigin, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 21 April 2015
Amended: 19 July 2016, 17 October 2017, 16 October 2018, 18 October 2022, 2025

Objective: The Shire shall:

- Present a recognisable, tidy and professional image of staff to the community;
- Ensure staff are appropriately dressed for their duties; and
- Ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

Policy: The Shire of Corrigin is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. For the purposes of this policy the term employee/s shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Corrigin.

Outside Staff

The Shire of Corrigin require employees to wear a uniform depending on position and work activities.

Full time and part time employees will be provided with a uniform in accordance with guidelines set out below. The CEO is to determine a suitable uniform after consultation with staff, including colour and style.

Part time employees will be eligible for an adjusted quantity of clothing as set by the Chief Executive Officer. Casual employees shall not be eligible for uniforms except upon review of working conditions.

The following applies in relation to Shire of Corrigin uniforms:

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty may be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by the Manager of Works and Services that they are no longer suitable for use due to ordinary wear and tear.
- If an employee's uniform is damaged the employee may be entitled to a replacement uniform. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform.
- Names embroidered onto shirts or jackets are to be first name and are not to include nick names

The initial uniform supplied for new outside staff after completing their probation period is:

ITEM	QUANTITY	REPLACEMENT
Long Sleeve Hi-Vis Shirts	3	Per Year
Trousers	3	Per Year
Safety Boots	1	Fair Wear and Tear
Waterproof Jacket Hi-Vis	1	Fair Wear and Tear
Jumper or Jacket Hi-Vis	1	2 Years

Raincoat	1	Fair Wear and Tear
ITEM	QUANTITY	REPLACEMENT
Wide Brim Hat	1	Fair Wear and Tear
Safety Glasses	1	Fair Wear and Tear
Rubber boots Steel Cap	1	Fair Wear and Tear
Overalls	If required	Fair Wear and Tear
Hat and beanie	1 of each	As required

Employees engaged in bitumen/concrete works or undertaking other high wearing duties will be given adequate consideration with respect to replacement and fair wear and tear.

Shirt, trousers and jackets/jumpers will be provided as part of an annual/bi-annual clothing issue. All other personal protective clothing will be supplied on starting work (permanent) with the Shire and then on an as needs/fair wear and tear basis.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing worn to comply with cultural or religious practices.
- Tattoos or body piercings; and
- Jewellery.

An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair are required to tie it back for health and safety reasons.

High Visibility

Workers must wear high visibility clothing of some description while within the road reserve or near vehicle access ways to ensure that they can be seen easily by vehicle users

For this reason, all uniform supplied to the outside workforce will be high visibility clothing.

Protective Clothing

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Corrigin. An employee must not modify, alter, or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

Administration and Community Resource Centre Staff

Administration and Community Resource Centre employees must present for work in a professional manner and be suitably attired for work activities. The standard for both men and women are smart business dress and wearing of the local government corporate uniform is strongly encouraged.

Smart business dress requires employees to look professionally presentable with well-tailored clothing. This includes tailored trousers, chino pants, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear and belts.

Employees are responsible for ensuring their attire is clean and presentable. Any employee who fails to wear the minimum required dress when presenting for duty may be sent home to change and may not receive payment for the time they are not at work;

An annual allowance is allocated to each employee (pro rata for part time employees) for the purchase of smart business attire from the suppliers on the WALGA preferred supplier panel. If an employee requires more clothing the cost will be on charged to the employee.

An administration employee may seek approval from management to use the allowance to purchase appropriate clothing from a supplier outside the Shire's preferred supplier. The allowance will not be paid upfront to employees; employees must seek reimbursement for the purchases. Approval of these requests will be at the discretion of management.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing worn to comply with cultural or religious practices.
- Tattoos or body piercings; and
- Jewellery.

An employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back at the request of an appropriate officer for health and safety reasons.

Casual Dress

Casual dress is generally restricted to Fridays only unless otherwise agreed by management. Employees in smart casual dress are still required to present in a neat, tidy, and professional manner.

Smart casual attire includes Shire of Corrigin polo shirts, neat t-shirt or blouse, denim jeans, mid length skirts or shorts, tasteful sneakers or sandals.

Unacceptable Standards of Dress

The following items are unacceptable at the Shire of Corrigin:

- low cut or sheer tops,
- tops that expose the midriff,
- shorts that expose the buttocks,
- thongs,
- bare feet,
- singlets,
- faded, frayed or ripped jeans,
- leggings, jeggings (can be worn under skirts or dresses in a professional manner),
- board shorts,
- hoodies,
- sweatpants or activewear,
- cuffed pants or
- other items of clothing deemed unsuitable by an appropriate officer.

Clothing, head wear or tattoos that contain messages or designs that may be offensive to others, including but not limited to, items of clothing which may be considered racist, sexist, or derogatory are considered unacceptable.

Wearing of Uniform out of Hours

Uniforms are to be worn only during working hours, employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform or any other item identifying them as employees of the shire, they are recognised

as representing the Shire of Corrigin. Employees must adhere to the Shire of Corrigin's Code of Conduct, policies, and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Corrigin uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothing should be laundered to a reasonable standard and minimise strong body odour, perfumes, and colognes.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately. All matters relating to personal hygiene will be handled sympathetically and discreetly.

Other related policies

This policy is to be read in conjunction with the following policies:

- Protection from the Sun for Outdoor Work
- Staff Code of Conduct.
- Code of Behaviour – Staff, Volunteers and Contractors

EMPLOYEE PLANT/VEHICLE USE

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 15 November 2000
Amended: 19 July 2016, 16 October 2018

Objective: To provide guidance on the private use of Shire plant and vehicles by Shire employees.

Policy: Employees may not use the Shire plant and equipment after hours free of charge on their own residential land and Shire Residences, without the express approval of the CEO. This approval will be allowed or disallowed depending on the nature of the work to be carried out. Any damage from misuse is to be paid for by the operator. The CEO will establish a list of borrowers.

If permission to use Shire of Corrigin plant and equipment is granted the cost shall be at private works rates less the labour component. Use of small equipment will be charged as per fees and charges adopted by Council.

Permission will not be granted to use plant, equipment or vehicles outside of the Shire of Corrigin.

All requests for private use of a Council owned vehicle by a staff member are to be submitted to the CEO.

If a request for private use of a vehicle or item of plant is granted, the following conditions will apply:

1. Only a person with the necessary licence and experience will be given permission to drive the vehicle;
2. It is not used for commercial purposes;
3. If the staff member is accompanying the driver, they must be with the vehicle at all times; and
4. The vehicle or item of plant is returned with a full tank of fuel.

LOSS OF DRIVERS LICENCE BY STAFF

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 7 June 1995
Amended: 2025

Objective: To provide guidance in the event of a staff member losing their Motor Driver's Licence.

Policy: If a member of the staff loses their motor driver's licence and they rely on their licence to carry out their duties, they:

- Are to immediately advise the CEO; and
- As a result of the loss of licence, may be stood down.

The decision on whether the staff member is to be stood down will be made by the CEO.

REMOVAL EXPENSES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: 15 October 2013
Amended: 19 July 2016, 17 October 2017

Objective: To establish guidelines for the reimbursement of employee's removal expenses when relocating to Corrigin for employment.

Policy: The reimbursement of employee removal expenses is to be provided as follows:

- CEO – 50% after 6 months satisfactory service and remaining balance after completion of 12 months service to a maximum of \$7,000 or other value as agreed to by Council.
- Deputy CEO – 50% after 6 months satisfactory service and remaining balance after completion of 12 months service to a maximum of \$5,000 or other value as agreed to by Council.
- Senior Staff/Managers – 50% after 6 months satisfactory service and the balance after completion of 12 months service to a maximum of \$2,500 or other value as agreed to by the CEO in consultation with the Shire President.

NOVATED VEHICLE LEASE ARRANGEMENTS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 21 July 2016
Amended:

Objective: To provide Staff with an opportunity to enter into a novated vehicle lease where there is no cost or burden to the Shire.

Policy:

Leasing of Vehicles

All employees are eligible to enter into a full operating novated lease arrangement, subject to the following requirements:

- a) The criteria for a novated vehicle lease, as set out in the guidelines published by the Australian Taxation Office (ATO), being satisfied;
- b) The vehicle being leased in the employee's name as a private vehicle with full entitlement afforded to use the vehicle for personal use and benefit outside the employee's conditions of employment with the Shire;
- c) The employee being solely responsible for any residual value of the vehicle at the end of the lease period;
- d) The employee accepting (in writing) full responsibility for the novated vehicle lease upon termination of employment with the Shire;
- e) Any cost incurred by the Shire is to be reimbursed by the employee; and
- f) The employee being fully responsible for any Fringe Benefits Tax (FBT) implications.

RESEARCH AND INFORMATION PROVISION POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 2025
Amended:

Objective: To ensure that all decision-making processes within the Shire are supported by well-researched, comprehensive, and clearly presented information.

Policy:

1. **Purpose:**

- The purpose of this policy is to outline the expectations for staff regarding the preparation and submission of requests for decisions. This policy aims to support managers in making well-informed decisions by ensuring that all necessary information and research are provided in advance.

2. **Scope:**

- This policy applies to all staff members of the Shire who are involved in preparing reports, proposals, or requests that require managerial approval or decision-making.

3. **Research and Information Requirements:**

- **Thorough Research:** Staff must conduct comprehensive research relevant to the matter at hand. This includes gathering data and considering alternative options.
- **Complete Documentation:** All requests for decisions must be accompanied by complete and relevant documentation. This includes, but is not limited to, background information, data analysis, potential impacts, and any supporting evidence.
- **Clear Presentation:** Information must be presented clearly and concisely. Staff should use appropriate formats, such as summaries, charts, or tables, to make the information accessible and understandable.

4. **Submission Process:**

- **Advance Preparation:** Requests should be prepared and submitted well in advance of any deadlines or decision-making meetings. This allows managers sufficient time to review the information and make informed decisions.
- **Detailed Proposals:** When submitting a request, staff should provide a detailed proposal that outlines the issue, the research conducted, options considered, and recommendations. A decision matrix or similar tool may be used to support the analysis for more complex topics.

5. **Managerial Review:**

- Managers are responsible for reviewing the provided information and conducting any additional research if necessary. They may request further clarification or additional information from staff as required.

6. **Continuous Improvement:**

- Staff are encouraged to seek feedback on their research and information submission practices. Staff can attend relevant training to support in enhancing research skills and information presentation.

This policy is designed to foster a culture of thoroughness and diligence in decision-making processes, ultimately contributing to the Shire's overall effectiveness and efficiency.

5. COMMUNITY SERVICES AND FACILITIES

HIRE OF THE COMMUNITY BUS

Policy Owner: Corporate and Community Services
Person Responsible: Customer Service Officer
Date of Approval: 15 July 2008
Amended: 17 October 2017

Objective: To set the conditions for the hire of the Corrigin Community Bus.

Policy: The rate for the hire of the community bus will be set as part of the annual budget process; it will be a cents per kilometre rate (plus fuel).

Smoking is not permitted on the community bus.

Persons holding a WA Driver's Licence with a Light Rigid (LR) class or above are able to hire and drive the community bus. (Proof of Licence will be required as part of the booking procedure) If the driver is receiving reward for driving the bus the driver will be required to hold an "F" endorsement on their WA Drivers Licence. "Reward" is defined as an amount received for carrying those passengers intended to exceed the running costs of the motor vehicle.

Council does not object to the hire of the community bus to people from outside the Shire of Corrigin. If, however, the bus is hired by somebody who is not a resident of Corrigin, and the bus is subsequently required by a local, the non-local must be advised that the bus is no longer available to them. At least one week's notice must be given to the non-local of the cancellation of the hire to enable them to make other arrangements.

If the bus is returned in an untidy state and it is not possible to contact the hirer responsible prior to the next hire of the bus, the bus will be cleaned and the hirer will be responsible for the cost of the cleaning.

Hirers of the Corrigin Community Bus are expected to return the bus with a full fuel tank (filled to 3 'clicks of the fuel bowser) and in a clean condition.

Council will provide free use of the community bus for the following organisations on the provision that fuel costs are paid by the hirer:

- Senior Citizens activities plus one other event each calendar year; and
- Rotary Club of Corrigin trip to Perth plus one other event each calendar year;
- Shire staff social event; and
- Seniors' Games.

All other conditions of hire of the community bus must be adhered to by the hirer.

Persons or clubs using the community bus where fees have not been paid or the tank is not filled or the bus has not been returned in a clean condition may be prohibited from using the bus in future.

A suitable member of the Shire staff must inspect the Community Bus after every hiring to ensure that it has been returned in an adequate state with no damage.

NO SMOKING AREAS

Policy Owner: Governance and Compliance
Person Responsible: Environmental Health Officer
Date of Approval: 21 May 1997
Amended: 2025

Objective: The objectives of the Shire of Corrigin in banning smoking in various Council areas not covered by legislation is to:

- Improve the health of community members;
- Improve public amenity and maintenance of Council property;
- Raise community awareness of issues associated with smoking;
- Provide community leadership in taking measures to protect the health and social wellbeing of the community;
- Minimise cigarette butt pollution on Council owned properties.

Policy: This policy will help Council fulfil its obligation under the *Tobacco Control Regulations 2006*, to prevent smoke entry.

Smoking is prohibited inside all Council public buildings (*which for the purpose of this Policy includes the Shire Depot and yard along with the Transfer Station*) as a requirement of the *Tobacco Control Act 2006*.

Smoking is prohibited inside all Shire vehicles.

Council is required to ensure that tobacco smoke does not enter all public buildings from the outside, and in doing so is applying the following:

- No smoking within 5 metres of an entrance/exits to buildings including covered areas of those buildings such as verandas and patios
- No smoking within 10 metres of air conditioning units.

The Corrigin Pool is the only Council facility which is designated by Council as a no-smoking outdoor area. Smoking at the facility will not be tolerated, and patrons who wish to smoke are to do so outside the pool enclosure.

Designated outdoor smoking areas are to be appropriately signed with **SMOKING AREA** signs and include sufficient cigarette butt disposal bins.

Outdoor areas where the public tend to congregate are to be signed with **NO SMOKING AREA** signs.

The Shire is responsible for the provision of signs for smoking and non-smoking areas and cigarette disposal bins, and for the emptying of those bins.

In this policy, 'smoking' refers to the use of any tobacco product or electronic smoking device, including e-cigarettes and vaping



Our Reference: D23623; 25/203199

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

Dear Ms Manton,

DISASTER RECOVERY FUNDING ARRANGEMENTS – EPAR WORKS FOR AGRN978 AND AGRN1010

In July 2024, the Shire of Corrigin (the Shire) submitted its final claims for approved Essential Public Asset Reconstruction works undertaken for the below Disaster Recovery Funding Arrangements Western Australia (DRFAWA) events:

- AGRN978 - Severe Weather across the Lower South West Land Division (20-31 July 2021), and
- AGRN1010 - Shackleton Complex Bushfire (6-15 February 2022).

Following DFES review of the claims, it was identified the total costs to reconstruct Essential Public Assets (EPAs) for both events were considerably less than the value of the respective approved EPAR cost estimates. This was primarily a result of reduced project management costs on Wickepin-Corrigin Road for AGRN978 and Corrigin-Bruce Rock Road for AGRN1010.

To reduce the Shire's cashflow pressures in undertaking EPAR works, Asset Repair Working Capital (ARWC) was provided by DFES for both events. In January 2024, DFES made payments to the Shire of \$251,210 for AGRN978 and \$128,793 for AGRN1010.

Under the DRFAWA, local governments are required to contribute towards eligible works up to their annual contribution limit, referred to as the Local Government Contribution. Due to two (2) eligible DRFAWA disaster events impacting the Shire in the 2021-22 financial year, DFES advocated for the State to approve only one (1) Local Government Contribution amount being applied across both events. I wrote to you on 12 December 2024 advising this had been approved.

Due to a large component of the approved EPAR cost estimate not being required, DFES was only able to recover \$41,610 in ARWC for AGRN1010, and \$73,896 in Local Government Contribution for both events. The \$251,210 in ARWC for AGRN978 was fully repaid. As such DFES needs to recoup the outstanding balance of ARWC for AGRN1010 being \$87,183 and the remaining Local Government Contribution to be paid across both events being \$113,104. Attachment 1 provides a detailed synopsis of the current financial position following claim review for both events.

For DFES to recoup the outstanding monies from the Shire, a tax invoice in the amount of \$200,287 is at Attachment 2.

We would appreciate the Shire's address of this invoice at its earliest convenience. Should you require further clarification or assistance, please contact David Budd, Program Manager Recovery Funding Claims and Policy, on 6392 1640 or via email at david.budd@dfes.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Tim McNaught', with a long vertical line extending downwards from the end of the signature.

Tim McNaught
DIRECTOR RECOVERY FUNDING

25 September 2025

Attachment 1:

Summary of Shire of Corrigin's EPAR financial position for AGRN978 and AGRN1010:

AGRN	Approved EPAR Cost Estimate	Claim value reimbursed	Difference		ARWC Payment	ARWC recouped	ARWC outstanding	LG contribution recouped	LG contribution outstanding	Total ARWC and LG contribution Shire yet to pay
			\$	%						
978	\$1,256,051	\$862,406	\$393,645	31.34%	\$251,210	\$251,210	0	\$73,896	\$113,104	\$200,287
1010	\$643,967	\$222,390	\$421,577	65.47%	\$128,793	\$41,610	\$87,183			
TOTAL	\$1,900,018	\$1,084,796	\$815,222	42.91%	\$380,003	\$292,820	\$87,183	\$73,896	\$113,104	\$200,287

Summary of Essential Public Asset costs that resulted in underspend:

AGRN	EPA (Road)	Approved EPAR Cost Estimate			Claim Actuals			Underspend to approved EPAR Cost Estimate	
		Reinstatement	PM	TOTAL	Reinstatement	PM	TOTAL	\$	%
978	Wickepin-Corrigin	\$136,880.81	\$268,019.81	\$404,900.62	\$110,827.20	\$35,203.42	\$146,030.62	(\$258,870.00)	67
1010	Corrigin-Bruce Rock	\$127,954.49	\$266,007.55	\$393,962.04	\$98,987.40	\$86,311.34	\$185,298.74	(\$208,663.30)	53



TAX INVOICE

Invoice Number: 159937
Invoice Date: 22/09/2025
Account Number: D000464
Due Date: 22/10/2025

PO Box 221
CORRIGIN WA 6375

Enquiries: (08) 9395 9865
Fax: (08) 9395 9385

Line Amount	GST	Line Total
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Attention : Natalie Manton
Email : ceo@corrigin.wa.gov.au

Essential Public Asset Reconstruction - Balance of Local
Government Contribution and Asset Repair Working Capital

AGRN1010 - Corrigin	200,287.00	0.00	200,287.00
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The Total Price Includes GST Of **\$0.00**

Total Amount Due **\$200,287.00**

Please Detach And Return With Your Remittance

Department of Fire and Emergency
Services
GPO Box P1174
PERTH WA 6844

Invoice Number: 159937
Account Number: D000464
GST **0.00**
Due **200,287.00**

Tick if receipt required ☐

EFT PAYMENTS MAY BE MADE DIRECTLY TO OUR BANK ACCOUNT AT CBA: BSB 066 003 A/C 00050000
PLEASE QUOTE ACCOUNT AND INVOICE NUMBER ON THE PAYMENT
(Note: if paying by EFT no receipt will be issued)